CUNY School of Law Re-Opening
Plan August 20, 2020

CUNY Law Coronavirus Coordinator: Carolyn Geisel, Associate Dean for Finance and Administration, Carolyn.geisel@law.cuny.edu, 718.340.4003

CUNY Law Coronavirus Liaison: Jonathan Rizzo, Student Services, jonathan.rizzo@law.cuny.edu, 718.340.4614

PROCESS
This plan was developed by the CUNY Law Reopening Task Force,\(^1\) in consultation with the CUNY Law Senior Leadership Group\(^2\), under the direction of the Dean and the Associate Dean for Finance and Administration, who is also the Campus Coronavirus Coordinator, staffed by the Director of Facilities. The plan required coordination with Cushman Wakefield, the managing agent of the condominium in which the Law School is located, with responsibility for maintenance and building operations.

I. REOPENING
CUNY Law will reopen on a Phased Schedule with assessment, including review of information from the Coronavirus Liaison and consultation with the Reopening Task Force, before proceeding to the next phase or returning to an earlier phase.

Phase 1 – essential employees only and only students, on an as-needed-basis, needing to retrieve personal effects from their lockers with appointments, or to visit the food pantry.

Phase 2 – essential employees on an as-needed basis; other faculty and staff by appointment to retrieve items; students and graduates studying for the bar exam by appointment to study safety-distanced in the library, or to visit the food pantry. Food/dining will be limited to the 2nd floor.

Phase 3 – essential employees on an as-needed basis; other faculty and staff who seek to work in the building by appointment to work safety-distanced only when in-person work is deemed essential by the Dean; students and graduates studying for the bar exam in the library and in other rooms as designated; limited safety-distanced clinic meetings involving faculty, students, and clinic clients or prospective clients where face-to-face meetings are essential to the achievement of the clinic’s learning goals or in connection with the representation of clients. Food/dining will be limited to the 2nd floor.

Phase 4 – staged and staggered return to campus for non-essential staff and limited classes.

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\(^1\) The Reopening Task Force is comprised of students, staff and faculty. It includes members of the Personnel & Budget Committee, the Senior Leadership Group, and members of the communications team. The members of the Task Force are listed at the end of this plan.

\(^2\) The Senior Leadership Group is comprised of Dean, Senior Associate Dean for Academic Affairs, Associate Dean for Administration and Finance, Senior Associate Dean of Clinical Programs, Associate Dean for Student Affairs, Executive Director of Special Projects and External Relations, and a faculty representative.
Timing: Upon approval of this plan by the University, and barring intervening governmental orders or restrictions or CUNY Law-specific reported cases among those few CUNY Law employees or visitors who have been on campus, the Law School plans to move to Phase 2. Unless directed otherwise or unless there is a COVID-related reason to move back to Phase 1, the Law School would, upon assessment and review by the Reopening Task Force, move to Phase 3 after 2 weeks. The Law School plans to remain in Phase 3 for the duration of the semester.

General Guidelines for Occupancy of the Building During Phases 1, 2, and 3
Building hours will be based on availability of screeners.

A screener will be available at the building entrance to monitor self-assessment compliance, with a greeting area near the front desk, and a room available near the front desk to protect privacy or isolate, if necessary.

No outside visitors (except Clinic clients or prospective clients and vendors necessary to perform repairs and maintenance to common building systems, technology and life safety systems) will be permitted in the building.

Access to the building by students, faculty, and staff will be by appointment only.

Before returning to campus, all students, faculty, and staff must complete an online health and safety COVID-19 video training exercise. All persons entering the building are required to submit electronically in advance or at the front desk a COVID-19 self-assessment form. No one will be permitted entrance to the building if any of the screening questions are answered in the affirmative. If affirmative, people will be referred to off-site NYS testing sites.

All individuals on campus should carry a CUNY ID at all times. All Law School employees and students are required to carry school-issued identification cards at all times while in the building.

No person is permitted in the building without screening and clearance (NYS self-reporting form).

Anyone entering the school will commit to a safety-distancing pledge while in the building.

No person who has not complied with NYS government out-of-state travel quarantine requirements will be permitted in the building.

Each person entering the building, will have their temperature checked by a wall-mounted thermometer and will be refused entrance if a temperature above 100° is registered.

All persons in the building will wear masks, unless they are the only occupant of a room with a closed door. Face masks are available by request.
All persons in the building will observe safety-distance guidelines at all times.

At no time will the occupancy in any room exceed the limits (maximum limit 25% or safety-distanced occupancy, whichever is less), which will be clearly marked throughout the building.

All travel in the building will comply with signage throughout the building.

Elevator usage will be limited to 2 persons at a time, and distancing must be observed.

Escalator usage will require safety-distancing, and hand sanitizer stations will be placed before entry.

Faculty and staff deemed essential, who are working in the building, will be assigned to areas to comply with safety-distancing, if their regular work area is not compliant. If the assigned area is not their regular office space the office will be disinfected and cleaned before and after each employee uses the space, in addition to the regular cleaning and disinfection.

Cubicles can be used up to capacity, as they provide more than six feet of safety-distancing.

Hand sanitizer and cleaner will be available on every floor.

There is signage throughout the building for safety-distancing, hand washing protocol, and wearing masks.

Hand sanitizer, wipes, cleaner, and paper towels are available throughout the building.

All people in the building will wear masks. All people will maintain safety-distancing at all times, with the only exceptions being for (1) persons in rooms being occupied by a single person with a closed door and (2) drills and emergency situations.

Photocopiers and other shared devices will be sanitized before and after each use by a different person.

Complaints about compliance with safety-distancing go to the Coronavirus Campus Coordinator.

If an individual tests positive for COVID-19, the Liaison will immediately notify the Campus Coronavirus Coordinator. The Coordinator will ensure that the State and local health department are immediately notified about the case and notify the Dean, the SVC for Institutional Affairs and the Campus Reopening Committee.
Cleaning after the disclosure of a positive case: Staff will close off affected areas, open windows where possible, and wait at least 24 hours after the positive occupant was present before beginning cleaning and disinfection. Staff will follow enhanced cleaning for prevention guidance and wear full PPE, and follow CUNY protocol.

High-efficiency MERV 14 filters shall be used in the HVAC systems. In addition, we have maximized our fresh-air intake to increase external air flow into the building per ASHRE guidelines and recommendations as feasible, based on occupant comfort.

The Law School will use the University protocol and app for tracing, maintain confidentiality and coordinate with State and local health departments.

Building Appointments: we will set up an email address for reservations: reservations@law.cuny.edu, requests must be submitted 24 hours prior to the appointment; self-reporting forms can be submitted one hour before entering the building or at the front desk. Reservation time will be confirmed. If the person entering has an appointment, does not have a temperature, and has no positive responses on their self-reporting form, they will be allowed in the building

II. CAPACITY

Students
The Law School building is designed for a single program for 450-day students. The new student orientation will be online. All our classes will be online, with a very limited exception for certain aspects of our clinical program that will occasionally need to use the building in connection with the representation of clients. No more than 10 students and faculty will be involved in these activities at any one time. All student services (registrar, bursar, counseling, academic support, bookstore/gift shop) will be performed remotely. The food pantry is transitioning to the use of online gift certificates.

Students will be using the building by appointment only. The maximum number of students permitted in the building in Phase 2 is 85. The maximum number of students permitted in the building in Phase 3 is no more than 25% of 450, unless NYS guidance permits more. Students will use the classrooms and library spaces for study and internet access in marked seats in designated classrooms designed to meet NYS safety-distancing requirements.

CUNY Law is committed to the safety- and well-being of its students, faculty, and staff. In adherence to public health recommended best practices and state and city guidelines for limiting our campus exposure to COVID-19, all in-person gatherings and events on and off campus are on pause until further notice. The more individual interactions occur at a gathering, and the longer that interaction lasts, the higher the risk of COVID-19 spreading. All CUNY Law sponsored events will be virtual for the fall semester, because the lowest risk of spreading the virus is hosting virtual-only activities, events, and gatherings.
Staff
The vast majority of the staff will work remotely. Staff will visit the building by appointment to pick up materials, etc. Only staff whose work cannot be done remotely and whose work is deemed essential to be done on campus will be in the building. At present, 14 of our employees are deemed essential (see attached list). Although we intend this list to be fluid to meet our business and academic continuity needs, at no time will there be more than 25% of our employees working in the building during Phases 1-3. Shifts will be staggered and workspace assigned to assure safety-distancing.

Public spaces
The reduced volume and marked travel patterns will easily permit us to meet the guidelines for safety-distanced traffic flow.

Tables and chairs in community spaces have been removed or rearranged to enforce safety-distancing in public spaces, halls, and mixed-use classroom/meeting spaces.

Testing capabilities
We do not plan to provide onsite testing. In the case of a return to campus for a previously affected person, they will have to provide documentation of a negative test result.

PPE availability
We have 4050 surgical masks in inventory. Of those, 50 are N95 for public safety. (Only our security staff and any employees with vulnerabilities need these masks.) We have 2 thermometers in inventory and 2 wall-mounted thermometers on order for arrival prior to reopening. PPE used in cleaning will be provided by Cushman Wakefield. We have 2,730 pairs of gloves on hand for use by the screener, public safety, mail room employees, and as needed. We also have 30 32 oz. bottles of hand sanitizer, 34 containers of disinfectant wipes and 5 32 oz. bottles of Clorox Clean disinfectant on hand, with additional supplies on order.

N95 masks supplied by Central office for Public Safety Staff. We have an order into Grainger for 1,000 KN95 masks for screeners and staff which should arrive in 10-14 days. We have 2 Proftech orders for Clorox wipes and cleaner in additional to our current inventory. Our procurement staff orders as soon as it becomes available. We have a plexiglass enclosed station for screeners. People entering the building will show their Everbridge App results to the screener upon entering, walk up to the touchless thermometer on the wall next to the screener, then be admitted to the Library if they are studying, or a staff member to their office. Screeners have masks, gloves, hand sanitizer at their disposal. We also have masks available at the lobby area upon request.

Quarantine/isolation/local medical/safe transportation
Students or employees displaying symptoms will be asked to leave the building, local urgent care and testing center info will be provided, and transportation will be arranged, if necessary.
III. TESTING
We will use the self-screening form provided by the University. We will not be providing any testing and will be relying on documentation of negative test results. Students and employees known to have been exposed to a positive case or to be returning from a NYS-listed State and not quarantined for 14 days (or, if required, we will require it even if they report quarantine) will not be permitted to enter the building without documentation of negative test results.

IV. RESIDENTIAL LIVING
We have no residential living facilities.

V. OPERATIONAL ACTIVITY
Through Phases 1-3, all classes will be online with a very limited exception for certain aspects of our clinical program that will occasionally need to use the building in connection with the representation of clients. No more than 10 students and faculty will be involved in these activities at any one time. No extracurricular events or meetings will take place on campus through the fall semester.

All students who do not have them will be provided with computer hardware capable of supporting our educational program. All students who lack secure, adequate internet access will receive funding to purchase it. Students will be using the building for studying and internet connectivity and access to library materials.

Students will use the building on an appointment-only basis and assigned to rooms and spaces to meet safety-distance requirements.

Clinic-related use of the building would have to comply with the general appointment procedure for use of the building, with students and faculty indicating in advance what day, time, and how many individuals would need to have access to the building. All other regular protocols related to mask wearing, hand washing or use of hand sanitizer, temperature check, and Everbridge app completion would similarly be required.

Clinic-related work would be done on the fifth floor of the building which would not be accessed by other students studying for the bar exam, or using the building to support their non-clinic-related school work during the fall semester.

All of the conference rooms on the fifth floor have maximum occupant capacity indicated, and clinic students, faculty, and clients will also have access to clinic seminar rooms which are larger and will not be used for classes during the fall semester.

In the event of a legal emergency, then clinic faculty and students could request permission from the clinic dean to accelerate the appointment procedure for accessing the building. However, all visitors to the building would still be required to follow regular procedures upon entering the building.
VI. RESTART OPERATIONS

- MERV-14 filters and pre-filters will be in use. Filters will be changed before re-occupancy.
- We will increase outside airflow and increase humidification per ASHRE guidelines and recommendations as feasible, based on occupant comfort.
- Thermostats on all floors have been checked to ensure they are working properly and set to 74 degrees.
- Full building systems will be started one week prior to re-opening.
- Tested Indoor Air Quality and Water. Random surface testing of tenants’ areas.
- Cooling towers were cleaned and disinfected on April 25th.
- Fan ventilation has been increased for all elevator cabs.
- Safety- distanced foot zone markers have been installed.
- Janitorial staff has sufficient supply of PPE, provided by Cushman Wakefield.
- In restrooms, traps have been treated, sinks and toilets have been inspected, lines have been flushed, and PM’s performed.
- Stanchions with signage have been placed at forward of turnstiles and at front desk for 6 foot distancing reminder.
- Guests will hold ID for guard to view instead of handing it to them.
- A clean space program has been established for all vendors and contractors that enter the building (require PPE).
- Face shields, masks, and gloves will be worn by all staff: C&W, security, mailroom, and vendors.
- There will never be more than 25% of occupancy in the building. The number of occupants will be controlled through the required use of appointments.
  A foot path signage for 6 foot distancing has been created.
  All cleaning staff have been trained on proper disinfecting guidelines.

VII. EXTRACURRICULARS
No school-sponsored extracurricular events or meetings will take place on or off-campus through the fall semester. If the need for in-person group meetings by students or for students occur, that will be managed through the appointments process.

VIII. VULNERABLE POPULATIONS
No student will have to be physically present on campus to fully participate in our academic program or our extracurriculars. Our business operations and instructional support operations are nearly 100% remote. We are working with our Human Resources Department to ensure that the few operations that require physical presence are not handled by any staff member in a vulnerable population. We plan also to accommodate other requests, including those who care for people in vulnerable populations. No faculty member will need to be on campus.

IX. HYGIENE, CLEANING, AND DISINFECTION
Our plan establishes campus-wide cleaning and disinfection protocols for classrooms, restrooms, our computer labs, our student food pantry, and the mini lounges on each floor, where we will restrict use to storing and microwaving food.
Cleaning Plan - Cushman Wakefield

- Lobby and Front Desk Area - Disinfect 2x during the day and then at night; This includes door hardware, pushplates, handles, etc.
- Elevators and Escalators have been marked for capacity and safety distancing - call buttons, handrails, etc will be cleaned 4x during the day and also at night
- Restrooms all surfaces will be cleaned 4x during the day and also at night. Sinks, toilets and urinals have been spaced for safety
- Pantry area work surfaces and hardware will be cleaned 4x during the day and also at night
- Ice machines and coffee makers will be turned off.
- The office center printers and copier will be cleaned 2x during the day and also at night.
- Conference rooms, already reduced to safety distance capacity will be cleaned 1x during the day and also at night.
- All office workstations, including hardware, pushplates etc will be cleaned 1x during the day and also at night. Currently we have no staff in the building on a regular basis, it is by appointment for a specific task.
- All areas deemed high touch: Elevator lobby buttons, pushplates, seating areas will be cleaned 4x during the day and also at night.
- There will be signage by photocopiers available for use asking people to use sanitizer before and after they use the machine. Additionally, cleaning staff will clean 2x during the day and again at night.

In addition, we will provide hand sanitizer and disinfectant wipes at each student, faculty, and staff work spaces. Our signage also urges NYS guidelines with respect to hand and respiratory hygiene.

X. TESTING RESPONSIBILITY
We will not be administering any tests. Everyone who comes into the building will comply with, submit, and be approved for entry based on the self-screening tool. In addition, we will do a temperature check at entrance. This will be workable because all students will need to make an appointment to enter.

XI. TESTING FREQUENCY AND PROTOCOLS
We will not be administering any tests. We will require symptomatic individuals to produce a negative test before returning to campus. This will not compromise any student's ability to engage in the program, which is entirely online.

Our approach here is guided by the fact that we are a small program of graduate students, each of whom has a heightened sense of community responsibility and integrity because our profession requires that we certify their character and fitness in order to be admitted to the bar. None of our students are enrolled in fewer than 10 credits.
XII. EARLY WARNING SIGNS
The Coronavirus Campus Liaison will be reviewing screening forms on a daily basis, tracking and reporting to the Coronavirus Coordinator daily. The Coronavirus Coordinator will be reviewing for early warning signs, reporting all positive cases as required. Our Reopening Task Force will continue to meet on a monthly and as-needed basis to review the reports of the Coronavirus Campus Liaison.

Everyone entering the building will be required to use the Everbridge app and will be allowed into the building if they have approval. Additionally, we will be checking temperatures upon entry. Our Coronavirus Liaison will be monitoring Everbridge reports, self reports of positive cases to the Coronavirus Coordinator email and communicating to CUNY on a daily basis. We will follow NYS Contact tracing protocol. We have identified the Nurse’s station as an isolation room (3/104).
Plan states that liaison will be reviewing screening forms on a daily basis and reporting to the Coordinator. Liaison must immediately notify both the Coordinator and the SVC of affirmative cases in addition to the daily report.

XIII. TRACING
We will use CUNY’s application when available for contract tracing and apply NYS and CUNY protocols for tracing. We will be using the Everbridge app for screening. Should there be a positive COVID case, we will notify everyone in the building, contact the Department of Health and Glenda Grace’s office. This was the guidance mentioned at a meeting with Coronavirus Liaisons on 8.19.20 with Glenda Grace and Dorianne Gloria.

XIV. SCREENING
We will utilize the Everbridge app, everyone will be required to make a reservation before entering the building. They will have a temperature check. If they cannot access the app, we will have paper NYS self-reporting forms to complete. If we know the app isn't working prior to entering, the form will be emailed ahead of time if possible. We will reference the NYC Department of Health link by zip code, which lists Urgent Care centers and Covid testing sites.

All screeners are in a supervisory capacity or a healthcare professional.
Temperature checks: there are 2 wall mounted digital thermometers next to the screener's station. Upon entry, the person will be asked to take their temperature. If they are greenlighted, they can enter the building. If not, the screener will provide urgent care and testing center info near the building.

Overview of the Coronavirus Campus Liaison Position
- The role of CUNY’s Coronavirus Campus Liaisons (the Liaison) has evolved since the outbreak of the Coronavirus pandemic but has consistently been central to the University’s plans for tracking health conditions on CUNY campuses.
- In March 2020, the role of the Liaison was created by the Senior Vice Chancellor of Institutional Affairs, Strategic Advancement and Special Counsel (the SVC for Institutional Affairs), in order to collect data about each individual on each campus.
with possible exposure to the coronavirus and share that information with CUNY Central.

- Per CUNY’s Guidelines for Safe Campus Reopening (released July 16, 2020), the Liaison is now responsible for monitoring exposures on campuses and providing data to support decision-making by CUNY leadership. This occurs through reporting to the SVC for Institutional Affairs and the Campus Reopening Committee through the Coronavirus Campus Coordinator.

- The individuals serving as Liaisons were designated by the SVP for Institutional Affairs in March; per the Guidelines for Safe Campus Reopening, campus presidents were instructed to contact the SVC for Institutional Affairs to confirm or change their campus liaison.

Duties of the Liaison

- Receive all completed mandatory health screening assessment templates from students, faculty and staff. These can be completed in different formats as needed (although remote, online submission is preferred), including:
  - Online via the State’s Screening.NY.Gov process, or via a CUNY system for conducting the required screening (in March, a checkbox survey was developed for this purpose); or
  - Via other methods used by campus screeners e.g. hardcopy if required by in-person screenings.

- Immediately notify the Coronavirus Campus Coordinator of any affirmative responses to the screening questions and any positive cases reported through the screening process:
  - Any student, faculty, or staff member diagnosed with COVID-19 by their healthcare provider must notify the Coronavirus Campus Liaison via the screening template.
  - The Coordinator is responsible for ensuring that state and local health officials are immediately notified of any positive COVID-19 test result by an individual on campus, including employees, students, and visitors.

- Provide a daily report on COVID-19 exposures to the SVC for Institutional Affairs and the Campus Reopening Committee through the Coronavirus Campus Coordinator (the daily reports are intended to aggregate the individual screening responses). This data reporting will ensure campus and Central decision-makers can calibrate reopening/reclosing plans based on the health status of the CUNY community.

- Ensure that all data remains confidential and in compliance with HIPA and FERPA guidelines.

XV. ISOLATION
We will use the Nurse’s Office 3/104 for Isolation

XVI. QUARANTINE
Since we are not a residential campus, we do not need to provide an area for quarantine. Students and staff who are quarantining at home will have remote access to our counselor, academic support, and food delivery using our food pantry coupons.
XVII. STUDENTS CONFIRMED OR SUSPECTED TO HAVE COVID-19
NOT APPLICABLE.

XVIII. HYGIENE, CLEANING, AND DISINFECTION
NOT APPLICABLE.

XIX. COMMUNICATION
All Law School protocols and safety measures, including our approved re-opening plan, will be distributed via email to all students, faculty, and staff, amplified via social media, and be posted on a Fall Reopening page on our website (accessed directly from our homepage), which will include instructional and safety and health resources, links to University and NYS guidelines, and testing referral information. In addition, if University policies and privacy rules permit, we will post anonymized data reflecting the dates and campus locations visited of any positive cases. Communication will include encouragement of students, faculty, and staff to seek accommodations or request special consideration for vulnerabilities or other reasons. The Law School has a plan for alerting persons that they have come into close or proximate contact with a person with COVID-19, as well as a plan for notifying the community regarding cases and the campus response. In addition, communication will include the scope of enhanced cleaning and campus restrictions.

If there is a need to make an exigent announcement to occupants of the building, the public address system will be utilized. During an exigent closing, Public Safety staff will keep front doors locked and screen persons as they exit the building. Several building sweeps will be performed to ensure that the building is clear. Depending on the length of the shutdown, contract security staff will be cut to one person per shift.

Public Health Monitoring Communication Plan

Updates on Operations
- An email from Dean Bilek will be sent to students, faculty, staff, and building personnel.
- The contents of the email will be posted to CUNY Law’s website.
- A summary alert directing audiences to the full update will be posted to Facebook, Twitter, and Instagram.

Updates on Academic Affairs & Policies
- An email from Dean Bilek will be sent to students, faculty, staff, and building personnel
- The contents of the email will be posted to CUNY Law’s website.
- A summary alert directing audiences to the full update will be posted to Facebook, Twitter, and Instagram.

Updates on Public Health Information
- An email from Dean Bilek will be sent to students, faculty, staff, and building personnel.
- The contents of the email will be posted to CUNY Law’s website.
- An alert stylized specifically for health updates will direct audiences to the full update and will be posted to Facebook, Twitter, and Instagram.

Notification of Positive COVID test/diagnosis
- An email from Dean Bilek will be sent to students, faculty, staff, and building personnel.
- The contents of the email will be posted to CUNY Law’s website.
- An alert stylized specifically for health updates will direct audiences to the full update and will be posted to Facebook, Twitter, and Instagram.

XX. SHUTDOWN – OPERATIONAL ACTIVITY
If shutdown is warranted, we will discontinue use of the building for studying and any other student activity, move in-person clinic work to remote sites, scale back employees in the building to a skeleton crew of public safety staff, and move into shutdown mode for the maintenance and cleaning of the building with Cushman Wakefield.

XXI. MOVE-OUT
NOT APPLICABLE.

XXII. COMMUNICATION
During the shutdown, we will use regular, frequent communications via email to all students, faculty, and staff, amplified via safety-media, and will be posted on a Fall Reopening page on our website, which can be accessed from a link on our homepage.

RE OPENING TASK FORCE COMMITTEE MEMBERS

Christopher Argiropoulos - Staff
Marilyn Bauer - Staff
Amanda Beltran - Staff
Mary Lu Bilek - Dean
Elise Billing - Staff
Rebecca Bratspies - Faculty
Ann Cammett - Administration
Douglas Cox - Faculty
Mario Crescenzo - Staff
Elizabeth Dickinson - Administration
Amber Eden - Student
Ariel Federow - Student
Raquel Gabriel - Staff
Carolyn Geisel - Administration
Elizabeth Georgiadis - Nurse Practitioner
Asia Grant-Murray - Student
Carmen Huertas-Noble - Faculty
Gayla Jacobsen - Staff
Elizabeth Johnston - Staff
Ramzi Kassem - Faculty
Steve Katz - Staff
Patricia Kennedy - Staff
Natalie Gomez-Velez - Faculty
Sarah Lamden - Faculty
Donna Lee - Administration
Degna Levister - Staff
Lynn Lu - Faculty
Shirley Lung - Faculty
Karyn Manocchia - Staff
Camille Massey - Staff
Therese McNulty - Staff
Kathleen Paramore - Staff
Linda Penkower - Staff
Allie Robbins - Faculty
B. Taylor - Student
John Whitlow - Faculty
Yvette Wilson-Barnes - Administration
Sofia Yakren - Faculty
CUNY SCHOOL OF LAW

Phased Transition: Addendum to Campus Re-opening Plan

Considerations for Progressing to the Next Phase

- Assessment of phase as it progresses, with an effort to begin planning for the next phase early, as a function of assessment outcomes.
- Each phase is expected to last one semester, contingent on CUNY and NYS requirements and health outcomes, to reduce disruption.
- In person classes and clinics should be determined on a semester-by-semester basis, with the next phase planned for and announced by the middle of the preceding semester if possible
- Campus and community rates show no increased risk of infection, a decline in COVID transmissions in the city and minimal transmission on campus
- Available PPE and sufficient staffing/budget to move to the next phase

Considerations for Remaining in the Current Phase Longer

- Incidence of COVID-19 on campus that is not successfully contained.
- Increase in COVID cases in the city
- Significant public transportation risk

Considerations for Reverting to a Prior Phase

- Significantly increasing infection rates on campus that are not successfully contained
- Increase in COVID cases citywide

II. Procedures

II.A Governance

This summer Dean Bilek created a Building Re-opening Task Force (Chaired by Associate Dean Carolyn Geisel) to coordinate planning and oversee major implementation decisions for a phased campus reopening. This Task Force included individuals with authority over facilities, public safety, the academic program, student governance, faculty governance, unions, human resources and environmental health and safety, as well as faculty and students.

The Building Re-opening Task Force is led by Carolyn Geisel, Associate Dean of Finance & Administration and the Coronavirus Campus Coordinator, who will oversee the preparation, review and implementation of the Campus Reopening Plans. The Coronavirus Campus Coordinator will:

- Serve as the campus safety monitor, responsible for ensuring continuous compliance with all aspects of the campus’s reopening plan.
- Lead and coordinate the work of the Campus Reopening Committee and serve as the primary conduit between the campus and CUNY Central on reopening-related matters.
- Receive information from the Coronavirus Campus Liaison on COVID-19 exposures on each campus and ensure that local health officials are immediately notified upon the identification of positive cases.
- Receive confidential reports from the campus on issues of non-compliance with social distancing, hygiene, or safety practices.
• Support the work of heads of campus facilities, as described in the CUNY Guidelines for Safe Campus Reopening, Part 2, Section I.C, “Operational Considerations for Facilities and Grounds,” to support the identification and implementation of physical, operational and cleaning protocols.
• Designate roles and responsibilities as indicated throughout these Guidelines.

Jonathan Rizzo, Student Affairs, has been appointed as Coronavirus Campus Liais. The Law School HR Liaisons are Elizabeth Johnston, Sondra Brereton and Jeffrey Edwards. The Coronavirus Campus Liaison and the HR Liaison will monitor COVID-19 exposures and report this data to the CUNY Law leadership. The Coronavirus Campus Liaison will also provide this data to the Campus Reopening Committee and Dean Bilek. The Coronavirus Campus Liaison and HR Liaisons will:

• Receive information from the on-line NYS Daily Health Screening Templates and from campus screeners. Per NYS Guidelines on Return to Work, State agencies are required to designate supervisory-level employees or health care professionals to conduct screenings. Screeners will collect basic information from all employees on a daily basis.
• Provide a daily report on COVID-19 exposures using a checkbox survey similar to the one previously provided to Liaisons will provide this report to the HR Liaison, Campus Coordinator and the Campus Reopening Committee.
• Receive the completed mandatory health screening assessment templates from students, faculty and staff and immediately notify the Coronavirus Campus Coordinator of any possible positive cases reported through the screening process (see Section III.A. ‘Screening’ for additional information about the template).
• Report data to ensure campus and Central decision-makers can calibrate reopening/reclosing plans based on the health status of the CUNY community. This data will be reviewed as necessary by the Chancellery/COO’s Office and Campus Reopening Committee, with local and state health officials.
• All data must remain confidential and in compliance with HIPPA and FERPA guidelines.

CUNY School of Law Campus Access Committee: This committee consists of a subcommittee of the Building Re-Opening Task Force and is comprised of the Dean, the Associate Dean for Administration and Finance, and the Senior Associate Dean for Academic Affairs. The Committee will consult and coordinate regularly with the Director of Public Safety, the Assistant Dean for Student Affairs, and the Director of Human Resources. This committee is responsible for approving requests for campus access upon reopening and can suggest reclosing as needed, in response to daily reporting from the Coronavirus Campus Coordinator, to the Law School Reopening Task Force. While departments, programs and administrative divisions, among others, may request campus access, the committee will evaluate requests in light of current phase of reopening, the necessity of campus presence, campus capacity, and adequacy of safety planning for protecting individual health, safety and wellness.

CUNY SCHOOL OF LAW RE-OPENING PHASE 2-4

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<tr>
<td>PHASE 4</td>
<td>Open limited hours to students and bar takers for study, gradually increasing to more student spaces. Open for limited law clinic client-related work.</td>
</tr>
<tr>
<td></td>
<td>Open limited hours to students and bar takers for study throughout the building. Open for limited law clinic client-related work.</td>
</tr>
<tr>
<td></td>
<td>Open limited hours to students and bar takers for study throughout the building. Open for limited law clinic client-related work.</td>
</tr>
</tbody>
</table>

CUNY SCHOOL OF LAW RE-OPENING PHASE 2-4

<table>
<thead>
<tr>
<th>Operation or Service</th>
<th>Site Access</th>
</tr>
</thead>
<tbody>
<tr>
<td>PHASE 2</td>
<td>No Site Access (Phase 0)</td>
</tr>
<tr>
<td>PHASE 3</td>
<td>Initial Site Access (Phase 1)</td>
</tr>
<tr>
<td>PHASE 4</td>
<td>Open limited hours to students and bar takers for study, gradually increasing to more student spaces. Open for limited law clinic client-related work.</td>
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<tr>
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<td>Open limited hours to students and bar takers for study throughout the building. Open for limited law clinic client-related work.</td>
</tr>
</tbody>
</table>
## Campus is open to up to 85 bar takers and students studying by appt in the Library

### Estimated Time Frame
- **Spring and Summer 2020**
- **By August 2020**
- **Fall 2020 and/or Spring 2021, depending on conditions**
- **Spring 2021 or later**

### Operation or Service
- **Initial Site Access (Phase 1)**
- **PHASE 2**
  - Essential staff and staff whose presence is necessary will be allowed on campus at a given time, as approved by the supervisor and the Coronavirus Coordinator or the Dean. Individuals who do not require campus access will be encouraged to work remotely. Faculty permitted on a limited basis at their request when important to delivery of instruction when approved by the Dean. Staff permitted on a limited basis at their request when important to continuity and efficiency of business operations.
- **PHASE 3**
  - All essential staff and any staff or faculty who request presence will be allowed on campus. whose presence is necessary will be allowed on campus on a regular basis. Individuals who do not require campus access will be permitted to work remotely.

## Campus Access Approval Process

### Screening, Infection Monitoring and Training Requirements
- No systematic screening and monitoring.

### Systematic screening and monitoring but low volume of people.
- Systematic screening and monitoring but moderate volume of people with controlled/reserved
- Systematic screening and monitoring but high volume of people but no more than 50%
- Systematic screening and monitoring but high volume of people but no more than 75%
<table>
<thead>
<tr>
<th><strong>Campus accessibility:</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Use of Elevators</strong></td>
</tr>
<tr>
<td>Limited to essential staff and faculty for scheduled office access.</td>
</tr>
<tr>
<td>- Limited occupancy noted</td>
</tr>
<tr>
<td>- Priority to persons with disabilities</td>
</tr>
<tr>
<td>- Stairs with traffic directions indicated to minimize contact, Elevator capacity posited and signed for physical distancing</td>
</tr>
<tr>
<td>- Completion of online safety training required for access by all faculty and staff.</td>
</tr>
<tr>
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</tr>
<tr>
<td>- Completion of online safety training required for access by all faculty and staff.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th><strong>Faculty Access</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td>By appointment only for brief access.</td>
</tr>
<tr>
<td>Staff necessary for the operations and services provided.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th><strong>Staff Access</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td>Essential staff for closed operation only.</td>
</tr>
<tr>
<td>Staff necessary for the operations and services provided with approved reopening safety plans.</td>
</tr>
</tbody>
</table>

- Access, fewer than 25%.
<table>
<thead>
<tr>
<th>Operation or Service</th>
<th>No Site Access (Phase 0)</th>
<th>Initial Site Access (Phase 1)</th>
<th>PHASE 2</th>
<th>PHASE 3</th>
<th>PHASE 4</th>
</tr>
</thead>
<tbody>
<tr>
<td>Library Operations</td>
<td></td>
<td>Must complete online safety training.</td>
<td>Department staff access to offices at 25% capacity with reservation, adjusted as needed for campus capacity.</td>
<td>Department staff access to offices at 50% capacity with reservation, adjusted as needed for campus capacity.</td>
<td>Department staff access to offices at 75% capacity with reservation, adjusted as needed for campus capacity.</td>
</tr>
<tr>
<td>Library Services</td>
<td></td>
<td></td>
<td>Remote services with minimal personnel working onsite; limited patron access to library materials (touchless), if capacity allows (e.g., limited interlibrary loan operations, limited circulation services); all classes online (Library open as study space.)</td>
<td>Remote services and limited patron access to library materials, services and spaces; predominately virtual classes. (Library open as study space.)</td>
<td>Remote services, increased patron access to library materials, services and spaces; combination of virtual and in-person classes. (Library open as study space.)</td>
</tr>
<tr>
<td>On Campus Instruction</td>
<td></td>
<td></td>
<td>&lt; 1% of instruction conducted at least partially on campus.</td>
<td>Approximately 5% instruction conducted at least partially on campus.</td>
<td>Approximately 10% instruction conducted at least partially on campus.</td>
</tr>
<tr>
<td>See Section III.A</td>
<td>None</td>
<td></td>
<td>Staff necessary for the operations and services provided with approved reopening safety plans.</td>
<td>Some clinic work to be conducted with approval</td>
<td>More clinic work to be conducted with approval</td>
</tr>
<tr>
<td>Clinic</td>
<td>Closed. Some faculty research to be conducted with approval</td>
<td></td>
<td>Computer stations on 1st floor for students, with reservations; minimal number of spaces available, consistent with student need and</td>
<td>Computer station on 1st and 2nd floor for students with reservations; available spaces consistent with demand and capacity for adequate cleaning</td>
<td>Lab open for students with reservations; available spaces consistent with demand and capacity for adequate cleaning</td>
</tr>
<tr>
<td>Computer Labs</td>
<td>Closed</td>
<td></td>
<td>Closed</td>
<td>Closed</td>
<td>Closed</td>
</tr>
</tbody>
</table>
Dining Facilities  
<table>
<thead>
<tr>
<th>n/a</th>
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</thead>
</table>

College Event Spaces  
<table>
<thead>
<tr>
<th>Closed</th>
</tr>
</thead>
</table>

Operation or Service  
| No Site Access (Phase 0) |
| Initial Site Access (Phase 1) |
| Low Site Access (Phase 2) |
| - Online: Asynchronous, Synchronous |
| Medium Site Access (Phase 3) |
| - Online: Asynchronous, Synchronous |
| High Site Access (Phase 4) |
| - Synchronous Online Asynchronous Online |

Modes of Instruction  
| Synchronous |
| Few Clinics in person (hybrid instruction) |

Rates of Instructional Modes  
| None |
| < 1% of instruction at least partially on campus. |
| Approximately 5% instruction at least partially on campus. |
| Approximately 10% instruction at least partially on campus. |

Instructional Access  
| No instruction on campus. |
| No instruction on campus. |
| - Access for minimal in-person instruction only for clinic |
| - Access for some in-person instruction, including clinic as necessary |
| - Access for more in-person instruction, including clinic as necessary |
- Faculty access to classrooms for online instruction preparation/delivery by reservation, depending on campus capacity

- Student access to work spaces to facilitate synchronous class participation and preparation, with reservation; depends on campus capacity

- Faculty access to classroom for online instruction preparation/delivery by reservation, depending on campus capacity, maximum 75%

- Student access to work spaces to facilitate synchronous class participation and preparation, with reservation; depends on campus capacity, maximum 75%

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**Faculty Access**

- No Site Access (Phase 0)
- Initial Site Access (Phase 1)
- Low Site Access (Phase 2)
- Medium Site Access (Phase 3)
- High Site Access (Phase 4)

**Online Safety Training**

- NA
- Required
- Required
- Required
- Required

**Level of control**

- By appointment with Public Safety
- Access with reservation through online system
- Access with reservation through online system
- Access with reservation through online system
- Access with reservation through online system

**Duration**

- Brief visit (typically no more than 30-60 mins)
- Limited to date reserved
- Limited to date and time reserved
- Not limited
- 75% of floor occupancy, depending on campus capacity
- 50% of floor occupancy, depending on campus capacity
- Access during business hours only
- Access during business hours; evening access if facilities capacity allows
- Day and evening access, as capacity allows

**Capacity in Academic Departments**

- By appointment
- Individual appointments
- 25% of floor occupancy, depending on campus capacity
- 50% of floor occupancy, depending on campus capacity
- Access during business hours only
- Access during business hours; evening access if facilities capacity allows
- Day and evening access, as capacity allows
<table>
<thead>
<tr>
<th>Student Access</th>
<th>No Site Access (Phase 0)</th>
<th>Initial Site Access (Phase 1)</th>
<th>Low Site Access (Phase 2)</th>
<th>Medium Site Access (Phase 3)</th>
<th>High Site Access (Phase 4)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Online Safety Training</td>
<td>NA</td>
<td>Required</td>
<td>Required</td>
<td>Required</td>
<td>Required</td>
</tr>
<tr>
<td>Level of control</td>
<td>By appointment</td>
<td>Reservation via online system or by appointment</td>
<td>Reservation via online system or by appointment</td>
<td>Reservation via online system or by appointment</td>
<td>Reservation via online system or by appointment</td>
</tr>
<tr>
<td>Duration</td>
<td>Brief visit</td>
<td>- Limited to date reserved</td>
<td>- Limited to date reserved</td>
<td>- Limited to date reserved</td>
<td>- Limited to date reserved</td>
</tr>
<tr>
<td>- Brief visit for appointment</td>
<td></td>
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<tr>
<td>- Minimal number of in-person Clinic work, spread across the schedule</td>
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</tr>
<tr>
<td>- Students studying/working on campus by reservation</td>
<td></td>
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<td></td>
<td></td>
<td></td>
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<tr>
<td>- Students studying with individual appointments</td>
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</tr>
<tr>
<td>Students on Campus</td>
<td>By appointment only</td>
<td>- Students admitted to access services for brief periods by appointment</td>
<td>- Limited numbers of students (100-160) admitted to spaces for study and computer access by appointment only, with capacity</td>
<td>- Limited, higher number (250 max) of students can reserve spaces for study and computer access, with capacity reserved for</td>
<td>- Higher number of students (360) can reserve spaces for study and computer access, with capacity reserved for</td>
</tr>
<tr>
<td>Managing Student Capacity</td>
<td>Restrict all student access</td>
<td></td>
<td></td>
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</tr>
<tr>
<td>Event</td>
<td>Indicator</td>
<td>Response</td>
<td></td>
<td></td>
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<td>----------------------------------------------------------------------</td>
<td>---------------------------------------------------------------------------</td>
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</tr>
<tr>
<td>Refusal to comply with campus health, safety or plan requirements.</td>
<td>Reports, including anonymous reports, confirmed as assessed by the Campus COVID Coordinator and designees.</td>
<td>Corrective action, including revocation of access to campus and potential disciplinary action (see Section III.C.9). Retraining as appropriate. Denial of access until the person produces a negative COVID test result, initiate NYS contact tracing. The campus will provide COVID Testing Access Advising to individuals involved. Coordinator notifies CUNY and health officials.</td>
<td></td>
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</tr>
<tr>
<td>Individual reports COVID symptom at access screening or in person</td>
<td>Either online screening identifies symptomatic individual or Public Safety at entry point identifies the person through the access screening protocol</td>
<td>Denial of access until the person produces a negative COVID test result, initiate NYS contact tracing. The campus will provide COVID Testing Access Advising to individuals involved. Coordinator notifies CUNY and health officials.</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Student, staff or faculty member tests positive, while not on campus</td>
<td><a href="mailto:coronavirus.coordinator@law.cuny.edu">individual reports to campus officials at coronavirus.coordinator@law.cuny.edu who report to nurse, Campus Liaison and Campus COVID Coordinator</a></td>
<td>Denial of access until the person produces a negative COVID test result, initiate NYS contact tracing. The campus will provide COVID Testing Access Advising to individuals involved. Coordinator notifies CUNY and health officials.</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Student, staff or faculty member reports symptoms that develop while on campus</td>
<td>Individual reports to campus officials who report to nurse, Campus Liaison and Campus COVID Coordinator.</td>
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<tr>
<td>Immediate isolation in Nurse’s office, referral to external health services as needed, denial of access until the person produces a negative COVID test result, and initiate NYS contact tracing. The campus will provide COVID Testing Access Advising to individuals involved. Coordinator notifies CUNY and health officials. The location or activity is shut down immediately, as operations are assessed to determine if changes in operations are needed. NYS contact tracing is initiated for other persons in the location or activity. Operations resume after safe conditions are achieved. The campus will provide COVID Testing Access Advising to individuals involved. Coordinator notifies CUNY and health officials.</td>
<td></td>
<td></td>
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</tr>
<tr>
<td>Several reports emerge from a specific activity or location.</td>
<td>Reports are sent to the nurse, Campus Liaison and Campus COVID Coordinator, who determine if a breakout may have taken place in consultation with CUNY, local and state departments of health.</td>
<td></td>
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</tbody>
</table>
**Multi-Area Exposure**

An individual tests positive (such as a maintenance worker or security officer) who may have inadvertently contaminated several areas of the campus.

The areas involved are closed to access, and associated operations are shut down, until a deep cleaning is completed. NYS contact tracing is initiated for other persons in the location or activity. Operations resume after safe conditions are achieved. The campus will provide COVID Testing Access Advising to individuals involved. Coordinator notifies CUNY and health officials.

In the event that CUNY or a governmental authority requires reversal or closure, the Campus Reopening Committee will assess what activities or operations need to be closed or reversed and which are essential. Options will include reversing to an earlier phase (such as Phase 3 to Phase 2) or reversing a particular activity or program. Communications plan will be carried out to notify community of closure in all cases.

**External Mandate**

CUNY or a governmental authority requires reversal or closure.