

# John Jay College – Spring 2023 COVID-19 Plan

## Overview

This document is John Jay's COVID-19 Safety Plan. **This plan is subject to change.**

We have an on-campus population that includes people who have received booster shots, people who are fully vaccinated but not yet boosted, and people who are not fully vaccinated. We aim to serve all members of the community; to protect their health, safety and well-being; and to advance our values, vision, and each goal of our Strategic Plan.

This revised plan updated the previous Fall 2022 Access Plan

## Governance

The *Campus Access Committee* (Chaired by VP & COO Mark Flower) to coordinate planning and oversee major implementation decisions for on-campus presence in Spring 2023. This Committee included individuals (most of whom served on previous reopening committees since 2020) with authority over facilities, public safety, the academic program, faculty governance, unions, human resources and environmental health and safety.<sup>1</sup>

## Process for Reporting and Evaluating Concerns

We have an anonymous online system for reporting unsafe conditions or any violation of this plan<sup>2</sup>. This system is monitored by the Campus Coronavirus Coordinator, with staff designated to route complaints appropriately. Complaints about insufficient resources, such as empty sanitizing stations or missing signage are routed to and addressed within 48 hours by Facilities. Complaints about individuals violating this safety plan are routed to the supervising VP for staff, the Provost for faculty, and the VP of EMSA for students. Complaints that call into question the College's compliance with this plan are immediately routed to the President.

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<sup>1</sup> The committee consists of, in alphabetical order: Tony Balkissoon (Legal), Ellen Belcher (PSC), Ned Benton (Faculty Senate), Sam Ascencio (Student Council) , Anthony Bracco (Facilities), Inez Brown (Graduate Studies), Gerard Bryant (Counseling Services), Anthony Carpi (Research), Fern Chan (Professional Studies), Shu-Yuan Cheng (Science), Malaine Clarke (Enrollment Management & Student Affairs), Angelique Corthals (Science), Brian Cortijo (Registrar), Angela Crossman (Psychology) , Cheryl Dantonio (Theater & Event Support Services), Cat Alves (Athletics), Mark Flower (Admin & Finance, and Campus Coronavirus Coordinator), Oswald Fraser (Administration & Finance), Jay Gates (Council of Chairs), Karen Kaplowitz (Faculty Senate), Brian Kerr (Enrollment Management & Student Affairs), Kathy Killoran (Undergraduate Studies), Jeffrey Kroessler (Library), Joseph Laub (Information Technology), Elsa-Sofia Morote (Graduate Studies), Daniel Matos (Registrar), Jill Maxwell (Legal), Lynda Mules (Research), Allison Pease (Interim Provost), Elizabeth Hovey (PSC), Diego Redondo (Public Safety), Andrew Sidman (Council of Chairs), Daniel Stageman (Research), Janet Winter (PSC),

<sup>2</sup> <https://doitapps2.jjay.cuny.edu/COVIDComplaint/>

## Campus Access

### Definition

1. “Fully vaccinated” means at least two weeks have passed since you received your single Johnson & Johnson shot, or since you received the second of your Pfizer or Moderna shots.<sup>3</sup>

### Campus Access for Faculty and Staff

- You may come to campus if either (i) you are fully vaccinated, have uploaded your proof in CUNYfirst, and have had that proof approved; or (ii) you have received a negative PCR test from a CUNY testing site in the past seven days.
- Instructions for faculty and staff to upload proof of vaccination can be found [here](#). All faculty and staff who have provided proof of vaccination, and whose proof is approved, can swipe their ID cards for access at any John Jay campus entry point.

### Campus Access for Students

- You may come to campus if either (i) you are fully vaccinated (Booster shots should be strongly encouraged), have uploaded your proof in CUNYfirst, and have had that proof approved; or (ii) you have received a negative PCR test from a CUNY testing site in the past seven days *and you have an approved medical exemption or religious exception*.
- If you do not meet the criteria above, you may not enroll in an in-person or hybrid class, nor may you use any of the campus facilities (like the library or athletic facilities).
- Instructions for students to upload proof of vaccination can be found [here](#). All students who have provided proof of vaccination, and whose proof is approved, can swipe their ID cards for access at any John Jay campus entry point.

### Campus Access for Visitors

- John Jay / CUNY will no longer require proof of vaccine or recent negative test results for visitors. The John Jay campus is returning to the standard protocols for visitors.

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<sup>3</sup> If you received a different vaccine, contact Malaine Clarke at [maclarke@jjay.cuny.edu](mailto:maclarke@jjay.cuny.edu) (for students) or Human Resources at [ashkhr@jjay.cuny.edu](mailto:ashkhr@jjay.cuny.edu) (for faculty and staff) to find out if you are “fully vaccinated.”

## Public Health and Safety Considerations

### Face masks

John Jay encourages the use of high-quality masks, like N95 or KN-95 masks. Public Safety along with Facilities will try to maintain a supply of KN-95 masks and offer them to anyone who comes to campus wearing a cloth mask.

Everyone, regardless of vaccination status, are encouraged but not required to:

- Wear a face mask when inside any CUNY building.
- Wear a mask outdoors on campus when unable to maintain physical distance from others (for example, while attending a CUNY gathering or sporting event).

### Food Services

The cafeteria is open. There are no self-service operations—food is served by the cafeteria staff. Buffet style food service is not available.

### Classrooms, Science Labs, Research and Study Spaces.

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 disinfecting wipes provided by Facilities.

### Ventilation

John Jay continues following CDC guidelines on air quality and ventilation.<sup>4</sup>

- We have increased the amount of outside air to reduce the amount of air recirculation.
- Where the HVAC fan operation can be controlled at the thermostat, we have set the fan to the “on” position instead of “auto.”
- We have improved our air filtration by installing MERV 13 or greater filters.
- We have installed portable high-efficiency air purification fan/filtration systems to enhance air cleaning in classrooms.
- We have installed portable high-efficiency air purification fan/filtration systems to enhance air cleaning in office spaces that

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<sup>4</sup> <https://www.cdc.gov/coronavirus/2019-ncov/community/ventilation.html>

- have been identified to have poor air circulation.
- We have extended the run times of HVAC systems before and after the building is occupied.
- We have installed UVC lighting in all air handlers.

### Hand Hygiene, Cleaning, and Disinfecting

Touch-free hand-sanitizer dispensers containing at least 60% alcohol are installed throughout campus, including at entrances, exits, and elevators. Signage is placed near hand sanitizer dispensers indicating that visibly soiled hands should be washed with soap and water because hand sanitizer is not effective on visibly soiled hands. Restrooms include sinks with running warm water, disposable paper towels, and a lined garbage can.

Disinfecting wipes are placed throughout campus for use on shared objects, such as equipment, machinery, materials, and vehicles, as well as shared surfaces, such as touchscreens. When such objects must be shared, individuals must wipe down the surfaces before use. Disinfecting wipes will also be available in classrooms and for use in office spaces. Requests for refills can be made here: <https://doitapps2.jjay.cuny.edu/COVIDComplaint/>

Rigorous cleaning and disinfection 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. Logs that include the date, time, and scope of cleaning and disinfection will be maintained for common areas and individual classroom and laboratory spaces. Facilities uses disinfectants on the Department of Environmental Conservation's list of products identified by the Environmental Protection Agency as effective against COVID-19. Facilities follows CDC and NYDOH recommendations. All full-time custodial staff have completed the New York State COVID-19 training. PPE has been secured for staff use and issued accordingly. The College's cleaning equipment has been and continues to be maintained and available for use.

Please see Table 1 below for cleaning schedule.

Table 1. Campus Cleaning Schedule

<b>CLEANING SCHEDULE</b>	
<b><u>Science Labs Cleaning Schedule:</u></b>	
	Monday through Saturday, general cleaning will be done on a daily basis. This will be supplemented by individual users' cleaning of materials they touched, using cleaning supplies provided by the College.
<b><u>Study Areas and Library Cleaning Schedule:</u></b>	
	General cleaning will be done on a daily basis.
	Sanitizing wipe canisters will be installed in a secure dispenser in designated public spaces of these areas. This will allow individual users to supplement by cleaning their own workspaces before/after use.
<b><u>L2 Computer Labs Cleaning Schedule:</u></b>	
	General cleaning will be done on a daily basis.
	Sanitizing wipe canisters will be installed in a secure dispenser in designated public spaces of these areas. This will allow individual users to supplement by cleaning their own workspaces before/after use.
<b><u>Entrances &amp; Common Areas Schedule:</u></b>	
	General cleaning will be done on a daily basis.
<b><u>Restroom Cleaning Schedule:</u></b>	
	Monday through Saturday, all actively used restrooms will be disinfected/cleaned by assigned custodians and maintained at a minimum of 4x times per day.
<b>Classrooms</b>	General cleaning will be done on a daily basis.
	Sanitizing surface wipe canisters will be installed in a secure dispenser in each classroom. This will allow individual users to supplement by cleaning their own workspaces before/after use.
<b>Office Areas</b>	Routine cleaning such as the emptying of garbage cans, vacuuming, dusting will be done on a normal routine basis. Office desks will be the responsibility of the occupant to clean.

	Sanitizing wipe canisters will be installed in a secure dispenser throughout office areas. This will allow individual users to supplement by cleaning their own workspaces.
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Additional cleaning supplies will be distributed to various departments to assist in overall cleaning and disinfecting. Cleaning and disinfection supplies (i.e., single-use disinfecting wipes; spray surface cleaners) will be provided for regular cleaning of shared and frequently touched surfaces. Employees are encouraged to use these supplies following the manufacturer's instructions before and after contact with these surfaces, followed by hand hygiene. Individual packages of hand sanitizer are also available at Wellness Resource Services.

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 nearby.

Where someone with COVID-19 has accessed campus, Public Safety will notify Facilities of affected areas, which 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, turnstiles, restroom handrails, equipment, door handles).

## Campus Research

Researchers wishing to conduct on-campus research should check with their chairs. Any research—on-campus or off—involving in-person activities with human subjects must be cleared with the Office for the Advancement of Research.

## Contact Tracing

CUNY will continue to aid in the identification of exposures, and notify close contacts, as appropriate, of exposure as soon as possible after being notified that someone in the campus has tested positive or been diagnosed with COVID-19.

CDC Guidance that CUNY and Campuses will continue to follow:

- As soon as possible after they are notified that someone has tested positive for or been diagnosed with COVID-19, campuses should notify close contacts of exposure, in accordance with applicable privacy and other laws.
- Individuals who test positive for COVID-19 or have COVID-19 symptoms should isolate and notify their close contacts that they may have been exposed to COVID-19 and refer close contacts to the state or local health department website to learn about the steps they should take because of the exposure.

### [Isolation and Exposure](#)

**CUNY continues to follow the latest CDC guidance on [isolation](#) and [exposure](#). Any students, staff or faculty who test positive with COVID-19 or are exposed to someone with COVID-19 must follow these guidelines, as outlined below, prior to returning to campus.** If you are required to isolate, you must receive a negative test or doctor's certification prior to

returning to campus.

Test results will be accepted from [CUNY testing sites](#) or other licensed test providers.

## Isolation Guidelines if You Test Positive for COVID-19

Everyone, regardless of vaccination status.

- Stay home for 5 days (day 0 is your first day of symptoms, or the day of your first positive test if you do not develop symptoms).
- If you have no symptoms or your symptoms are resolving after 5 days, you can leave your house.
- In order to return to CUNY after isolation, you must receive a negative PCR or Antigen test (we strongly recommend an Antigen test, if available).
  - Collect the test sample only if you are fever-free for 24 hours without the use of fever-reducing medication and your other symptoms have improved.
  - If your test result is positive, you should continue to isolate until day 10. Following day 10 you must receive a negative PCR or Antigen test before returning to CUNY.
  - In lieu of a negative test, individuals may provide a doctor's certification that they have recovered from COVID-19.
- Continue to wear a well-fitting mask around others for 5 additional days; if you cannot wear a mask, continue to isolate for 5 days.
- If you have a fever, continue isolation until you are fever-free for 24 hours without the use of fever-reducing medication.
- If you were severely ill with COVID-19 you should isolate for at least 10 days. Consult your doctor before ending isolation.

## If You Were Exposed to Someone with COVID-19

Everyone, regardless of vaccination status.

- You do not need to quarantine.
- Wear a well-fitting mask around others for 10 days.
- Get tested at least 5 days after your close contact (the date of your exposure is considered day 0); if you test positive, stay home and isolate per guidelines above.
- If your exposure is from someone you live with, you must reach out to your Campus Coronavirus Liaison.
- *If you develop symptoms, get a test, stay home and follow the isolation guidelines above.*

## Travel

- All individuals should follow the CDC [domestic travel recommendations](#) and [international travel recommendations](#) before reporting to work or campus and notify their manager in advance of the travel dates and should quarantine be required.
- Any students, faculty or staff engaging in official travel on behalf of CUNY must follow the latest [approval requirements for domestic and international travel](#).

## COVID Testing

- All students are expected to test before returning to campus.
- Weekly testing will continue for those who are unvaccinated and expand to cover students in residence halls, regardless of vaccination status.
- Overall random testing of 5% of the on-campus population. Participation in the random surveillance testing is mandatory and failure to participate will result in the removal of the individual's Cleared4 access pass to CUNY spaces.
- Negative tests required to return to campus will continue to be accepted from CUNY testing sites or non-CUNY testing providers.

To facilitate testing for required medical clearance to return to campus, tests will continue to be accepted from non-CUNY testing providers as well as from CUNY safeCircle test sites. Testing to return to campus should only be done at CUNY safeCircle test sites when you are symptom free to protect you and others in the CUNY community. If you are recovering from COVID-19, you should not get tested until you have completed your isolation requirements and are symptom free. If you are experiencing symptoms of COVID-19, we encourage you to visit a public testing site near your home or use an at-home test kit.

Rapid tests will be available for approved screening circumstances when unanticipated entry to campus is required. The rapid tests will be distributed to CUNY testing sites and to selected locations on campus and will be tracked through the testing system for inventory and usage management.

For more information about CUNY's COVID-19 testing program, please see the [Testing FAQ](#). For a list of testing locations, frequently asked questions, please refer to the [Getting Back to Working in Person FAQ](#). If you still have questions, please contact your [HR office](#).

### Self-Screening

Before coming to campus, each member of the community is expected to monitor your symptoms, stay away from others if you feel sick, and get tested at a public testing site if you have any symptoms. CUNY safeCircle testing sites should not be used if you have symptoms.

## Communication

This Safety Plan will be posted on the John Jay College website <https://johnjay.jjay.cuny.edu/coronavirus-updates/>. Information about

campus access, physical distancing, face coverings, hand hygiene, and cleaning will be communicated to the John Jay community via email and the John Jay website. FAQs have been posted on the campus website and are updated as needed. Individuals will be reminded verbally and by signs about physical distancing, the use of face coverings, and other considerations.

Emergency contact will be conducted through the CUNY Alert system and information posted on the John Jay homepage and coronavirus-updates pages. John Jay will use the following communication means to reach each stakeholder group:

- Administrators, department leaders, faculty, staff: email, virtual forums/town halls
- Students and parents: email, texting, social media, virtual forums/town halls, website/hotline
- Alumni: email, website/hotline
- Local community: email, social media

### **Considerations for Campus Closure or Scale Back**

Although it is no longer a New York State requirement, CUNY will continue to monitor campus infection rates. In addition, CUNY and campuses will continue to monitor community spread via [the CUNY Safety Tracker](#). The Reopening/Campus Access Committee is responsible for monitoring health conditions and, if appropriate, recommending any scale back or shut down. CUNY Central Office will consult with campus leadership to determine the best course of action for scaling back campus activity. Final decisions on shutting down particular buildings within campuses, individual campuses, or multiple campuses, will be made by the Chancellery/COO's Office in consultation with local/State authorities. Additionally, if the Board of Trustees calls for partial or full closure, the College will activate our plans. Closure decisions will be widely and rapidly communicated to the JJ community.