John Jay College
Phased Re-Opening Safety Plan

PREAMBLE:

With the staged reopening of New York City following initial responses to the COVID-19 pandemic underway, the City University of New York (CUNY) issued guidance requesting that college campuses develop and implement plans to allow certain operations to have access to physical facilities on campus (CUNY Concept Paper #03-01). In response, John Jay College organized a Reopening Planning Committee that adopted guidance from the college Faculty Senate (Reopening John Jay College, June 1, 2020) calling for a phased reopening with a Low-Density Access Stage, a Medium-Density Access Stage, and a High-Density or Full Access Stage.

The Low-Density Reopening Planning Subcommittee was charged with establishing plans and procedures necessary to achieve an orderly and safe Low-Density Access return. In developing these plans, the subcommittee explicitly considered guidance from the Centers for Disease Control for College Campuses, New York State Guidance for State Agencies and Authorities (Interim Guidance for State Agencies and Authorities During the COVID-19 Public Health Emergency), New York State Interim Guidance for Higher Education Research During the COVID-19 Public Health Emergency and CUNY.

Members of the Low-Density Reopening Planning Subcommittee:

- Tony Balkissoon  (Legal)
- Anthony Bracco  (Facilities)
- Anthony Carpi   (Research) – Chair
- Shu-Yuan Cheng (Science)
- Angela Crossman (Psychology)
- Naomi Davies  (Facilities)
- Mark Flower  (Finance)
- Diego Redondo  (Public Safety)
- Amber Rivero   (Student Council)
- Michael Sachs  (Student Activities)

Ex-Officio Members

- Fern Chan  (Professional Studies)
- Lynda Mules  (Research Compliance)
- Daniel Stageman (Research)

JOHN JAY PHASED REOPENING PLAN AND PRIORITIES:

A phased reopening of the college prioritizes key activities that cannot operate effectively off-campus. The Low-Density stage will open campus with greatly reduced capacity and will allow for operational issues that arise during reopening to be resolved before activities expand. During the first stage of reopening, prioritized activities will include: 1) research activities that are externally-funded, deadline-driven, season-specific, or conducted by graduate students working on dissertation research or untenured professors, with up to 50% capacity; 2) student support services considered essential to the health and welfare of our student body; and 3) additional operations needed to support the reopening of the college. As the college opens for this Low-Density Stage, plans will continue to prepare for additional levels of access as specified by CUNY and the State of New York, including, along with additional student support services and other campus operations, research access for tenured professors, postdoctoral fellows, and graduate students. These plans, and those subsequent ones, will prioritize the health and safety of our students, faculty, staff, and campus visitors. Progress to subsequent stages will be considered after it has been established that there is minimal increased risk of infection and following State and City guidance. The phased plan will allow for reopening to be paused or even
revert to earlier phases should a resurgence of COVID-19 in the New York metropolitan area necessitate.

This document outlines the John Jay College Phased Reopening Safety Plan and applies to activities in operation during the COVID-19 public health emergency, until rescinded or amended. In addition to the following standards, John Jay College will continue to comply with the guidance and directives for maintaining clean and safe work environments issued by the New York State Department of Health (DOH), as well as applicable federal requirements, including but not limited to such minimum standards of the Americans with Disabilities Act (ADA), Centers for Disease Control and Prevention (CDC), Environmental Protection Agency (EPA), and United States Department of Labor’s Occupational Safety and Health Administration (OSHA).

EDUCATION AND TRAINING PLAN:

The college will provide access to a web-based COVID-19 Training that includes information about symptoms, transmission, testing, prevention, how to put on, take off, clean and discard face coverings and other personal protective equipment (PPE), and additional guidelines. The training must be completed by all Public Safety Officers, Facilities personnel, and all John Jay individuals requesting access to campus. The training includes an attestation by the individual that failing to follow guidelines could pose risk to self or others and result in the revocation of campus access privileges.

CAMPUS APPROVAL PROCESS:

Access to John Jay’s campus will be limited and carefully monitored, and measures will be taken to reduce interpersonal contact and congregation. During staged reopening, only individuals whose presence is necessary will be allowed on campus at a given time, according to the priorities that the college establishes. Individuals who do not require campus access will be encouraged to work remotely. Non-essential visitors will be prohibited from entering campus, to the extent possible.

Approval Process:

John Jay faculty and staff involved in prioritized activities may submit an online Request to Resume Activities form to request access to campus and to resume college activities. Details about the process for requesting approval to resume activities will be communicated to the college community via email and posted on the John Jay website.

Faculty and staff requesting approval for on-campus activity will be required to include a Return to Campus Safety Plan, providing a rationale for resuming procedures and a plan for adhering to public health recommendations within an office suite or laboratory unit, including social distancing, PPE, cleaning, and ramping-down activities if necessary.

Additional documentation will be required of faculty and staff requesting access to conduct research, including documentation of appropriate approved protocols (e.g., IRB, IACUC, IBC), and, for researchers in the Department of Sciences, a Research Schedule. Research involving human subjects that requires in-person interactions may be approved where risk can be mitigated and when the research is in a priority area as determined by the college. Researchers requesting to conduct in-person research activities involving human subjects will include additional information about the proposed procedures, a justification for initiating in-person rather than remote procedures, confirmation that research participants will not be coerced, required, or unduly influenced to participate in person or to travel to campus, and a plan to screen for and mitigate COVID-19 related risks. If a request to conduct research procedures with human subjects on campus is approved, the researcher will be required to provide the names of these participants. Research participants that need to access campus will be considered “essential visitors” and will be required to wear face coverings or other proper PPE and to follow social distancing guidelines, and will be screened upon entry as per Public Safety procedures. Research participants will be considered when calculating on-campus space and facility capacity.
The *Request to Resume Activities* and supplemental forms will be routed to the Department Chair, Program Director, or other appropriate entity for initial evaluation. These requests will then be forwarded for review and approval by a Campus Access Committee to include: the Vice President in charge of the area requesting access, the Director of Human Resources, the Director of Public Safety, the Director of Facilities Management, the Director of Space Planning, and administrative support staff assigned by the college; each Committee member may appoint a designee when appropriate. Capacity limitations of the on-campus space to be accessed will be considered when evaluating the request to facilitate social distancing, and schedules for individuals accessing campus will be staggered as needed.

**Access to Campus:**

Once a request for on-campus activity is approved, the Campus Access Committee will submit to Public Safety the *Return to Campus Safety Plan* including names of individuals granted access, destination, date, time and frequency of requested access, and attestation of training completion. This process will apply to John Jay faculty, staff and students, employees of the Research Foundation of CUNY (RF) (collectively, “John Jay affiliates”), as well as essential visitors, including human subjects research participants. Individuals on that list will report to the 59th Street Entrance and must be wearing a mask or face covering to gain entry. Entry and exit will be limited to the 59th Street Entrance for all such individuals, and this post will be stocked with a supply of face coverings. Social distancing barriers and markings will be in place to ensure social distancing between individuals and Public Safety Officers. Officers will be wearing face coverings.

John Jay affiliates and essential visitors will be screened prior to accessing campus as described in the section on *Screening* below.

John Jay affiliates must show a John Jay ID and swipe the ID to enter and exit campus. Essential visitors will be required to show identification to enter and exit campus. Researchers conducting research with human subjects will be required to meet each research participant upon entry, to escort the participant to the research location, and to escort the participant to the exit. All individuals must leave through the 59th Street Entrance. Officers will note the individual’s exit in the log. The log maintained by Officers at the 59th Street Entrance will assist Public Safety in tracking the number of individuals in campus at a given time, as well as their locations.

Access procedures can be altered to accommodate those with a documented disability on a case by case basis.

**Off-Campus Research:**

Researchers requesting to conduct in-person off-campus research activities involving human subjects will submit a *Request to Resume Activities* form, including an *Off-Campus Research with Human Subjects Recovery Plan*. This plan will include: a justification for conducting in-person rather than remote procedures; information about the local context and requirements related to COVID-19; plans to mitigate risk; plans to adhere to public health recommendations, including social distancing, PPE and cleaning; confirmation that research participants will not be coerced, required, or unduly influenced to participate in person; and plans to ramp down research activities if necessary. Such requests will be evaluated and approved by the Office for the Advancement of Research on a case by case basis, consistent with priorities for the relevant stage; if a request requires changes to an IRB-approved protocol or suggests new or increased risks such that the request cannot be approved by the college, the researcher will be advised to submit an Amendment for review by the IRB. The implementation of screening, social distancing, PPE or other requirements to reduce COVID-19-related risks will not generally be considered changes requiring review by the IRB, unless such changes affect the design or conduct of the approved research. Other than approved off-campus research, faculty and staff should not arrange any in-person, work-related, off-campus meetings or gatherings.
PUBLIC HEALTH AND SAFETY CONSIDERATIONS:

Physical Distancing:

The total occupancy for indoor spaces will be limited to 50% of the maximum occupancy for a particular area as set by the certificate of occupancy. The Office of Space Planning has computed occupancy standards and limitations for classrooms, the library, computer labs, science laboratory space and common areas on John Jay’s campus; occupancy standards in office locations will depend on departmental plans. The number of individuals needed to be in a location at a given time will be minimized when feasible. Faculty in the Department of Sciences will be required to complete a Research Schedule to establish the number of individuals proposed to be in a location at a given time to ensure that floor-wide capacity limitations are met. Research participants will be considered when calculating space and facility capacity.

Unless safety or core function of the work activity requires a shorter distance, individuals will maintain a distance of 6 feet from one another at all times.

The use of workstations (e.g. lab benches) will be limited so that individuals are at least 6 feet apart. Distance markers will be posted around workstations and other common stationary work areas to promote distancing. When distancing is not feasible between workstations, physical barriers may be installed in accordance with OSHA standards; physical barrier options may include strip curtains, cubicles, plexiglass or similar materials, or other impermeable dividers or partitions. Barriers have been or will be set up to establish social distancing in laboratory spaces and shared offices in the Department of Sciences where appropriate. The use of shared workstations and/or laboratory equipment will be limited to the extent practicable; shared workstations or equipment will be cleaned and disinfected by the user after each use with materials provided by the Department of Facilities Management.

The use of small spaces (e.g. elevators, staff rooms) will be restricted. The use of elevators by more than two individuals at a time in Haaren Hall and by more than three individuals at a time in the New Building will be prohibited. Occupancy must never exceed 50% of the maximum capacity of the space or vehicle, unless it is designed for use by a single occupant. Signs will be posted in elevators noting the maximum number of occupants. Signs will be posted in elevator waiting areas noting density limits and encouraging the use of stairs. Facilities will post signs on stairwells to maintain social distancing and minimize two-way traffic.

Measures will be taken to reduce interpersonal contact and to limit on-site interactions. In-person gatherings such as staff meetings will be limited as much as possible. If videoconferencing or teleconferencing cannot be used and an essential in-person meeting is required, such meetings will be held in open, well-ventilated spaces with appropriate social distancing between participants (i.e., leave space between chairs, have individuals sit in alternating chairs).

Tape and signs denoting foot traffic and distance will be used in common areas to facilitate social distancing. Signs will be posted on bathroom doors to facilitate occupancy restrictions; single occupancy restrooms will continue to operate as such, while larger restrooms designed with multiple stalls will be able to accommodate up to two or three individuals. Distance markers will be posted around workstations and other common stationary work areas.

Signs will be posted throughout campus, consistent with DOH COVID-19 signage, and will be used to remind individuals to:

- Cover their nose and mouth with a face covering
- Properly store and, when necessary, discard PPE
- Adhere to physical distancing instructions
- Report symptoms of or exposure to COVID-19, and how they should do so
- Follow hand hygiene and cleaning and disinfection guidelines
- Follow appropriate respiratory hygiene and cough etiquette
To the extent possible, ventilation will be increased in accordance with safety protocols. Non-essential amenities and communal areas that promote gathering or are high-touch will be closed to the extent possible.

Laboratory safety standards and FDNY Certificate of Fitness will continue to be implemented and enforced. Full-time CLTs and adjunct CLTs will be scheduled to ensure the regular operation of the prep room, research lab inspections, and weekly hazardous waste pickup in the Department of Sciences.

Non-essential travel will be limited. Designated areas for pick-ups and deliveries will be established, limiting contact to the extent possible.

**Personal Protective Equipment (PPE):**

Except when disability prevents, all individuals must wear acceptable face coverings whenever in public spaces at the college, or in laboratories, offices or other facilities where multiple occupants are present. Individual operations (laboratories, multiple person offices, etc.) that deem that mask use will inhibit work may submit safety plans allowing individuals to remove masks while in those facilities as long as a minimum of 6 ft. distancing is maintained. All individuals must still wear face coverings in public spaces.

John Jay affiliates will be permitted to use their own acceptable face coverings but will be provided with one at no cost as needed. A supply of masks will be provided to Public Safety; Officers will maintain an adequate supply of face coverings, masks and other required PPE in the event an employee needs a replacement. Public Safety will provide masks to any employee that does not have one.

Acceptable face coverings include but are not limited to cloth (e.g. homemade sewn, quick cut, bandana), surgical masks, and face shield. However, cloth, disposable or homemade face coverings are not acceptable for workplace activities that require a higher degree of protection for PPE due to the nature of the work (e.g. if working with flammable materials or chemicals, ensure face coverings are flame resistant). Masks provided by the college will be discarded after use and will not be shared; receptacles will be placed around the facility for disposal of soiled items, including PPE. The COVID-19 Training required for all individuals requesting access to campus includes training in how to don, doff, clean and discard PPE.

Measures will be put into place to limit the sharing of objects, such as equipment, machinery, materials, and vehicles, as well as the touching of shared surfaces, such as touchscreens or equipment. When such objects must be shared, individuals will be required to wear gloves or to perform hand hygiene before and after contact.

**Hygiene, Cleaning and Disinfection:**

John Jay will adhere to hygiene, cleaning and disinfection requirements as advised by the CDC and DOH.

Hand hygiene stations will be maintained, to include running warm water, disposable paper towels, and a lined garbage can. An alcohol-based hand sanitizer containing at least 60% alcohol will be available for areas where handwashing facilities may not be available or practical. Hand sanitizer will be placed at entrances, exits, and elevators. Facilities has soap on hand and additional sanitizer stations and refills on order. Touch-free hand sanitizer dispensers will be installed where possible. Signage will be placed near hand sanitizer dispensers indicating that visibly soiled hands should be washed with soap and water; hand sanitizer is not effective on visibly soiled hands.

New enhanced cleaning protocols have been drawn up by Facilities for different scenarios, including protocols for high-touch areas, and will be implemented as the college community returns to campus in a phased manner. Cleaning and disinfection, including restrooms, will be conducted by Facilities on a regular basis, with more frequent cleaning and disinfection for high risk areas used by many individuals and for frequently touched surfaces, using registered
disinfectants on the Department of Environmental Conservation’s (DEC) list of products identified by the Environmental Protection Agency (EPA) as effective against COVID-19.

Cleaning and disinfection will be rigorous and ongoing and, when possible, will occur at least after each shift, daily, or more frequently as needed. Logs that include the date, time, and scope of cleaning and disinfection will be maintained for common areas and individual laboratory spaces.

Additional cleaning supplies will be distributed to various departments to assist in overall cleaning and for use in disinfecting accessed areas. Appropriate cleaning and disinfection supplies will be provided for shared and frequently touched surfaces and employees will be encouraged to use these supplies following manufacturer’s instructions for use before and after use of these surfaces, followed by hand hygiene.

Shared workstations, laboratory equipment, and other tools will be cleaned and disinfected between users by the individual using the equipment or tool and using provided disinfectants, including at least as often as individuals change workstations or move to a new set of tools. If cleaning or disinfection products or the act of cleaning and disinfecting causes safety hazards or degrades the material or machinery, individuals using such objects will be required to wear gloves, the number of individuals using the object will be limited, and hand hygiene stations will be placed in the vicinity.

In the event an individual who has accessed campus is confirmed to have COVID-19, affected areas will be closed off, cleaned and disinfected. Additional cleaning and disinfection will include, at minimum, all heavy transit areas and high-touch surfaces (e.g. lab tables, elevators, facility entrances, badge scanners, restrooms handrails, equipment, door handles). Cleaning and disinfection will be overseen by Facilities, consistent with CDC Guidelines on “Cleaning and Disinfecting Your Facility”.

Shared food and beverages will be prohibited. Individuals will be encouraged to bring food from home and reminded to observe social distancing while eating meals.

Facilities staff have been at the college throughout the COVID-19 pause and have been tending to all facets of all buildings, both owned and rented space, as per usual protocols. As the college reopens in a phased approach, Facilities staffing levels will be adjusted to accommodate need.

Screening and Contact Tracing:

Faculty, staff and students requesting access to campus will be screened as part of the Request to Resume Activities process. Screening will document if the individual has:

- knowingly been in close or proximate contact in the past 14 days with anyone who has tested positive for COVID-19 or who has or had symptoms of COVID-19;
- tested positive for COVID-19 in the past 14 days; and/or
- experienced any symptoms of COVID-19 in the past 14 days.

Screening will also be performed on site at the time of facility access by Public Safety Officers. Officers will point to a large poster board displaying a list of COVID-19 symptoms and ask if, in the past 14 days, the individual has: 1) experienced any of those symptoms, 2) tested positive for COVID-19, or 3) knowingly been in close or proximate contact with anyone who has tested positive for COVID-19 or who had symptoms of COVID-19. Temperature will be taken using a non-contact temperature reader. If the individual answers yes to any screening question, or if temperature is above the upper limit of normal (100.4°F), entry to campus will be denied and the individual will be referred for COVID-19 testing. If the individual answers no to the screening questions and temperature is within normal limits, the individual will be allowed entry. Officers will record name, intended location(s) and intended visit duration in a log to be maintained at that post, and will announce entry over the radio.
Temperature checks will be conducted per U.S. Equal Employment Opportunity Commission or DOH guidelines. CDC guidance on “Symptoms for Coronavirus” will be consulted for up to date information on symptoms associated with COVID-19, and the information evaluated during screening may be updated or revised accordingly. An individual who screens positive or has a temperature above the upper limit of normal (100.4°F) will not be allowed to enter the facility and will be sent home with instructions to contact their healthcare provider for assessment and testing. Public Safety will maintain a listing of city and state testing locations for COVID-19 testing locations; this information will also be included in the training required of all John Jay affiliates accessing campus. All individuals wishing to gain access to campus facilities will be advised to get prophylactic COVID-19 testing done before accessing facilities, and regularly thereafter.

Personnel performing screening activities, including temperature checks, will wear masks and will be supplied with gloves. No records of employee or student health data (e.g. temperature data) will be maintained, but a log will be maintained confirming that each individual was screened and the result of the screening. Individuals who have accessed campus will be advised to email covid@jjay.cuny.edu if and when their responses to any of the aforementioned questions changes, such as if they begin to experience symptoms, including during or outside of work hours. All individuals will be advised to email covid@jjay.cuny.edu if, within 14 days of accessing campus, the individual tests positive for COVID-19 or develops symptoms of COVID-19. Public Safety will coordinate internal data collection with Human Resources (for faculty and staff) and Student Affairs, including the Wellness Center (for students).

State and local health departments will be notified immediately upon being informed of any positive COVID-19 test result by a John Jay affiliate or essential visitor who has accessed campus, and the college will cooperate as required to trace all contacts in the workplace. Notification will be carried out by Human Resources in the case of faculty or staff, and by Student Health Services in the case of students testing positive. In such situations, the state and local health department will be notified of all individuals who entered the site dating back 48 hours before the individual first experienced COVID-19 symptoms or tested positive, whichever is earlier.

The Request to Resume Activities form and the entry/exit logs maintained by Public Safety will enable John Jay to maintain a record of every John Jay affiliate and essential visitor who has accessed campus, and will assist in identifying individuals who may have had close contact with one another. These records will include contact information, such that all contacts may be identified, traced and notified in the event an individual who has accessed campus is diagnosed with COVID-19.

The college will cooperate with the state and local health department as required to trace all contacts in the workplace, and the state and local health department will be notified of all individuals who accessed campus dating back 48 hours before the individual first experienced COVID-19 symptoms or tested positive, whichever is earlier. Confidentiality will be maintained as required by federal and state law and regulations. State and local health departments may, under their legal authority, implement monitoring and movement restrictions of infected or exposed persons including home isolation or quarantine.

Individuals who have accessed campus and are alerted that they have come into close or proximate contact with a person with COVID-19, and have been alerted via tracing, tracking or other mechanism, will be required to self-report to covid@jjay.cuny.edu at the time of alert and shall follow the protocol referenced above.

The Director of Public Safety will serve as the central point of contact for receiving and attesting to having reviewed all employees’ screening responses. The email address covid@jjay.cuny.edu will be used for communicating screening responses submitted via a Request to Resume Activities form, and for individuals to inform if they later are experiencing COVID-19-related symptoms.

The Assistant Vice President for Finance, Mark Flower, will serve as the college’s site safety monitor whose responsibilities include continuous compliance with all aspects of the site safety plan.
The college will refer to DOH’s “Interim Guidance for Public and Private Employees Returning to Work Following COVID-19 Infection or Exposure” regarding protocols and policies for employees seeking to return to work after a suspected or confirmed case of COVID-19 or after the employee had close or proximate contact with a person with COVID-19.

Communication:

The John Jay College President or her designee has reviewed the New York State Interim Guidance for Higher Education Research during the COVID-19 Public Health Emergency, as well as CUNY guidance, and further affirms that the college will implement the guidelines as described in this Safety Plan.

On campus, signage will be posted to remind individuals to adhere to proper hygiene, social distancing rules, appropriate use of PPE, and cleaning and disinfection protocols. Per NYS guidance, this Safety Plan will be posted on the John Jay College website for access by employees, and at various conspicuous locations on site including the public entrance to the facilities. Information about requirements for COVID-19 training, campus access requests, social distancing, face coverings, hand hygiene and cleaning will be communicated to the John Jay community via email and the John Jay website. Recommendations for personal travel when using mass transportation, and for COVID-19 testing and contact tracing, will also be provided. Individuals will be verbally reminded about social distancing, the use of face coverings, and other considerations as well.

PROCESS FOR REPORTING AND EVALUATING CONCERNS:

The college will create an anonymous online system for reporting unsafe working conditions or any violation of this safety plan. This system will be monitored by the Office of the VP for Finance and Administration, which will route complaints appropriately. Complaints about insufficient resources, such as empty sanitizing stations, missing signage, etc., will be routed to and addressed within 48 hours by Facilities. Complaints about individuals violating the requirements of this safety plan will be routed to the supervising VP for staff, the Provost for faculty, and the Dean of students for student issues. Complaints that call into question the college’s compliance with this safety plan will be immediately routed to the President.