

Welcome Back to the Fall 2021 Semester!



Updated 8/4/21



Access to Campus

- There will be two ways you will be allowed to access campus
 - Proof of Vaccination
 - Negative COVID

Access with Proof of Vaccination in CUNYfirst

- Log into CUNYfirst.
- Click on the **Vaccination Verification** link within the CUNYfirst menu.
- The **Vaccination Information** section has two choices
 - I am fully vaccinated as per definition
 - I am not fully vaccinated OR I do not wish to disclose my vaccination status.

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Steps For Fully Vaccinated

- Select the vaccination type that you've received from the **Vaccination Type** dropdown menu.
- Input the date when you received the vaccine dose that resulted in your full vaccination.
- If you have a valid New York State Excelsior Pass, click the checkmark in the **NYS Excelsior pass Information** section and fill in the information below. The information entered has to match the information you provided to Excelsior exactly in order to accurately verify your vaccination record. Note that this information will not be used to update any information in CUNYfirst.
- Upload your Vaccination Record and NYS Excelsior Pass (if available) in the **Supporting Documents** section. Select the document type from the **Vaccination document** dropdown menu and click the **Upload** button.
- Click the check mark in the **Attestation** section to confirm that you have read and agree to the terms and conditions of the University vaccination policy.
- Click the **Submit** button.
- Click OK in the confirmation pop-up window.
- Once submitted, you will see **Approval** and **Excelsior** status fields at the top of the page. You may return to this page to view your approval status at any time.

Vaccination Submission in CUNYfirst

Mark Flower

23281826

SARS-CoV-2(COVID-19) Vaccine Verification Program

Let's End this Pandemic for Good!

CUNY takes the health and safety of our employees very seriously. Please help us gather this optional information about your vaccination status.

IMPORTANT

Those CUNY employees who are not fully vaccinated or who choose not to disclose their vaccination status will be required to submit to COVID-19 testing.

Employees are being provided with an option to opt-out of the weekly testing by voluntarily providing vaccine information and supporting documentation. To be eligible for this option, you need to voluntarily provide your vaccine information and supporting documentation below. The University/College HR departments will review your request along with the information provided in a manner consistent with review practices of other CUNY personnel documentation. All CUNY employees, vaccinated, unvaccinated, or undisclosed are required to follow the [University's Guidelines for CUNY Fall 2021 Reopening Where Not Everyone is Fully Vaccinated](#)

Approval Submitted - HR

Excelsior Pending

Vaccination Status

I am fully vaccinated as per this definition:

Steps for Not Fully vaccinated / Do Not Disclose

- Select the accurate response regarding your Remote Work Accommodation agreement.
- If you select “Yes”, please enter the expiration date of the agreement.
- Upload your Remote Work Agreement Documentation in the **Supporting Documentation section** by clicking the **Upload** button and selecting a document from your computer. Click **View** to review your uploaded file before submission
- Click the **Submit** button.

Access with Negative COVID-19 Test

- Applied DNA Clinical Labs' safeCircle Testing Services – is a turnkey screening program
- Diagnostic screening with simple nasal swab
- Results in 24 hours
- CLEARED4 online platform facilitates CUNY and colleges / entities' program management, access control, reporting
- Tests must be performed at least 48 hours in advance of coming to John Jay
- Test results are valid for 7 days
- There will be paid time off for test taking, CUNY is determining if it will 30 or 45 minutes.

Testing Locations

- Herbert H. Lehman College
- Bronx Community College
- Hostos Community College
- The CUNY Graduate Center
- **John Jay College of Criminal Justice**
- Baruch College
- Borough of Manhattan Community College
- City College of New York
- Hunter College
- Brooklyn College
- City Tech
- Kingsborough Community College
- Medgar Evers College
- Queens College
- Queensborough Community College
- York College
- LaGuardia Community College
- The College of Staten Island

If you are not a CUNY employee (e.g. RF and SAA)

- John Jay is developing our own registration system for vaccination verification and test result submission
- You currently will not have access to the CUNY testing sites and will need to be tested at your own location
- Emails with instructions will be sent to you

Preparing Buildings (Cleaning)

- All offices have been cleaned
- Going forward:
 - In most situations, regular cleaning (at least once a day) is enough to sufficiently remove virus that may be on surfaces. In certain circumstances, the CDC recommends disinfecting after cleaning—we will do so, using an EPA-approved disinfectant.
 - Bathrooms will be cleaned four to five times a day.
 - In office spaces, we will remove the garbage, vacuum, and dust on a routine basis, and will provide disinfectant surface wipes that can be used, if desired.

Preparing Buildings (Air Quality)

- HVAC fans are running 24 hours a day.
- We have increased the amount of outside air brought into the buildings through the HVAC system, reducing the amount of recirculated air.
- Where feasible you can open windows to increase outdoor airflow.
- MERV 13 or greater filters have been installed in all HVAC systems.
- We have installed portable air purifier systems to enhance air cleaning in all classrooms and, where needed, in office spaces.

Work Schedules

- Starting August 16th, office space can be occupied at 50% capacity
- We are suggesting having staff broken into two groups
 - Group A would work M,W,F Week 1 and T, TH Week 2
 - Group B would work T, TH Week 1 and M,W,F Week 2

Work Schedules (Flexible Work Agreements)

- Staff may work modified schedules including flexible hours and condensed work weeks after consultation with and approval by their supervisors / managers.
- Prior to implementing any modified schedule, managers and staff must take into consideration that the arrangements ensure supporting services and operations will continue without interruption.
- More information for flexible work agreement can be found here [CUNY Flexible Work Arrangements – The City University of New York](#)

Work Schedules (Flexible Work Agreements)

- Framework for Flexible Work Arrangements (day shift):
 - Schedule start times must be between 7am-11am
 - Schedule end times must be between 3pm-7pm
 - Condensed work week (35-hour week over a minimum of 4 days, with varying day off)
 - Establishment of minimum on premise staffing requirement by department/area

Work Schedules (Flexible Work Agreements and Remote Work)

- CUNY may permit an employee to work at home for all or part of their regular workweek
- This type of alternative work arrangement may not be appropriate for all positions or employees
- Managers will determine if the individual's primary function can be effectively performed remotely
- Completed and approved agreements should be emailed to rwa@jjay.cuny.edu

Reasonable Accommodations

- The City University of New York (“CUNY”) is committed to providing reasonable accommodations and academic adjustments to allow qualified individuals the opportunity to participate in programs, activities and employment.
- More information regarding reasonable accommodations can be found here: [Procedures-for-Implementing-Reasonable-Accommodations-9.21.2016.pdf \(cuny.edu\)](#)
- Completed requests should be emailed to rwa@jjay.cuny.edu

What to expect when I return to campus

- In classrooms since the vast majority of students are expected to be vaccinated, physical distancing will not be required, but students who are not fully vaccinated should continue to practice social distancing.
- The mask policy is still in flux. Our approved plan mandates masks for everyone indoors. However, we were notified today, starting Aug. 16th, masks are required to be worn indoors only by those who are not vaccinated. The Chancellor will be making a final decision next week.

What happens if someone tests positive for COVID-19

- The person (faculty, staff or student) notifies HR (kpottinger@jjay.cuny.edu) or the Covid Liaison (maclarke@jjay.cuny.edu or dredondo@jjay.cuny.edu) of COVID-19 symptoms or a positive test result. If a manager is notified of a positive test by an employee, the manager will immediately notify the Health Services Director (maclarke@jjay.cuny.edu)
- The Health Services Director notifies the employee of the isolation requirements and leave policy.
- The Health Services Director interviews the person and manager to determine if there are any close contacts.

What happens if someone tests positive for COVID-19

- Close contact is defined as: someone who was within 6ft. of an infected person, for more than 15 minutes over a 24-hour period of time.
- The Health Services Director and the person will determine when the person who tested positive and or was symptomatic and when they were last on campus.
 - An infected person can spread COVID-19 starting from 2 days before they have any symptoms (or, if they are asymptomatic, 2 days before their specimen that tested positive was collected).
 - [Coronavirus \(COVID-19\) frequently asked questions | CDC](#)
- If there has been a sick person or someone who tested positive for COVID-19 in the facility within the last 24 hours, we will clean and disinfect the spaces they occupied.
 - [Cleaning and Disinfecting Your Facility | CDC](#)

What happens you were exposed and in close contact to COVID-19

- People who are fully vaccinated do NOT need to quarantine after contact with someone who had COVID-19 unless they have symptoms. However, fully vaccinated people should get tested 3-5 days after their exposure, even if they don't have symptoms and wear a mask indoors in public for 14 days following exposure or until their test result is negative.
 - [COVID-19: When to Quarantine | CDC](#)

Visitors

- To minimize density, we strongly discourage non-essential visitors. If visitors do come to campus, we encourage the use of conference rooms or large public areas where guests can be greeted and hosted. Visitors will also be required to submit vaccination verification or a negative COVID-19 test result through the John Jay portal. (More information about this process to come.)

Can the Campus reclose?

- Yes, the State is recommending if 100 individuals or 5% of the total on-campus population test positive using a 14-day rolling average, the campus should close.
- Other factors may be considered, and in consultation with CUNY, the campus may close as well.

Will there be food service?

- Yes. MBI will provide limited food service on campus at the beginning of the semester. Food and beverage services will be offered in the Cafeteria, Lil' Jay's, and the kiosk on Haaren Hall 2nd floor.

Parking Discounts

- We have arranged parking discounts at the following locations:
 - MTP Garage 668 W 58th St. \$11 for 12 hours, taxes included.
 - SP+ Corp. 345 W 58th St. \$18 for 12 hours, oversized vehicles add \$12.

More Details

- [return to work faqs 6.21.pdf \(cuny.edu\)](#)
- [jj staged reopening plans.pdf \(cuny.edu\)](#)

Questions?