Brooklyn College Campus Reopening Plan
Approved July 7, 2021

INTRODUCTION AND GUIDING PRINCIPLES

Brooklyn College is preparing for a crucial transition to significantly increased in-person instruction and support services in the fall 2021 semester. The Brooklyn College Campus Reopening Plan lays out the college’s current strategies for that transition from online to in-person work and the comprehensive reopening of campus in the fall. The college will update this Campus Reopening Plan on a regular basis, as appropriate, incorporating all relevant changes in local, state, and federal higher-education requirements.

The Brooklyn College Campus Reopening Plan is guided by a safety-first approach, which requires a mixture of in-person, hybrid, and online classes for students and faculty in the fall, as well as rotational work schedules for staff that are partly remote, in order to maintain lowered density onsite as we gradually return to normalcy.

Our watchwords for campus reopening are:

* Safety
* Awareness
* Fairness
* Equity

Safety - Brooklyn College adheres to all applicable local, state, and federal public health guidance to ensure the safety of our return to campus in fall 2021. The college strongly and consistently promotes safe and effective COVID-19 vaccinations and has hosted open forums for the campus community to dispel myths about vaccines and to encourage students, staff, and faculty to get vaccinated. All plans for return to campus have prioritized the safety of our campus community, and the college leadership has acted conservatively wherever it can to promote safety. The college has established structures to monitor, report, and investigate safety concerns as they emerge on campus. Our return to campus in fall was planned in spring 2021 and accounted for local transmission rates and state metrics; the scheduled combination of in-person, online, and hybrid courses was based on these metrics when the fall academic schedule was established.
**Awareness** - The college aims for consistent and transparent communication of plans and processes throughout the transition to more on-campus presence. Communication begins with the president’s weekly letters about reentry to the whole campus community, which have been ongoing for more than ten weeks, and posted across various platforms. Communication also includes a series of open forums on topics ranging from vaccinations, return schedules for remote staff, and campus feedback on our reentry plans. Student public-health ambassadors also provide peer-to-peer messaging about protocols to maximize accurate and effective communication.

**Fairness** - The college aims for fairness in its work to return to onsite operations in the fall 2021 semester. It has asked students, staff, and faculty to voice their concerns about the return via anonymous online reports, and this feedback has informed the development of responsive and reasonable return policies and procedures. For example, supervisors across departments and offices are working collaboratively with employees to develop their rotational in-person schedules to balance the onsite workload across employees fairly.

**Equity** - The pandemic has exacerbated existing inequities across race, gender, class, and other lines. The college seeks to return to campus with these inequities in mind, rectifying them where it can. The college remains committed to fostering equitable teaching, learning, and working environments that optimize student success, and is committed to rebuilding a stronger, more inclusive campus life post-pandemic.

**CAMPUS REOPENING COMMITTEE**

The Coronavirus Campus Reentry Review Board (RRB), which was convened a year ago to plan for fall 2020, now serves as the Fall 2021 Campus Reopening Committee. The RRB convenes weekly with the following membership:

1. Michelle J. Anderson, President and Chair
2. Larry Bosket, Assistant Director of Admissions and PSC Representative
3. Wadelande Dutelien, student Accounting major, Koppelman School of Business
4. Alan Gilbert, Senior Vice President for Finance and Administration, COVID Coordinator
5. Anne Lopes, Provost and Senior Vice President for Academic Affairs, Vice Chair
6. Ryan Murelli, former Chair of Faculty Council Campus Planning Committee, Chemistry Professor
7. Kendra Murrell, student School Psychology Master's Program, School of Education
8. Dorothy Neave-DiToro, Faculty Council Campus Planning Committee, Communication Arts, Sciences and Disorders Professor
9. Carrie Sadovnik, Director of Environmental Health and Safety, COVID Associate Coordinator
10. Gunja SenGupta, Faculty Council Master Planning Committee, History Professor
11. Kelly Spivey, Technology Manager of the Film Department and PSC Representative
12. Tony Thomas, Chief Legal Counsel at Brooklyn College
13. Peter Tolias, Dean of the School of Natural and Behavioral Sciences

Throughout the pandemic, the RRB has worked hard to devise rules and procedures for essential workers on campus; project PPE usage across campus; devise protocols for entering the campus safely; evaluate multiple requests to enter campus; develop research safety plan templates for laboratory re-openings; develop weighted metrics for assessing the priority of research laboratories; prioritize research return; assess safety plans for research laboratories; assess safety plans for hybrid art, theater, film, and music classes; assess safety plans for the distribution of equipment, library books, food, and other resources on or directly adjacent to campus; and develop, critique, and revise our new Campus Reopening Plan.

In preparation for the fall, the RRB has monitored the work in Facilities and Environmental Health and Safety to assess classrooms, offices, and other interior spaces for ventilation and maximum safe capacity with social distancing. It has also overseen the revision of guidance for in-person instruction and remote staff’s return to onsite work, as well as the development and safe resumption of programs, facilities, and services previously on pause or held remotely during the pandemic, e.g., Athletics, Early Childcare Center, and Student Life/Inclusion Services.

The Brooklyn College RRB will work with the Chancellery/COO’s Office to ensure our reopening meets all CUNY guidance. The college’s original Campus Reentry Plan was implemented following approval by CUNY. With revised CUNY guidance or a request for expanded onsite activity, the RRB reviewed, approved, and implemented improvements to the plan. Similarly, the Fall 2021 Campus Reopening Plan will only follow CUNY approval. Subsequent modifications and changes in operations will reflect updates to local, state, and Federal higher education requirements in accordance with CUNY’s lead.

KEY REOPENING REQUIREMENTS (UPDATED)
REOPENING THRESHOLDS AND FALL 2021 CAPACITY:

The CDC has issued new guidance for colleges and universities for campuses with a mixed vaccinated/unvaccinated population. The CDC guidance lifts many prior restrictions e.g. capacity limits and social distancing, while still recommending public health precautions. The University and Brooklyn College have adopted the new guidance while applying a more cautious approach where practical and supportable.

As of the writing of this plan, the college plans to reopen in the fall 2021 semester with about half of its classes using in-person or hybrid modalities and almost all staff members with some portion of their work schedules onsite weekly.
NEW: Instructional activity for fall 2021 involves more in-person modes of instruction with a mix of in-person, hybrid, and online courses. The final schedule offers 50% hybrid or in-person, for fall semester courses (see course catalog). The modes of instruction offered by each of the five schools varies, depending on prioritized pedagogical rationale as well as campus space constraints. In addition to in-person and hybrid classes, students will have access to campus resources such as the library and research materials, study space, and computer or internet access. Faculty presence will align to fully support the academic calendar with on-campus schedules determined accordingly. Likewise, staff and administrative support will return to campus with rotational schedules to support campus operations and student services. Fall will be a period of transition. Work schedules for both staff and faculty will be guided by a safety-first approach, as well as considerations for equity and fairness in sharing the workload associated with on-campus presences.

MONITORING – (UPDATED)

The RRB stays current by monitoring local and regional metrics that serve as early warning signs that positive cases may be increasing beyond acceptable levels.

Key Metrics – The primary factors being considered are level of community transmission within the campus population as well as the surrounding community, the level of vaccination coverage, and results of the testing among the unvaccinated campus population. Campus Coordinators and Liaison work closely with the Chancellery/COO’s Office and the Campus Reentry Committee to monitor triggers and thresholds for implementing prevention strategies.

Symptom Self-Reports – The college uses the COVID-19 Case Collection Form for all self-reports by campus community members who suspect that they have been exposed to a positive case or are experiencing COVID-19 symptoms. Reports do not have to be associated with time spent on campus and will provide an additional early warning sign of increasing transmission.

NEW: Positive Tests – All individuals who report testing positive for COVID-19 are tracked and reported to the Campus Coordinator. The Campus Reentry Committee will follow CDC, state, and University guidance on how to utilize case metrics to determine levels of campus operations. At the writing of this plan, New York State requires the college to transition to all remote formats and limit on-campus activity whenever the lesser of 100 individuals or 5% of the total on-campus population – inclusive of students, faculty, and staff – test positive for COVID-19 within a rolling 14-day period. If, under CUNY’s new surveillance testing program, the college tests an average of at least 25% of its total unvaccinated on-campus population each week, learning and campus activity will transition to remote when the greater of 100 individuals or 5% of the total on-campus population test positive using a 14-day rolling average.
COVID-19 Conduct Compliance – The college has appointed Don Wenz, Director of Campus and Community Safety and Services (Campus Safety), and Carrie Sadovnik, Director of Environmental Health and Safety, as Site Safety Monitors to ensure compliance with this plan. Compliance is promoted through various means, including email, universal signage, formal workforce attestations and visitor notification, and posting of plans around campus to announce campus policies. Adherence to policy and protocol is consistently monitored with compliance incorporated into existing safety and security inspection procedures.

SCALE BACK OR SHUT DOWN (UPDATED)

Campuses will monitor NYS COVID-19 infection rate metrics and local testing metrics that could lead to the need to scale back or shut down campus operations. The college has a plan to detect early warnings of an infection surge and a shutdown plan is in place to respond rapidly.

As more has been learned about COVID transmission, the presence of a single or otherwise small number of positive COVID cases associated with the campus are no longer criteria for building-wide or campus-wide closures.

The decision to suspend in-person instruction and/or on-campus activities will rely on the same governance structure as was in place for reopening. Stages of ramp down will follow CUNY guidance and institutional priorities. All such decisions will be made in consultation with the Chancellery/COO’s Office and local/state officials.

SCENARIO I. Positive Case Associated with Campus

The affected workstation, classroom, office, and other exposed spaces will be closed for a 24 hour period of assessment and response planning. Staff in the immediate area may temporarily be reassigned to a swing location and/or classes may be scheduled to an unaffected classroom.

SCENARIO II. On-campus Threshold for Suspension of In-Person Learning

CDC, New York State, and University guidance will determine threshold levels for scaling of campus operations. At the time of this plan’s writing, state supplemental guidance for higher education continues to state that in-person learning and on-campus activities will be suspended if the greater of 100 individuals or 5% of the total on-campus population test positive using a 14-day rolling average. Suspension will also proceed should a cluster exceed the college ability to trace, quarantine, and isolate cases. In consultation with the Chancellor’s Office, the college will temporarily scale back learning operations to the following levels:

In person and hybrid classes - All faculty, student, and staff associated with classes will be denied campus entry; In-person externships, internships and practicums; Faculty advisors will arrange for a transition to remote work; Student access to on-campus resources e.g., computer labs,
equipment; College administration and Academic Affairs will arrange for increased support for remote learning such as additional device distribution and remote log-in software.

Reduced essential workforce - Non-essential staff will be transitioned to remote work; Skeletal staff scheduling will resume for Public Safety, Trades, Custodial Services, and other essential staff; Research labs will ramp down with access limited to essential personnel staff conducting research and animal or material maintenance.

Non-essential construction - Construction and Project Managers will be transitioned to remote work.

SCENARIO III. Community Burden Indicators for Scaling Back Operations

The college uses two indicators—cumulative new case rate and percent positive tests over the past seven days—to determine the level of community transmission and likelihood that transmission will be introduced into the campus community. Should these indicators suggest increasing transmission, the college will consult with CUNY on whether to implement additional prevention strategies or consider restricting in-person learning and/or on-campus activities. In the event of gradual or complete shutdowns and/or the return of physical distancing, the college is prepared to maintain operations with reduced occupancy based on state mandates and metrics. The college is prepared to accommodate either 6ft or 3ft social distancing scenarios if government officials reinstate safety measures in higher-education settings.

NEW: VACCINATIONS

All Students registering for a fully in-person or hybrid class for the 2021 fall Term must be fully vaccinated to attend in-person classes unless they have been granted an exception or medical exemption. If the student does not share proof, proof of a negative test taken no more than 7 days will be required prior to access. Requests for exceptions or medical exemptions must be submitted through a declination form to the Location Vaccine Authority (LVA) for your campus. The LVA is the office responsible for implementing the COVID-19 Vaccination Program on campus.

Students accessing University facilities for reasons other than to attend an on-campus class session will be required to be vaccinated or to show proof of a negative COVID-19 test taken no more than 7 days prior to the visit.

Faculty, staff, and visitors are encouraged to be vaccinated. Unvaccinated faculty, staff, and visitors will be required to show proof of a negative COVID-19 test taken no more than 7 days prior to the visit, in accordance with CUNY’s weekly surveillance testing program. The frequency of testing is dictated by how often the person visits campus.
The college awaits guidance from CUNY with respect to procedures for submitting proof of vaccination, a declination form, and/or negative COVID tests.

Brooklyn College is promoting vaccinations for everyone in line with CUNY’s comprehensive #VaxUpCUNY campaign to help accelerate a full return to campus. For one, the college is participating in the Federal College Vaccination Challenge. The President and administration have issued a series of Return to Campus letters strongly urging everyone to get vaccinated: all staff, students, and faculty members. This effort includes notice of nearby vaccination sites and instructions on how to access the COVID Vaccine Finder to schedule a free and convenient appointment. The college is fighting vaccine misinformation by hosting public health sessions and providing accurate information to underscore that all three COVID vaccines available in this country are safe and effective. It will also work to help everyone in our campus community get vaccinated before the fall semester. The administration reached out to leaders of the student body, staff, and faculty to help support their constituents in getting vaccinated.

The campus COVID-19 Vaccination Program for students will be implemented by the Location Vaccination Authority (LVA). The LVA will be the office responsible for:

- Accepting requests for exceptions or medical exemptions to the vaccine program;
- Communicating decisions on the exceptions and exemptions based upon criteria that will be shared with them;
- Answering questions about the vaccine policy including those from international students who received a vaccine that is not approved by the FDA or WHO;
- Verifying vaccinations; and
- Explaining additional safety measures/precautions for those who receive an exception or exemption from the vaccine.

**NEW: Testing**

Subject to change pending CUNY, state and federal guidance, fully unvaccinated individuals will be required to participate in CUNY’s weekly surveillance testing program (details forthcoming). They will be required to obtain weekly negative COVID tests, based on the frequency of access to campus. CUNY reserves the right to mandate weekly surveillance coronavirus testing for all fully unvaccinated individuals regularly on campuses, in CUNY offices, or residing in residence halls, whether vaccinated or not. The frequency of such testing will depend upon the coronavirus positivity rate, among other factors.
Faculty, staff, and students who have tested positive for COVID-19 will not be required to test for 90 days. Faculty, staff, and students must resume the required COVID-19 testing frequency after the 90-day period and share proof of a negative test within that time period, or share a note from a medical doctor.

Each CUNY campus/office will have access to CUNY-provided testing at regularly scheduled times throughout the week. CUNY is exploring the option of allowing faculty, staff, students, and visitors to get tested at non-CUNY testing sites in order show a negative test taken no more than 7 days prior to the visit.

Symptom Screening and Reporting of Developing Symptoms— Based on updated CDC guidance, Brooklyn College will stop entry screening (Everbridge self-reporting) for fall 2021. Individuals are expected to stay home when they are sick.

If an unvaccinated employee, student, or visitor experiences symptoms consistent with COVID-19, or if they test positive for COVID-19, the college requires the individual to disclose this information to the Coronavirus Campus Liaison. The person should not come to campus. The Liaison will advise if they need to isolate, quarantine, and/or test. Confidentiality will be maintained as required by federal and state law and regulations. Campuses will cooperate with health officials to implement monitoring and movement restrictions of infected or unvaccinated exposed persons.

Responding to a Case on Campus – A cohort of Campus Safety officers are EMT certified and are trained on the college procedure for Aided Cases Suspected of Having COVID-19, including use of isolation rooms 114 Roosevelt Hall, 0704 James Hall, or 021 Ingersoll Extension.

Support - Employees in isolation or quarantine are supported if needed through Human Resource Services Benefits Office and Employee Assistance Programs. Students are similarly supported through a combination of their academic advisor for academic accommodations and the Office of Student Engagement for psychosocial, medical, and day-to-day support needs. The Office offers numerous student support services from telemedicine with Student Health Clinic providers (e.g. personal counseling and advisors), free food through the Food Pantry, and accommodations and counseling through the Center for Student Disability Services, Women’s Center, Black and Latino Male Initiative, and Veteran and Military Programs.

Tracking - To assist contact tracing and decontamination in the event of a confirmed or presumed COVID-19 case on-site, faculty, staff, and researchers must fill out Brooklyn College’s COVID-19 Case Collection Form. Submissions to the form are treated as confidential. Brooklyn College’s administration utilizes the information submitted to trace contacts and alert them to possible COVID-19 exposures. The information is also utilized to identify spaces that must be
restricted and undergo applicable cleaning and disinfection. Summary information will be provided to the Brooklyn College community.

Tracing - The Coronavirus Campus Liaison follows up with unvaccinated individuals reporting exposure or positive tests with information on healthcare and testing resources. The Liaison reviews health screening data, campus access logs, and other data to confirm the following information and assist local and state health officials with tracing.

Confirmed Case Communications & Notification – When a COVID-19 case associated with time spent on campus is confirmed, the Liaison immediately notifies the Campus Coordinator, Brooklyn College/President’s Response Team, and CUNY administration to ensure notification of health officials. Unvaccinated individuals will be notified that they are required to self-quarantine. Unless showing symptoms of COVID-19, vaccinated individuals do not have to self-quarantine.

Case Cleaning – Per CDC guidelines, if someone is suspected or confirmed to have COVID-19, campuses do not necessarily need to close operations if they can close off the affected areas. Following notice of a positive case, the affected area is closed off and appropriately cleaned and disinfected by Custodial Services. Once the area has been appropriately cleaned and disinfected, it can be reopened for use. Refer to “Cleaning and Disinfection.”

Return to Campus Post-Illness or Quarantine – The Coronavirus Campus Liaison refers to the “Interim Guidance for Public and Private Employees Returning to Work Following COVID-19 Infection or Exposure” in assisting the college to develop protocols and policies for individuals seeking to return to work after a suspected or confirmed case of COVID-19.

SOCIAL DISTANCING AND CAPACITY LIMITS (UPDATED)

With the assumption that students are expected to be fully vaccinated by fall and with high vaccination rates in the state, physical distancing and capacity limits have been lifted for nearly all campus spaces and situations. Individuals who are not fully vaccinated should continue to practice physical distancing of 6 feet.

Instructional Spaces - Occupancy levels in instructional spaces campus-wide, therefore, are based on pre-COVID room capacities. In the recognition that the pandemic is still evolving and recognizing that the Fall 2021 semester will be a transition period, the college will optimize its largest instructional spaces for multi-purpose rooms where practical and feasible to do so.
The college’s campus wide space analysis was based on earlier recommendations by the CDC and CUNY while planning for faculty, staff, and student return to campus. The analysis prioritized instructional spaces and accounted for the room function and layout, whether there is fixed seating or other furniture or equipment, existing mechanical ventilation and operable windows, with ventilation enhancements being installed for safe occupancy. The results of the space analysis, in conjunction with enrollment data, will be used to advise on opportunities to increase the ratio between square footage and the number of enrolled students, when practical. The analysis also serves as a back-up plan in case public-health officials reinstate capacity and distancing restrictions in higher-education settings.

Office Spaces - Per the space analysis, staff and faculty offices will have ample space. This, and the use of rotational schedules over the course of the fall semester, will help staff and faculty acclimate back to campus. Faculty have flexible schedules and will rely on a rotational schedules in the same way staff are rotating. Where there are exceptionally dense spaces, scheduling will be attended to as practically necessary. Classes are on track to be scheduled in larger spaces to decrease density and increase distance between. This is to be conservative during this transition semester.

Shared Spaces in Common Areas – Elevators and bathrooms will continue to have measures in place to encourage de-densification and increase space between people. Bathroom stalls and fixtures which have been taken out of service temporarily and marked as such will, for the start of the semester, remain out of service. At corridors, stairs and vestibules, messaging and other visual cues such as directional arrows remind building occupants to maintain social distancing. The college will continue this practice into the fall semester.

Shared Study & Student Service Spaces - In shared spaces, unvaccinated individuals should continue to practice physical distancing of 6 feet.

Appointments for heavily-trafficked shared spaces are managed using the Room Reservation System (RRS). As shared spaces such as computer labs, art studios, and music practice rooms, are made accessible, they will be available to reserve by appointment within the RRS system. Time slots will be made available for the duration in which the shared spaces are open. Individuals will make appointments online using RRS, which is available on the Brooklyn College website. RRS will not include shared department spaces like break and equipment rooms. Departments will continue to use calendars to stagger use of these spaces.

All offices that serve students or employees are required to put in place an appointment system using Outlook or other calendar application. Depending on the reason for the student’s visit (i.e., food pantry, device distribution and drop off, etc.), the appropriate office(s) will make in-person
appointments available through the corresponding appointment system. Appointments will be spaced appropriately to reduce congestion. Students can make appointments online, using the appropriate appointment system. Instructions and reservation systems are available on our website and will be posted on the door to each office.

**PUBLIC HEALTH AND SAFETY REQUIREMENTS (UPDATED)**

Public health and safety requirements such as mask use and distancing on campus will be informed by CDC, state, and University guidance and may evolve as the pandemic changes.

Face Coverings (UPDATED) - Mask requirements will be revisited regularly in light of local community transmission rates, per CDC guidance. At the time of this writing, Brooklyn College will continue to encourage everyone, regardless of vaccination status, to wear masks indoors. People who are not fully vaccinated must wear a mask indoors. All unvaccinated members of the CUNY community are required to observe and comply with this requirement. Vaccinated individuals will have the option to wear a mask as they see fit, or when specifically required in limited circumstances.

Masks will be required for everyone in:

- Shared study spaces like the WEB Computer Lab, Library
- Student service offices like Financial Aid
- Student health clinic, as required by clinic policy
- Campus transportation vehicles like shuttle vans

Unvaccinated faculty and staff are likewise exempt from wearing masks when alone in their office, or under limited circumstances where the core activity or function requires mask removal.

Any request for a medical, religious, or other accommodation to this policy will be reviewed on an individual basis in accordance with relevant laws and campus procedures.

Unless directed otherwise by the Chancellor’s Office, masks will not be required outdoors, except in large, congregate settings.

Personal Protective Equipment (PPE) – Face coverings and PPE required under this plan are being provided through a centralized distribution process. The college maintains a three-month stock of essential COVID-19 supplies. Sourcing, purchasing, and distribution of face coverings, COVID-19 related personal protective equipment (PPE), and cleaning materials is centralized.
Distribution of COVID-19 related supplies is managed by the Office of Environmental Health and Safety. A weekly supply of disposable masks and PPE (gloves, coveralls) is issued to staff depending on job task and work environment. Prior to being authorized to access campus, contractors, visitors, and students are notified of the campus policy to either show proof of vaccination, or to alternatively wear a face covering while on campus. College-provided face coverings will be available should non-employees, including students, require a replacement.

Issuance of face covering includes written instruction on how to properly wear, store, and dispose of face coverings. Signage throughout the campus reinforces this message.

Face coverings must be appropriate for the situation:

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<th>PPE REQUIREMENTS</th>
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<td><strong>Unvaccinated Staff, Faculty, Students</strong></td>
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| **Campus Peace Officers who must make contact with individuals confirmed or suspected to have COVID-19** | • An N95 should be on hand for use as needed e.g., initial response to aided case, during routine rounds.  
• An N95 respirator, disposable isolation gown or disposable coveralls, eye protection, and disposable gloves are required for Aided Cases. Aided Cases are responded to by officers trained as EMTs who receive respirator medical clearance, fit testing, and training. |
| **Custodial Service Staff who clean/disinfect when someone is sick** | Manual spray and wipe:  
• Disposable masks  
• Disposable chemical-resistant gloves  
Electrostatic sprayer, fogger, mister, vaporizer:  
• PPE is selected based on the disinfectant and equipment being used. PPE required may include:  
• Disposable N95 respirator or half-face respirator with P100 filter cartridges (if disposable N95s are unavailable), splash-resistant gowns/Tyvek coveralls, goggles, face shields, and disposable chemical-resistant gloves. Respirator medical clearance, fit testing, and training is provided. |
| **Plumbers who have direct contact with domestic wastewater** | Standard PPE associated with plumbing activities. |
Physical Barriers – Physical distancing is no longer required. However, where practical the college will continue to reduce density, thereby allowing for more distance between people. Where de-densifying isn’t practical and operations involve a high volume of public-, student-, or employee-facing activities, physical barriers are installed. This includes high-volume reception desks, Campus Safety guard booths, library check-out counters, clinical settings, equipment distribution rooms, and other high-traffic points of interactions. Barriers will not be recommended for most offices, areas, and workstations as they may impede ventilation and pose additional safety risks.

Promoting Hand and Respiratory Hygiene – Brooklyn College will continue to facilitate health-promoting behaviors such as hand washing and respiratory hygiene/cough etiquette to reduce the spread of infectious illnesses including COVID-19. The college will provide frequent reminders of proper hand hygiene with hand sanitizer widely available in common areas and rooms. Supplies including soap, paper towels, and hand sanitizer will be provided around the institution.

Hand sanitizer stations (at least 60% alcohol) are available at the entrances to all buildings with additional stations installed as supplies become available in high-occupancy locations such as Campus Safety, trade shops, main elevator lobbies, and locations associated with in-person instruction. Frequent and vigorous hand washing is promoted, including through signage at sanitizing stations. Signage promotes hand washing when hands are visibly soiled. Custodial Services logs regular inspections of restrooms throughout the day to ensure availability of toilet paper, running water, hand soap, disposable hand towels, and lined garbage cans. Additional lined receptacles are available throughout occupied areas for disposal of soiled PPE and paper towels.

Hand hygiene stations will be stocked with soap, disposable paper towels, and a lined garbage can. Each service to the space will include a stock check, and replenishment where needed. Touch-free hand-sanitizer dispensers are available at campus entrances, building entrances, elevator lobbies, and stairwell entrances. Hand sanitizer is also made available in classrooms and offices. Training to access campus reinforces proper hand and respiratory hygiene, and signage specifies that visibly spoiled hands should be washed with soap and water for at least twenty seconds. Individuals can report empty soap dispensers, etc. through the BC Fix-It app, available to download here TKTK.

Where possible, the college has added touch-free amenities, such as paper towel dispensers, sink faucets, and water bottle filling stations.
Eating and Drinking on Campus - Campus dining services will not be able to offer full food service. There are plans to offer grab-and-go snacks and meals service. There will also be touchless operation vending machines with improved food choices. Everyone is encouraged to eat alone and outside, in their private office, or in specially-designated places. If in a communal area, individuals are encouraged to maintain social distance from others. Avoid sharing food and utensils. No storage of food or beverage is allowed in shared refrigerators. Kitchens and lunch break rooms are organized to minimize density and duration of use:

- Secure and remove reusable kitchen items
- Use signage to deter use of amenities such refrigerators, coffee makers
- Limit the number of chairs/seating areas
- Post signage to cue social distancing
- Staggering or Scheduling Use of the Space

Cleaning and Disinfection UPDATED! - Campus cleaning procedures are determined by facility type, occupancy levels, presence of electronic equipment, and cleaning responsibility. Per the CDC, cleaning once a day is usually enough to sufficiently remove the virus from the surface and to maintain a healthy environment.

Facilities Custodial Services is responsible for all restrooms, classrooms, and high-touch point surfaces. These locations are cleaned at least once per day following state and federal guidance. Effectiveness is monitored both through supervisor review of cleaning logs and weekly reporting of cleaning regimen to the Coronavirus Campus Coordinator. When disinfection is recommended, EPA-registered disinfectants for COVID-19 are used. Where cleaning and disinfectant products cause irritation, staff will be provided with gloves or other appropriate protection from the product, pending application method.

Departments responsible for managing computer labs, computer classrooms, and specialized equipment will be responsible for overseeing cleaning and disinfection of computer equipment used by students and faculty. Department staff will ensure computer users have access to disposable disinfectant wipes and gloves to clean high-touch shared surfaces like keyboards.

In addition, all members of the campus community are reminded of the shared responsibility to keep clean individual and shared work areas not maintained by Custodial Services. Sanitizing wipes are available in office suites, shops, and studios to facilitate cleaning of commonly shared tools, equipment, and workstations before use. Sanitizing wipes will not require glove use unless otherwise noted.

Post-positive case cleaning and/or disinfection protocols will be implemented whenever a person known or suspected to have COVID-19 has been on campus during the infectious period.
The college will implement cleaning and disinfection protocols per state and federal guidance. These services are performed by Custodial Services and are logged with tracking of date, time, and scope of work.

Isolation/Quarantine Spaces: In keeping with current CDC guidance on cleaning and disinfection around post-positive or suspected cases, the following protocol will be adhered to:

- If less than 24 hours have passed since a person is confirmed or suspected of having COVID-19, cleaning and disinfection are required.
- If more than 24 hours but less than 72 hours have passed since a person is confirmed or suspected of having COVID-19, cleaning is required.
- If more than 72 hours have passed since a person is confirmed or suspected of having COVID-19, no additional cleaning beyond regular practice is required.

If additional cleaning and disinfection must take place, the following protocol will be followed:

- Spaces occupied by the person suspected or confirmed to have COVID-19 should be off-limits for at least 24 hours, and if feasible, should have windows and doors opened to increase airflow.
- Staff tasked with deep cleaning should be wearing appropriate PPE including coveralls, disposable gloves, goggles (if operating a powered sprayer), and respiratory protection (if operating a powered sprayer).
- Staff tasked with deep cleaning should be trained on donning and doffing PPE, operating automated spray equipment (if being utilized), and be fit tested and medically cleared for respirators (if utilizing powered spray equipment).
- Local deep cleaning and/or disinfection will take place in areas used by the person confirmed or suspected to have COVID-19 including:
  - Immediate office spaces occupied by the person, bathrooms, break areas, closets, etc.
- Focal points of localized deep cleaning should be high-touch points such as doorknobs, desks, keyboards, mice, etc.
- If vacuuming is necessary, vacuums with HEPA-rated exhaust must be used.

Cleaning and Disinfection Supplies include:
- Graco HP20 Sanispray
- Graco HP65 Sanispray
- Manual Spray Bottles
- NCL Lemon-Quat Disinfectant Cleaner
- RMC Enviro Care Neutral Disinfectant Cleaner
- 70% Isopropanol, bulk
- Ethanol / isopropanol disinfecting wipes
• Various PPE items including: respiratory protection equipment (disposable N95 respirators, P100 half-face respirators), gloves, shoe covers, disposable coveralls, 3-ply disposable masks.

Universal Signage (UPDATED) - All campus signage has been reviewed and reflects a Returning Safely Together theme. Official signage promotes proper hand hygiene, staying home when sick, and other public health precautions. Reduced capacity, physical distancing, and mask wearing for fully vaccinated individuals will be encouraged but not required with signage reflecting this.

Gatherings in Enclosed Spaces -

Events/Meetings – The college is gradually allowing for more non-essential gatherings, including public events. Personnel on campus are encouraged to continue communicating via email, text, telephone, or other technology. Offices - Shared offices or suites should employ rotational schedules to provide for on-campus presence and to allow for distancing where possible. For offices with contiguous workstations, it is recommended to leave one unoccupied workstation to separate co-workers. Room capacity numbers will not be posted. Unvaccinated individuals must wear face coverings and maintain social distance indoors.

Shared Workstations, Equipment, Spaces – Use of a scheduling or reservation system is required. Although contaminated surfaces are not considered primary sources of transmission, the college will provide sanitizing wipes to assist with cleaning between uses.

Elevators and Other Small Spaces - Personnel are encouraged to take the stairs when possible, to free up the elevator for those requiring its use. When riding the elevator, all are instructed avoid touching buttons or other surfaces, and practice hand hygiene upon departing from the elevator. If more than one occupant is in the elevator, face coverings are required for unvaccinated individuals and strongly advised for vaccinated passengers. Posted signage will reiterate elevator etiquette.

Restrooms - All restrooms with ventilation are open. Stairwells/Corridors/Access Points – Signage and floor markers are being posted to cue occupants on recommended traffic flow in corridors, stairwells, entrances, and exits to minimize congestion in entrances, halls, and doorways. Department and unit-level management should specify designated doors and exits to minimize passing in the halls and doorways. Management should advise staff to only proceed on the right side of the corridor and on the right side of the stairway. Directional signage is posted as a reminder.

Conference Rooms - The use of conference rooms will need to be scheduled in advance.

Study Spaces/Computer Labs - The WEB lab will continue to offer students study spaces and access to computers on the West Side of campus in the fall by appointment. Other spaces on
campus for students who need a quiet place to study are being identified pending campus Wi-Fi network capacity, reliability, and interference.

**Locker Rooms** - Users are notified of safe practices through signage; reduced occupancy is optimized through scheduling and staggered shifts.

**Vehicles** – Masks are required to be worn in campus shuttles or in shared College vehicles. If more than one occupant is in the vehicle, face coverings are required for unvaccinated individuals and strongly advised for vaccinated passengers. Windows should be opened. Sanitizing wipes and hand sanitizer should be made available.

Reporting Safety Concerns (UPDATED) - Students, staff, and faculty are encouraged to report unsafe conditions. Urgent issues with ventilation should be reported to Facilities at x5885 while less urgent issues can be reported to the Office of Environmental Health and Safety at ehs@brooklyn.cuny.edu or x5400. Non-compliance with COVID-19 safety rules may also be reported to Campus Safety at security@brooklyn.cuny.edu or x5511. Further, anonymous reports, concerns, or requests may be submitted at any time.

**UNIQUE FACILITIES, SERVICES, AND STUDENT LIFE/INCLUSION PROGRAMMING (UPDATED)**

Considerations for Unique Facilities and Services - Certain facilities and services require additional consideration in their reopening plan. These particular areas are integral to campus life. The RRB will work with campus leaders to review key state and CUNY guidance for a gradual, staged return to campus. For most operational areas, the assumption will be that the campus will have a reduced capacity during the Fall 2021 transition semester. Those services seeking or expecting to resume will have reopening plans in the addendum, including Athletics, Recreational Center Library/Library Services, Student Health Clinic, Early Childcare Center, and the Student Activities/Student Center.

Student Activities, Clubs, Government, Orientation, and Interfaith Programs – Overall, these programs are not expected to resume full in-person on-campus gatherings or events at the start of the Fall 2021 semester as the state vaccination mandate does not extend to student participants. Instead, we will encourage student activities and clubs to continue their work virtually.

**NEW: FACILITY PREPARATIONS**

Bringing Buildings Online – Building systems have been returned to operational levels necessary to support a return to campus. In preparation for reentry, domestic cold and hot water fixtures are periodically flushed, HVAC filters are being replaced, and lighting is being verified.
Ventilation - Facilities teams and the Office of Environmental Health and Safety are confirming ventilation throughout the campus conforms to CDC recommendations. The assessment is supported by CUNY’s Indoor Air Quality consultant with actions to improve indoor air quality recommended. The assessment identifies maintenance/repair needs where feasible and practical, improvements are made to increase the delivery of clean air and dilute air contaminants.

Whole building mechanical ventilation systems (HVAC) are being inspected for operability at the fan unit. Adjustments being made include: operate systems 24/7, upgrade to MERV 13 filtration if not already MERV 14, improve rack fit, adjust damper to maximize percent outside air where possible, and maintenance/repairs to optimize operation. Additionally, the Office of Environmental Health and Safety conducts spot checks throughout campus at room level in all instructional locations and bathrooms and reports findings which prompt investigations, maintenance, and/or repairs.

Where windows are inoperative or not present, room capacity may be reduced or air purifiers may be installed to improve air quality, pending feasibility and availability.

Locations without central air are being surveyed for presence of whole building exhaust which helps enhance draw of fresh from operable windows. Those locations without operable windows require ventilation to be introduced through means of a fan or must be prohibited from occupancy. Enhancements are in process or are being scheduled based on these assessments and fall scheduling priorities.

Procedures to ensure optimal ventilation, including use of windows, are being issued with the return of staff and faculty. Ventilation surveys are set to continue as a tool to ensure ventilation systems operate properly and provide acceptable indoor air quality for the campus capacity levels for each space.

<table>
<thead>
<tr>
<th>Enhancements</th>
<th>Example Locations</th>
</tr>
</thead>
<tbody>
<tr>
<td>Window exhaust fans</td>
<td>Ingersoll - Microbiology Teaching Labs</td>
</tr>
<tr>
<td>Portable air filter units</td>
<td>Boylan - 4400 Speech and Hearing Waiting Area</td>
</tr>
<tr>
<td></td>
<td>Ingersoll – 0202 Public Safety</td>
</tr>
<tr>
<td>Wall-mount UV-C air sanitizers</td>
<td>Boylan – 3139 Lecture Hall</td>
</tr>
<tr>
<td></td>
<td>West Quad – Enrollment Service Center</td>
</tr>
</tbody>
</table>
Campus Capacity and Limiting Congestion – While capacity limits are lifted, the college continues to use the fall semester to transition from remote to fully in person, including use of blended in-person and remote work and instruction. All in-person presence in offices, research labs, shops, and other areas of campus must utilize rotational schedules.

Outdoors Space Utilization – Brooklyn College’s campus is 35 acres and includes many beautifully landscaped, outdoor spaces. Seating is available throughout the campus and includes nearly 100 benches, 35 picnic tables, and grouped plaza seating (e.g., Whitehead). Additionally, the campus has large open grass quads for picnic-style seating.

These spaces were utilized at minimum levels over the past year. Staff and faculty with campus access utilized the grounds for taking breaks and eating lunch while students enrolled in in-person classes were not allowed to spend time on campus outside of class. Additionally, the grounds were used by just one or two sections during the Fall 2020 semester for classes e.g., music classes met under the Performing Art Center’s covered outdoor pavilion when the weather permitted. These spaces will more broadly be made available for the entire campus community to utilize at a social distance as part of the 2021 return to campus.

Maximizing utilization of outdoor space for remote instruction and studying, however, is limited by the college Wi-Fi network’s coverage, reliability, and potential interference in these areas. The East Quad is a prime desired location for enhancements. In preparation for the fall, the Office of Network Services has built the necessary basic support infrastructure and has ordered several outdoor high-density Wi-Fi-6 access points. These units are to be deployed on the East Quad as a pilot to evaluate performance and compatibility. If this works as expected, and additional outdoor spaces have been identified which need this infrastructure, production deployment will proceed and will include the redundancy needed for reliable service.

RETURNING TO CAMPUS PROCESS

Training – The safe and expanded return of students, staff, and faculty depends on everyone receiving safety training on basics of the virus and Campus Safety requirements. The college established a return-to-campus process last year for all faculty, staff, and students who access campus, including those engaging in in-person field research or other off-site College-related in-person activity (e.g., film productions). The training is a one-time requirement.
Training is part of an online attestation form which codifies specific campus requirements and procedures around COVID-19. The main component of the attestation is a New York State Return to Work training video, a video on how to properly wear, remove, and dispose of face coverings, and a video on campus access and expected behaviors once on campus. Additional training may be required for specific populations, such as health screeners, Public Safety officers, plumbing staff, custodial staff, and computer lab staff, to cover additional safety requirements and precautions, including PPE use. Programs and office units may provide supplemental training at their discretion.

Human Resources – The majority of College employees have worked remotely in an online environment over the past 18 months. Their return to campus will begin on August 16, 2021, the revised date that the University has set for a transition to in-person work. August 16 will set the stage for a safe, partial return to in-person instruction and services in the fall.

Supervisors have developed new work schedules for remote employees. These schedules will be guided by principles of safety-first, equity, and fairness and will rely heavily on collaboration with employees. Fall work schedules are to be submitted to the Office of Human Resources Services for review following CUNY’s review and approval of the revised Brooklyn College Campus Reopening Plan – Fall 2021. Minimum on-premises staffing is required in all departments/areas while employing CUNY Temporary Flexible Work Schedules. Supervisors will be prepared to discuss the return to campus plans with their staff and provide guidance to staff on the transition. With assistance from Human Resources, supervisors will direct staff to complete the attestation/training and discuss the requirement for unvaccinated individuals to participate in CUNY’s weekly surveillance testing program. Additionally, supervisors will direct staff to Human Resources for all reasonable accommodation requests for remote-only arrangements.

Consultation meetings are being held with campus leadership for programs which involve shared spaces or complex operations. The RRB may require these programs to submit a comprehensive reentry plan which account for distancing measures, restricted capacity, operations that prioritize remote work, cleaning of areas and items not addressed by custodial services, staffing notification, and accommodations.

The safety of essential personnel continues to be of utmost concern. From the beginning, essential personnel have received regular communication on health and safety requirements. The college conducted multiple trainings and issued topic- or task-specific guidance. The college issued essential personnel safety plans for facilities, custodial services, public safety, and environmental health and safety. Essential personnel are required to complete the same or similar training as other staff.
Requests for Reasonable Accommodation will be reviewed by Human Resources on a case-by-case basis in accordance with University Policy.

Open forums and Community Conversations – Open forums which train staff, faculty, and students on the Return to Campus processes are recorded and posted on the Brooklyn College webpage, Returning Safety Together.

PRIORITIZATION OF INSTRUCTIONAL ACTIVITIES (UPDATED)

Fall 2021 – CUNY announced in January a safe and gradual return to mostly in-person instruction in the Fall 2021 semester and, recently, lifted capacity and distancing restrictions. The fall will involve a mixture of fully in-person instruction, blended in-person, and hybrid learning environments. Each of the five schools within the college contribute to this mixture of modalities being offered. Priority for in-person instruction is given to those classes requiring on-campus use of materials or equipment that cannot be obtained in a distance environment (e.g., science labs). Classes and activities in accredited programs that require in-person, rather than remote training, will continue to be scheduled on campus. Additionally, Visual Media and Performing Arts classes and activities that require instrument rooms for practice, performance evaluations, fine art-related production activities and film production-related activities which cannot be accomplished remotely continue to be prioritized.

Further prioritized are highly participatory classes with real-time learning and/or a lot of real-time student-teacher and student-student interaction, e.g., math requirements for non-math majors. Survey courses typically delivered in a large lecture hall will mostly continue to be taught online. Hybrid mode is interpreted broadly and includes those courses requiring field trip/work, experiential learning, as well as intermittent on-campus use of materials or equipment. It also includes courses that are primarily synchronous online but with final exams being held in person. Departments may continue to employ A/B schedules for on-campus meetings to limit the number of in-person participants in in-person instruction. A limited number of lecture halls are being set up to function as HyFlex classrooms with camera and videoconferencing capabilities for simultaneous delivery of courses in-person and online. Optimizing concurrent in-person and online classrooms through other online technologies may also be an option for instructors teaching hybrid courses.

The number of students per session and the total number of sessions instructed per semester is no longer limited by policy, but overall density on campus and in buildings, and is being monitored through a master schedule to ensure classes are staggered.
Table. Overview of Fall 2021 Classes by Instructional Modality

<table>
<thead>
<tr>
<th>SCHOOL</th>
<th>HYBRID</th>
<th>ONLINE</th>
<th>IN-PERSON</th>
</tr>
</thead>
<tbody>
<tr>
<td>KOPPELMAN SCHOOL OF BUSINESS</td>
<td>24.0%</td>
<td>63.6%</td>
<td>12.4%</td>
</tr>
<tr>
<td>HUMANITIES AND SOCIAL SCIENCES</td>
<td>11.1%</td>
<td>77.4%</td>
<td>11.5%</td>
</tr>
<tr>
<td>NATURAL AND BEHAVIORAL SCIENCES</td>
<td>26.8%</td>
<td>40.5%</td>
<td>32.7%</td>
</tr>
<tr>
<td>VISUAL, MEDIA AND PERFORMING ARTS</td>
<td>26.8%</td>
<td>52.3%</td>
<td>20.9%</td>
</tr>
<tr>
<td>EDUCATION</td>
<td>45.4%</td>
<td>51.3%</td>
<td>3.3%</td>
</tr>
<tr>
<td>OVERALL TOTAL</td>
<td>25.1%</td>
<td>54.6%</td>
<td>20.3%</td>
</tr>
</tbody>
</table>

Off-campus work in the academic program is seen as an extension of the campus, with all College requirements applying. There may be instances where pandemic circumstances preclude in-person experiences. Remote and virtual experiences are still supported and recommended. These may also be blended with some in-person elements. Internships and externships, student teaching, and clinical placements must continue to adhere to the current University Academic Continuity guidance from the Executive Vice Chancellor for Academic Affairs. In-person experiences which are for credit, or a stipend must be approved with the student attesting that safety measures of the host organization are consistent with campus, local, state, and federal guidelines.

Brooklyn College Academy – This NYC DOE high school on campus plans for 100% in-person instruction for the fall semester in accordance with local Department of Education guidance for reopening. Additional details on operational strategies are pending.

Library – The Library is a valued asset which has successfully supported patrons for the past year remotely, including online reference and instructional services. Starting this fall, the Library will begin a phased reopening following the Council of Chief Librarians' Reopening Task Force guidelines. Student study spaces, computer workstations, as well as instructional space within the building will be available and mask usage will be required by all individuals. Plans for reopening the Library are in the process of being developed and are pending rotational staffing schedules. There are numerous large areas in the library without stacks, representing valuable space to accommodate study and material/computer use. Consideration will be given to staffing levels and the need to monitor student adherence to safety requirements in finalizing Fall 2021 levels of reopening.

Outside Events – Instructional activities for Brooklyn College students will be prioritized over outside events and community programs. Programs such as Brooklyn Lifelong Learning have
been on hiatus since the pandemic and scheduling will continue to be suspended. Rentals for non-student productions may be considered as long as the usage does not interfere with in-person classes.

**NEW: STUDENT SUCCESS PREPARATIONS**

During the pandemic, Brooklyn College has kept the needs of our students as a focal point and will continue to do so in the upcoming year. Through the Virtual Front Office as well as in-person appointments for students who prefer to meet with a staff member on campus, students will have access to comprehensive services across all areas of the campus either remotely or in-person including academic advisement, registration and student records, student financial services, and DegreeWorks. The International Student Services Office will offer web chats, workshops, and orientation session (remote and in-person) for prospective students to assist with visa, housing, and related issues. Our Food Pantry will remain open for in person services to provide assistance to students with food insecurity. However, grocery store cards will be mailed to those students who choose not to come to campus. Our Student Emergency Fund will be available to assist students with funding for items such as housing, transportation, medical and dental assistance, family and childcare, utilities, books and academic materials, and food, providing critical support to students who have nowhere else to turn for emergency assistance. The Health Clinic and Personal Counseling will both be open primarily remotely but will also provide in-person services by appointment to assist students with issues that cannot be addressed via telemedicine. Our Center for Student Disability Services will work collaboratively with faculty to ensure eligible students needing academic accommodations will be provided with them regardless of mode of instruction.

**COMMUNICATION PLAN**

Platforms – Various media is used to communicate the relevant safety procedures to members of the campus community. This includes, but is not limited to: e-mail, website, social media, common-space screens on campus, oral announcements, the BC Navigator app, BC WebCentral & Bulldog News, and universal signage

Posting of Plans – The college’s Fall 2021 Campus Reopening Plan along with department or operational-unit specific plans will be conspicuously posted online and places where notices to employees are customarily posted, e.g., Personnel office and timeclocks, for employees to view once approved.