

January 24, 2022

UPDATED for Feirstein ONLY February 9 and further February 15, 2022

**SUSPENDED as of March 29, 2022**

Dear colleagues,

The Reentry Review Board (RRB) establishes guidelines and oversees the implementation of College and CUNY policies that safeguard the health and safety of our community during the pandemic. For the spring 2022 semester, the RRB has established the guidance below, including general guidance, and guidance for on and off campus student learning activities, and specialized courses. We will provide the same guidance to students, so that they too are aware of the requirements.

All faculty are responsible for following these guidelines. Please address any questions to me, your dean, or your chair. We know that reentry can be difficult, and the RRB seeks to provide clear guidance to help everyone with the transition back to campus.

#### **I. General Faculty Guidance**

- A. POLICIES:** CUNY and College policies continue to be updated. All faculty teaching on campus at any time must adhere to all [CUNY](#) and [campus policies](#) for reentry. We know that these may change over the semester and appreciate your diligence in checking email, the website, and staying up to date.

Given the uncertainties caused by the pandemic, faculty should be prepared to deliver instruction online, at any time, if necessary. Please use the resources available at the College's [Center for Teaching and Learning](#) to ensure that you are prepared.

- B. ROOM ASSIGNMENTS:** No faculty member may change her/his/their room assignment without the explicit permission of the Scheduling Office.
- C. MASKING:** There is a change in policy from last semester. All **faculty** must be masked indoors at all times. No one may remove their mask, including faculty who are lecturing. There is specialized guidance with regard to this requirement for TREM, Film, Theater, and Music faculty below.

If a **student** removes their mask in class, or does not wear it properly, faculty should prompt them to do so, reminding them of the importance of masking in safeguarding health. If a student refuses, faculty may contact Security. If a student does not comply repeatedly, faculty should initiate disciplinary action through Student Affairs. Students have been informed about this policy. There is no eating or drinking in the classroom, except when necessary an individual may take small sips of a beverage and move their mask quickly to do so.

- D. GUESTS:** (anyone who is not enrolled at Brooklyn College or does not work here) must be approved for entry to the main campus first by the department chair and then the provost. Guest access at 25

Broadway and Feirstein follows the protocols established by those facilities. Contact Lucas Rubin for details with regard to 25 Broadway and see the section below on graduate film with regard to guest access to the Feirstein facility.

## II. Specialized Guidance for Fieldwork, Internships, Externships, and Clinical Placements

- A. **OFF CAMPUS:** All off campus learning experiences (either for credit or not-for-credit) require adherence to [campus policies](#).
- B. **CUNY GUIDANCE:** See [Guidance for Faculty Supervising Fieldwork, Internships, 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. The waiver form is available [here](#).
  - Below is a copy of the [waiver form required](#) for Students in ALL Fieldwork, Internship, Externship, 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."*

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Name

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Signature

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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
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**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](mailto: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 Specialized Courses: Film, Video, TREM, Theater, Music, and Physical Education

- A. APPROVALS:** Faculty must continue to review and approve all off campus and on campus student activities using the criteria below.
- B. HEALTH AND SAFETY:** [All must adhere to the College's general health and safety policies](#) at all times.
- C. FACULTY MASKING** Only fully vaccinated faculty who are up-to-date with their COVID vaccinations faculty in music, theater, or acting courses may take off their masks **briefly for instructional/pedagogical purposes only** e.g., demonstration. They must maintain six feet of social distance if unmasked.

**D. SPECIALIZED GUIDANCE FOR SELECTED DEPARTMENTS**Undergraduate FILM Video/TREM

- All classroom and offsite learning activities/production activities/assignment work must meet the [criteria](#) stipulated by the College and the University at that time. You will be apprised of changes as they occur through email and the College's website.
- Undergraduate students may not engage in any filming or video activities with others outside of the classroom unless they are supervised by their faculty. Undergraduates may not engage in any "high risk" film activities at any time, including the thesis. High risk activities include the following: travel more than 30 miles away, travel to out of state locations, overnight accommodations, stunts, more than 10 cast and crew on a thesis, intimacy, and physical contact between individuals. One minor will be permitted for the thesis if the minor is at least 12-years of age, the minor and the guardian are fully vaccinated and up to date in their vaccinations, the minor and the guardian take rapid tests for COVID every 48 hours during the shoot period, and the total cast and crew, including the minor and guardian, do not exceed the 10-person limitation.
- All student thesis productions must have an approved health and safety plan and a dedicated COVID safety officer (student-trained) as part of the crew. All students must provide contingency plans as part of the health and safety plan. These contingency plans are required to ensure that the student will be able to complete the assignment/thesis/project even if the COVID environment necessitates changes to the approved production.
- The supervising faculty member must review the health and safety plan, including the viable contingency plan, to ensure compliance with the College's health and safety guidelines. The supervising faculty member's written approval is required for every plan before it can move forward.
- Pre-scheduled appointments must be established for the pick-up and drop off of all equipment.
- Your chair will notify you if there is a change in RRB requirements.

Graduate FILM /Feirstein

- Keif Matera, faculty, and the Feirstein Production Safety Staff will review updated COVID Health and Safety Guidelines at the beginning of the semester as part of their orientation in all production classes.
- The RRB will not consider any waivers to policies. The committee will update guidance as the COVID environment indicates.
- All classroom and offsite learning activities/production activities/assignment work must meet the [criteria](#) stipulated by the College and the University at that time.

- All student thesis productions and PW4 productions must have an approved screenplay, production plan, contingency plan, and health and safety plan as described below:
  - The screenplay must be approved by the supervising faculty in writing.
  - Following approval of the screenplay, a production plan (script, budget, and schedule with health and safety plans) should be developed; it must also be approved by the supervising thesis or PW4 faculty.
  - Supervising thesis or PW4 faculty, starting during the screenwriting development stage, must ensure that all students have a viable contingency plan to replace any activity that might be deemed unsafe in the changing COVID environment. This includes local travel as well as all high-risk activity as defined below. Comprehensive and viable contingency plans are required to ensure that the student will be able to complete the thesis or PW4 project, even if the COVID environment necessitates changes to the approved production.
  - All must take rapid COVID tests on the first morning of the shoot and every 48-hours thereafter while on set.
  - At this time, all cast and crew must be masked, except when an individual is on camera.
  - High risk activity is now permitted with some stipulations as described below. The RRB will apprise you when these requirements changes. Please note, this depends on COVID circumstances and may happen rapidly. This is why contingency plans are critical.

We define high risk activity as follows: travel more than 30 miles away, travel to out of state or to international locations, overnight accommodations for cast and crew, stunts, more than 15 cast and crew on a thesis shoot, intimacy, and physical contact between individuals.

Stunts are defined as extreme and or choreographed action requiring additional safety or stunt personnel, such as actors wrestling, car chases, etc. Actors may simulate a slap or a punch etc., but prolonged physical contact is prohibited.

Intimacy and physical contact are defined as prolonged or sustained contact of a sexual or intimate nature. Nudity is permissible (with appropriate supervision and per Feirstein guidelines, which include the presence of an intimacy coordinator and approvals by the supervising faculty and Feirstein Safety Officer on the production and OSSP). A casual kiss hello or goodbye, short hugging, a couple waking-up and getting out of bed together, dancing, shaking hands, holding hands, etc. are permissible.

Effective immediately, we **will permit the below high-risk activity if approved through the regular (non-COVID) Feirstein Health and Safety process by the supervising faculty and Keif Mattera.** Contingency plans must be in place for all high-risk activity.

Permitted activity includes travel to adjacent states or to upstate NY; overnight accommodations for cast and crew; stunts; intimacy, and physical contact.

All meals and snacks during productions must be individually packaged. All must maintain six feet of distance when eating.

One minor in an actor role will be permitted ONLY for the thesis and PW4 project if the minor is at least 5-years of age; the minor and the guardian must be fully vaccinated and up to date in their vaccinations; like all cast and crew members, the minor and the guardian must take rapid tests for COVID every 48 hours during the shoot period. The total cast and crew, including the minor and guardian, may not exceed a 20—people for the thesis and 15 for the PW4 project. One CSO on each production will bring those total individuals to 21 and 16 respectively.

- The supervising faculty member must approve the screenplay, the subsequent production plan, the health and safety plan, and a contingency plan for any high-risk activity in order to ensure compliance with the College’s health and safety guidelines and the student’s ability to complete their thesis or PW4 project as planned. The supervising faculty member’s approval is required for every screenplay and production plan before the project can move forward to the development and review of the On Set Safety Plan (OSSP).
- After faculty have approved a student’s screenplay and production plan, Keif Matera will initiate the On Set Safety Plan (OSSP) and work with students and supervising faculty on its completion. All OSSPs must be signed and approved by Keif Matera, faculty, the students whose roles are specified on the form, and the designated and certified COVID safety officer who is a part of the crew. The OSSP may not contain any high-risk activity at this time.
- Non-college cast and crew for any production are treated as guests and follow the guest access protocols. All guests must be fully vaccinated and approved for entry at least 72-hours before filming. Guest access to any thesis production, on and off-site, must be approved by the Chair and Keif Matera. The production’s trained student COVID health and safety officer must check guest vaccination credentials before entry to the set and before any in-person engagement with students is permitted.
- All other guests to the Feirstein campus follow the standard Feirstein guest access protocol: non-students, faculty or staff, and vendors, visitors, etc.--must be approved by the Executive Director 72-hours in advance of the requested visit to the facility.
- All students engaged in any off-campus assignments together must ensure that all members of the cast and crew have been fully vaccinated, boosted and tested as per current industry guidelines.
- All filming in indoor space must ensure appropriate ventilation, square footage requirements, and specifications as per the guidance provided and approved in the OSSP, including windows with fans that bring in fresh air. Masking by everyone at all times must be maintained, except when an individual is on camera. When there is an unmasked person on camera, it is recommended that all cast and crew maintain six feet of distance.
- Pre-scheduled appointments must be established for the pick-up and drop off of all equipment.
- The RRB will notify you if there is change in requirements via college email.

### Theater

- Masks may **only** be removed for exceptional solo performances, solo performance rehearsals, or auditions, and six feet of distance from all others must be maintained. Fully vaccinated faculty who are up-to-date in their vaccinations may remove their masks **briefly** for demonstration purposes if they maintain six feet of distance from others. In all other circumstances, masks may not be removed; this includes when students are engaged in exercises, rehearsals or performances until the Omicron wave completely abates; clear masks that are FDA approved should be purchased as an alternative.
  - Once the Omicron wave completely abates, a testing program in line with industry protocols should be established for exercises, rehearsals, or performances involving close contact and mask removal. Distance of six feet should be maintained if a mask is removed.
- Faculty must ensure that students follow the health and safety procedures as specified above.
- Only fully vaccinated guests are permitted at theater performances. Seating charts are required for performances. Only vaccinated students, faculty, and staff may attend at this time.
- All classroom, co-curricular, and offsite learning activities/workshops/production activities/assignment work must meet the [criteria](#) stipulated by the College and the University at that time.
- Pre-scheduled appointments must be established for the pick-up and drop off of all props and costumes.
- Your chair will notify you if there is a change in RRB requirements.

#### Music

- Students must remain masked, except those playing wind instruments or singing. Masks may only be removed for exceptional solo performances, rehearsals, or auditions, and six feet of distance must be maintained.
- Faculty must ensure that students must follow the health and safety procedures as specified above.
- Fully vaccinated faculty who are up to date in their vaccinations may remove their masks **briefly** for demonstration purposes if they maintain six feet of distance from others.
- Any planned changes to RRB approved protocols must be submitted as proposals to the RRB for consideration.
- Equipment distribution and return should be scheduled by appointment.
- Your chair will notify you if there is a change in RRB requirements.

#### Physical Education

- Students must remain masked when engaged in all indoor activities. Exceptions are when hydrating, swimming, or showering. Encourage physical distancing as much as possible.
- Additional breaks for water and to mitigate cardio-vascular stress should be built into all activities.
- Equipment should be cleaned regularly. Make cleaning wipes available to enable sanitizing in between users.

- Faculty must ensure that students follow the health and safety procedures as specified above.
- Your chair will notify you if there is a change in RRB requirements.

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

Best regards,

Anne Lopes  
Provost and Senior Vice President of Academic Affairs  
Reentry Review Board