Dear colleagues,

The Reentry Review Board (RRB) has developed guidelines for all courses, specialized courses, and on and off campus student learning activities for fall 2021. Faculty are responsible for following these guidelines and addressing any questions to me, their deans or their chairs as indicated.

I. General Faculty Guidance

A. POLICIES: All faculty teaching on campus at any time must adhere to all CUNY and campus policies for vaccinating, testing, masking, and social distancing. N.B.: We ask all faculty to encourage their students to get vaccinated now. Every student who comes to campus at any time must be fully vaccinated by the CUNY deadline of October 7th unless the student has an approved religious or medical exemption. This includes students only coming in for finals in hybrid classes or to use facilities. The policy extends to in-person clinical and field placements. Students are subject to dismissal if they are not vaccinated by the deadline. Students who do not feel well should stay home, and faculty should reinforce this message and be as flexible as possible to students to ensure the health of the community and also demonstrate support for students during these difficult times.

B. ROOM ASSIGNMENTS: To ensure appropriate distancing, no faculty member may change her/his/their room assignment without the explicit permission of the Scheduling Office.

C. SPECIALIZED REQUIREMENTS: In addition to these policies, specialized requirements exist for the following:
   • Off campus student activities, fieldwork, internships, externships, and clinical placements. See below.
   • Film, Video, TV/R, Theater, Physical Education classes and assignments and on and off campus student activities. See below.

II. Specialized Requirements for off campus learning experiences

A. OFF CAMPUS: All off campus learning experiences either for credit or not-for-credit--require adherence to campus policies with regard to student vaccination, masking and social distancing.

B. CUNY GUIDANCE: See Guidance for Faculty Supervising Fieldwork, Internship, Externships and Clinical Placements

C. REQUIRED WAIVER FORMS: Students who are engaged in any field placements, externships or internships, whether for credit or not-for-credit, must sign the waiver form below and provide the signed waiver to their supervising faculty.
• Faculty should distribute and collect their students’ waiver forms and preserve them as they would any assignment. Waiver form is available here.

• Below is a copy of the Waiver Form Required for Students in ALL Fieldwork, Internship, Externships and Clinical Placements:

“In signing this Agreement, I acknowledge that I understand that my participation in an in-person internship will involve risks and hazards not found in remote study at the College, which is the current mode of instruction required by the COVID-19 pandemic and the executive orders and directives of New York State. In ordinary times, these risks can range from a) minor injuries and illness such as bruises, and strains, to b) major injuries and illness such as broken limbs, loss of sight, neck or back injuries, heart attacks, and concussions, to c) catastrophic injuries, including paralysis and death, and also include risks of damage to or theft of personal property, and risks involved in traveling to and within, and returning from, internship sites. I understand that COVID-19 presents unique health risks, especially to those with underlying conditions, and that there may be other risks not known or reasonably foreseeable. I have sought and obtained information and advice that I feel are necessary and appropriate. I VOLUNTARILY ACCEPT AND ASSUME ALL OF THE RISKS IN PARTICIPATING IN THE INTERNSHIP and my participation in an internship with internship partner described below is voluntary.”

____________________________     ________________________     __________
Name                                                         Signature     Date

D. REQUIRED ATTESTATIONS FORMS: Students in internships, externships and field placements must attest that their placement adheres to CUNY policies for social distancing and masking and that they will adhere to any further requirements for health and safety of their field/placement site.

• Two weeks after the start of their placements, faculty should distribute the attestation form. Students must sign the attestation and give it to their faculty. Faculty should review and preserve the attestation as they would any assignment. The Attestation Form is available here.

• Below is a copy of the Attestation of Adherence to CUNY Policy Requirement for Students in all Fieldwork, Internship, Externships and Clinical Placements:

I attest that the health and safety policies of my placement/fieldwork/internship/externship site adhere to CUNY policies for vaccination, masking, social distancing, and case notification/contact tracing.

____________________________     ____________________________________     __________
Name                                                         Signature     Date

E. SPECIAL GUIDANCE FOR INTERNSHIPS: Guidance for Placement in On-Site Work: Faculty and staff supporting student internship placements that will include any on-site component must collect documentation of COVID-19 risk mitigation protocols from the employer before finalizing
placements. Because appropriate protocols vary by sector, if there is any question about whether the protocols comply with NYS standards, advisors may consult Kurt Klein at OEHSRM (kurt.klein@cuny.edu) where necessary. If an employer cannot furnish such documentation or the protocols do not appear to comply with NYS standards, the student’s internship plan must be revised to avoid on-site work. Special CUNY requirements for health and human services field placements/internships and education field placements have been established as per Academic Continuity Guidance Memo # 29. The CUNY website should be consulted for updates.

III. Guidance for Faculty Teaching Film/Video/TVR courses/Theater/Physical Education/Music

A. APPROVALS: Faculty may now screen/directly approve all off campus and on campus student activities using the criteria below except in circumstances where additional review and approvals are required as specified.

B. HEALTH AND SAFETY: All must adhere to the College’s general health and safety policies at all times with regard to vaccination, masking, social distancing, and case notification/contact tracing.

C. SPECIALIZED GUIDANCE FOR SELECTED DEPARTMENTS

FILM (Graduate and Undergraduate) Video/TV-R

- All classroom and offsite learning activities/production activities/assignment work must meet the criteria for masking, social distancing and case notification and contact tracing.

- All student productions should have an approved health and safety plan and a dedicated COVID safety officer (student-trained) as part of the crew. The departmental COVID health and safety officer or trained faculty may approve the plan.

- No guests are permitted on any set until the campus has the ability to screen guests. Department chairs will be notified when this requirement is lifted. Non-students and non-CUNY employees are considered guests.

- All students engaged in any off-campus assignments together must ensure that all members of the cast and crew have been vaccinated and tested as needed for thesis productions. The College will put in place a process for verification in consultation with the chair.

- The occupancy of any filming indoor space should not exceed 50% of the maximum occupancy. There should be appropriate ventilation, including windows with fans that bring in fresh air. EHS must review any space that faculty, Keif Matera at Feirstein or designated departmental health safety officers determine does not meet this requirement. Social distancing and masking by everyone at all times must be maintained, except when an individual is on camera.

- Undergraduate students may not engage in any “high risk” film activities at any time, including the thesis, except in an exceptional circumstance approved by the faculty and the film screening group (Annette Danto, Richard Gladstein, Anne Lopes, EHS).

- Graduate students may not engage in any “high risk” film activities prior to the thesis as previously determined by the RRB film screening group (Annette Danto, Richard Gladstein, Anne Lopes, EHS).
• Graduate students whose thesis production includes any scripted “high risk” activities must have those activities detailed and approved by Keif Matera and Rick Lopez at least a month prior to equipment pick-up. Travel beyond the 30 miles distance requires approval by Keif Matera. Distance travel (travel outside NYS or with overnight lodging) is currently not permitted. In exceptional circumstances only, a thesis production may apply to the RRB for a waiver.

• Equipment distribution should adhere to the policies put in place through the RRB in Spring 2021.
  • All equipment must be sanitized in-between student reservations.
  • There should be appointments for pick-up and drop off of equipment.

Theater

• The removal of a mask during exercise, rehearsals or performances is discouraged; clear masks should be purchased as an alternative.

• Exercises, rehearsals or performances involving close contact and mask removal should establish a testing program in line with industry protocols e.g. BLAE requires weekly testing of vaccinated individuals.

• Prop and costume distribution should adhere to the policies put in place through the RRB in Spring and Summer 2021.
  • All hard surface props must be sanitized in-between users.
  • There should be appointments for pick-up and drop off of props and costumes.

• Guests are not permitted at theater performances.

Physical Education

• Students must remain socially distancing and masked when engaged in all activities.

• Additional breaks for water and to mitigate cardio-vascular stress should be built into all activities.

• Equipment must be sanitized daily and, where feasible, in between users.

Music

• Students must remain masked, except those playing wind instruments or singing.

• Consideration should be given to using recently-developed mitigation strategies to reduce risk of aerosol spread during playing of wind instruments or singing.

• Faculty must ensure that students must follow the health and safety procedures established by the RRB last semester (all masked, except those playing wind instruments or singing who must adhere to practice and performance with plexiglass partitioning and distancing requirements approved by EHS for occupancy/use in Spring 2021). Seating assignments should be used.

• Any changes to RRB approved protocols must be submitted to the RRB for consideration.

• Equipment distribution should adhere to the policies put in place through the RRB in Spring 2021.
Fall 2021 – Specialized Teaching Guidance
Reentry Review Board

- All equipment must be sanitized in-between users.
- There should be appointments for pick-up and drop off of equipment.

Thank you for your attention to these matters. Please let me know if you have questions or concerns.

All the best,

Anne Lopes, Provost and Senior Vice President of Academic Affairs

Reentry Review Board