

NEW YORK INSTITUTE
OF TECHNOLOGY

**REOPENING
PLAN:**

**NEW YORK CITY
CAMPUS**

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INTRODUCTION: ABOUT NEW YORK INSTITUTE OF TECHNOLOGY

New York Institute of Technology (New York Tech) is a private, non-profit, comprehensive senior institution of higher education, chartered by the Board of Regents of the University of the State of New York in 1955. In the 2019–2020 academic year, New York Tech offered approximately 90 undergraduate, graduate, and professional degree programs in more than 50 fields of study. It offers traditional academic programs, online programs, and accelerated programs for day, evening, and weekend students. New York Tech operates six academic schools:

- College of Arts and Sciences
- College of Engineering and Computing Sciences
- College of Osteopathic Medicine (NYITCOM)
- School of Architecture and Design
- School of Health Professions
- School of Management

In fall 2019, New York Tech enrolled 7,215 students (including nearly 2,000 students in the School of Health Professions and NYITCOM) at two New York campuses: one in suburban Long Island in Old Westbury in Nassau County and the second in New York City at 61st Street and Broadway (collectively, the “New York campuses”). While the New York campuses enroll students from nearly all 50 states and 90 countries, New York Tech is primarily a commuter school. It also enrolls students at campuses in Vancouver, BC, Canada; Abu Dhabi; and China and at a second medical site in Jonesboro, AR.

The mission of New York Tech is to provide students with a career-oriented professional education; give all qualified students access to opportunity; and support research and scholarship that benefit the larger world.

NEW YORK TECH'S COVID-19 RESPONSE

The health and wellness of all members of the university community are of the utmost importance to New York Institute of Technology. It has continued to adapt to the COVID-19 pandemic and make necessary changes to protect the health of all community members and keep students on track in their pursuit of a degree from New York Tech.

The campus community has benefited significantly from the medical and public health expertise of its staff and faculty and from the Long Island campus health care clinic at the W. Kenneth Riland Academic Health Care Center and the NYIT College of Osteopathic Medicine.

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In January 2020, at the onset of the COVID-19 crisis, New York Tech immediately created a COVID-19 Task Force and Response Team to plan, to make strategic decisions to safeguard the health and wellness of its campuses and campus operations, and to keep the Community informed of world and campus updates. In April 2020, an Executive Planning Committee was formed in preparation for the university's reopening and campus re-engagement, led by:

- Jerry Balentine, D.O. FACOEP, FACEP, Dean of the College of Osteopathic Medicine and Vice President for Health Sciences and Medical Affairs
- Brian Harper, M.D., M.P.H., Chief Medical Officer of the Academic Health Care Centers
- Suzanne Musho, AIA, NCARB, Chief Architect and Vice President for Capital Planning, Facilities and Operations, and Environmental Health and Safety

As New York Tech works toward resuming on-campus activities in a phased approach, using New York State guidelines and information from public health data tailored to the specific needs and capabilities of the university, we look forward to a successful re-engagement of our campuses.

Our research strategy and process development have been inclusive and communicative. In addition to the Executive Planning Committee, subcommittees were formed and consistent communications to all university audiences were implemented. Select examples of subcommittees include:

- Academic Subcommittee represented by academic leadership, including Provost and Vice President for Academic Affairs Junius J. Gonzales, M.D., M.B.A.
- Human Resources Subcommittee represented by human resources leadership, including General Counsel and Vice President for Human Resources Catherine Flickinger, J.D.
- Communications and Government Affairs Subcommittee, led by Vice President for Strategic Communications & External Affairs Nada Anid, Ph.D.
- Information Technology and Academic Continuity Subcommittee, led by Vice President for Information Technology and Chief Information Officer Pennie Turgeon, M.B.A.
- Enrollment and Admissions Subcommittee, led by Vice President for Enrollment Management Joseph Posillico, Ed.D., CPA
- Development and Alumni Communication Subcommittee, led by Vice President for Development and Alumni Relations Patrick Minson, M.B.A., M.P.A.
- Student Life Subcommittee, represented by student life leadership including Interim Assistant Provost for Student Engagement and Development Tiffani Blake, M.S., Ed.M.

To complement the committee review structure for COVID-19 response and reopening strategies, the university has employed consistent methods to receive and review feedback across the university community. These methods include: four deans and

chairs roundtable conversations/Q&A sessions that began in June 2020; provost-deans meetings held twice weekly; weekly provost-AAUP leadership meetings since March 2020; a student survey conducted in April 2020; and an online student query form and FAQ implemented in March 2020. In addition, new virtual conversations with students are being held in the summer of 2020. The conversations include engagement in planning exercises, and request feedback. Examples of the live student chat sessions include chats with the Chief Medical Officer; the Chief Architect and Vice President for Capital Planning, Facilities and Operations, and Environmental Health and Safety; the Interim Assistant Provost for Student Engagement and Development and the Dean of Students; and the Chief Information Officer. The chats are open forums for questions and they help prepare students for the campus re-engagement for the fall semester.

Additional open informational sessions have been conducted with faculty and staff.

Small group, physically distanced walkthroughs have been conducted with faculty and academic leadership to see new classroom layouts and discuss how to successfully return to campus in this new format. This initiative was organized in accordance with state guidelines.

Throughout the 2020–2021 academic year, we will create and support a committee that will engage administration as well as academic, student, and staff leadership to continuously reassess the success of the reopening plan, and the student experience.

CAMPUS RE-ENGAGEMENT GOALS

- Emphasize the role of personal responsibility for the safety of oneself and others to all community members: *If you do not feel well and have COVID-19-related symptoms, stay home. If you become sick while on campus with COVID-19-related symptoms, go home. If you see someone sick with COVID-19-related symptoms, send them home or speak to Human Resources. As always, everyone within the university community has the support of the university. If you have any questions, please ask.*
- Re-initiate face-to-face academic instruction as soon as it is feasible, safe, and permitted by state guidelines.
- Devise a plan with the dedicated collaboration of all LEAD Plan (see below) functional departments that allows campus re-engagement and our students' return to campus.
- Develop plans that are flexible and allow pivoting within various health guidelines.
- Prioritize at all times the needs of the student and the student experience as paramount. The focus of the campus re-engagement must be on the student experience. Staff will continue to be encouraged to work from home, if they can do so, which in turn will help limit the population on campus at any given time.

In all cases, the return to campus will be different for each community member. It is our goal to invent ways, together, to provide a high-caliber education in this new world circumstance.

DRAFT INSTITUTIONAL PLAN FOR REOPENING

New York Tech's draft plan on the following pages comprises four main sections, as follows:

1. Reopening
2. Monitoring
3. Containment
4. Shutdown

1. REOPENING

1.1. CAPACITY

PHASING OF STUDENTS, FACULTY, AND STAFF TO RETURN TO CAMPUS

In accordance with state guidelines, we have slowly phased populations back on campus since May. This has afforded us a great benefit in understanding how to provide safe and secure entry and campus presence. Below are our current dates and the phasing that we have implemented or plan to implement, subject to state guidance or restrictions. Our reopening plan for our Long Island campus was submitted on July 24, 2020. This submittal refers specifically to the additional considerations for reopening the New York City campus as highlighted below:

Population	Scheduled Date for Return to Campus
Academic Health Care Center	Ongoing
Research Labs (NYITCOM)	May 11, 2020
Summer Camps	Not offered onsite Summer 2020
Academic Research Labs	July 1, 2020
Site-Specific Staff	August 3, 2020
College of Osteopathic Medicine (NYITCOM)	August 3, 2020
Athletics Programs	Aligned with semester start
College of Arts and Sciences; College of Engineering and Computing Sciences; School of Architecture and Design; School of Health Professions (Long Island only); School of Management	September 9, 2020
Dormitories/Dining	Aligned with semester start

It is our intention to have an approximate population of up to 1,200 individuals on campus at any one time. The makeup of this approximate count is represented by the following percentages from our total New York City campus population: 20% of our student population, 40% of our faculty population, and 15% of our staff population.

MEDICAL CAPACITY

In addition, as noted above, the academic health care clinic, located on the Long Island campus, has been a tremendous health resource to the university community. The clinic has remained in operation throughout the COVID-19 crisis, as permitted by state guidelines. The clinic's spatial layouts were revised to encourage and provide physical distancing. Facial coverings for clinic patients are required throughout campus. If a visitor arrives on campus and has an appointment at the clinic but does not have a facial covering, one is provided at the campus entrance. The Medical Officer, Brian Harper, M.D., M.P.H., is the governing chief medical officer for all New York Tech campuses.

LEAD PLAN

New York Tech's reopening four-point LEAD plan has been consistently and frequently communicated to the university community. The strategy of the LEAD plan is as follows:

- **L** refers to enhanced access layout requirements for campus entry, including screening and daily health questionnaires, as outlined by the Centers for Disease Control; layouts for classrooms, public areas, and office spaces to meet physical distancing guidelines; and AV and IT changes to support all potential teaching modalities. Facial coverings will be required throughout campus.
- **E** refers to equipment adjustments that allow hands-free operations of entries and frequently used facilities, such as restrooms. We also will incorporate adjustments to mechanical, electrical, and plumbing (MEP) equipment throughout campus to support healthy air quality. Signage on campus will clearly remind our community of responsible awareness of others.
- **A** refers to academic considerations, including scheduling adjustments and programming revisions to support a blended educational environment.
- **D** refers to the disinfection strategies. These strategies include frequent disinfecting, through multiple methodologies, including the use of COVID-19 approved disinfectants, UV light where appropriate, electrostatic cleaners, and foggers.

This four-point strategy supports required health protocols, which include testing, contact tracing, virus spread monitoring, and quarantine isolation planning, where applicable.

TRANSPORTATION

The Long Island campus transportation strategy is noted below. In any case where university transportation is used for in New York City, the same standard operating procedures will be followed, including:

- All shuttle drivers are required to wear fabric facial coverings.
- All riders will be required to wear a facial covering. If they enter the bus without a facial covering, they will be provided one.
- Daily disinfection will be performed on all shuttles, particularly in high-touch areas.

Additional considerations in New York City include discounted parking available at the garages listed below, directions provided to encourage use of ferry service, and secure bike and scooter parking and storage to be provided on campus.

In all cases, when students, faculty and staff arrive on campus, hand sanitizer will be provided at security check-in with their health screening daily attestation. If someone arrives without a facial covering, one will be provided to them.

PARKING NEAR NEW YORK TECH'S NEW YORK CITY CAMPUS

If on-street parking is unavailable, the following three nearby parking garages offer New York Tech discounted rates. Parking vouchers must be validated at the security desk at 1855 Broadway to receive the discounted rate.

- Icon Parking, 20 W. 64th St. (enter 63rd or 64th Streets, between Broadway and Central Park West), 212.724.6282.
- Enterprise Parking Systems, W. 61st St. between Broadway and Central Park West, 212.299.1094
- Central Parking Systems, 22–24 W. 60th St. (entrances on 58th and 60th Streets), 212.823.6199

1.2. PERSONAL PROTECTIVE EQUIPMENT (PPE)

PROCUREMENT AND DISTRIBUTION

Each member of the university community will receive a welcome kit prior to returning to campus or when they arrive at campus. The kit includes a thermometer, a reusable washable cloth face mask, hand sanitizer, and a hands-free door opener.

Central procurement, management, and distribution of COVID-19-related supplies and PPE will be handled by the university's Department of Environmental Health & Safety (EH&S).

These items include:

- Reusable, washable cloth face masks/coverings
- Disposable three-ply surgical masks (can be reused until damaged, dirty, or wet as per New York City Department of Health)
- Nitrile gloves (for occasional cleaning of workspaces, not for laboratory use)
- Office-size hand sanitizers
- Personal-size hand sanitizers

In limited supplies, the following will be provided as applicable:

- Full face shields
- No-contact thermometers for temperature monitoring

REQUIREMENTS

Facial coverings are mandatory and need to be worn at all times on campus when in the presence of others and in public settings where other social distancing measures are difficult to maintain (e.g., common work spaces, meeting rooms, classrooms, etc.). Every student, staff, or faculty member, and other permitted visitors will be given a mask if they arrive on campus without one.

In addition, PPE is required under other circumstances for certain populations, including but not limited to: cleaning personnel, laboratory workers, and other designated classes,

as well as personnel that may request particular PPE. Personnel who request PPE above and beyond health guidelines will be addressed on a case-by-case basis. Laboratories and cleaning personnel have specific guidelines surrounding PPE, as noted below.

LABORATORY RESTART PROTOCOLS AND PPE REQUIREMENTS

- Avoid engaging in restart procedures alone. Try to have at least two people present in case any issue arises. Have a general planned schedule of when certain processes should be up and running.
- Use the opportunity of bringing processes back online to cross-train other members of your laboratory.
- Take things cautiously and slowly as your research ramps back up. Accidents are more likely to occur if a lab rushes back into research.
- Reconsider certain experiments or research activities that rely on other facilities, or are especially hazardous or long-term in nature.
- Note that shared facilities, such as stockrooms or core labs, may be on different ramp-up schedules or in more demand than during normal operation. Physical distancing shall be observed in all cases and in all locations throughout campus. Exercise caution and be aware.
- Be aware that many lab items may be in short supply or have longer lead times, including gases, chemicals, and PPE. Plan far in advance.
- Schedule deliveries of research materials in smaller quantities and expect delays.
- Provide individual PPE and do not share PPE.
- Conduct a risk assessment to determine the appropriate level of PPE.
- Disinfection may be problematic or impractical for some PPE that is commonly shared (e.g., laser glasses, cryogloves). Tasks requiring special PPE should be designated to select individuals in order to manage public health considerations.
- If PPE can be disinfected, do so. Additionally, wash hands before and after use.
- Consider if items worn for public health considerations (such as cloth face coverings) may hinder safe use of PPE used to mitigate exposure to hazardous materials. Contact managers if there is any question.
- Do not wear your lab gloves outside the labs. It will be common to see people in gloves outside labs, and it is best for it to be clear to everyone that anyone wearing gloves is doing so for sanitary reasons only.
- Check that all utilities such as house vacuum and natural gas are operational for your needs.
- Water connections: turn water back on slowly. Check connections for leaks. Do not leave the site right away, as some connections may burst after a few minutes. Return to the equipment a short time later to confirm there are no leaks. Call the appropriate service desk to report any leaks immediately.

CLEANING STAFF PPE REQUIREMENTS

The cleaning staff's risk of exposure is inherently low. Cleaning staff should wear disposable gloves and medical-grade masks for all tasks in the cleaning process, including handling trash. In addition:

- Gloves and masks should be compatible with the disinfectant products being used.
- Additional PPE might be required based on the cleaning/disinfectant products being used and whether there is a risk of splash.
- Gloves and masks should be removed carefully to avoid contamination of the wearer and the surrounding area. Be sure to clean hands after removing gloves.
- Gloves should be removed after cleaning a room or area occupied by ill persons. Clean hands immediately after gloves are removed.
- Cleaning staff should immediately report breaches in PPE, such as a tear in gloves or any other potential exposure, to their supervisor.
- Cleaning staff and others should clean hands often, including immediately after removing gloves and after contact with an ill person, by washing hands with soap and water for 20 seconds. If soap and water are not available and hands are not visibly dirty, an alcohol-based hand sanitizer that contains at least 60% ethyl alcohol may be used. However, if hands are visibly dirty, always wash hands with soap and water.
- N95 mask (reserved for health care workers).

1.3. TESTING

CONSIDERATIONS FOR INDIVIDUALS ARRIVING FROM OVERSEAS OR OUT OF STATE

New York Tech will follow all state and federal guidelines as they relate to quarantine and isolation of overseas and out-of-state students, faculty, and staff. In addition, the university community will be provided, through the university’s COVID-19 and reopening microsities, with up-to-date links for current government guidelines. In our dormitories, all students are required to meet all state guidelines relating to their arrival and quarantine requirements. The residential dormitories are capable and prepared to meet the needs of quarantine requirements for the students.

SCREENING OF STUDENTS AND FACULTY UPON RETURN TO CAMPUS

A health screening app that requires a self-report of temperature and responses to three self-assessment screening questions, as recommended by the CDC and the New York State Department of Health, will be used by all campus community members when they return to campus, and to access campus on a daily basis.

The daily screening/three-point self-assessment plan follows the response tree noted in the diagram below:

DAILY TEMPERATURE QUESTIONNAIRE QUESTION/RESPONSE TREE- DRAFT-rev 1

TO KEEP OUR UNIVERSITY COMMUNITY SAFE, NEW YORK INSTITUTE OF TECHNOLOGY IS CONDUCTING TEMPERATURE AND SYMPTOM SCREENING FOR THE UNIVERSITY COMMUNITY AND CAMPUS VISITORS TO PERMIT CAMPUS ACCESS.

STEP 1: DAILY TEMPERATURE CHECK		STEP 2: DAILY SELF REPORT QUESTIONNAIRE	
Take Temperature at Home	Questions	Responses	
	1 Have you tested positive for Covid-19 in the past 14 days?	If you have answered YES to this question, please follow these guidelines: 1) If you are Symptomatic - you may return to campus following at least 10 days of isolation from the onset of symptoms. 2) If you are Asymptomatic - you may return to campus following 10 days of isolation after the first positive test if you remain asymptomatic. 3) If you have a doctor's permission note, you can return to campus.	
	Under 100.3 Answer Questionnaire		
Daily Report Body Temperature in this format: 98.6	2 Have you been in close or proximate contact with anyone who has tested positive for COVID-19 in the past 14 days?	If you have answered YES to this question, please follow these guidelines: 1) If you are Symptomatic - if you have had close or proximate contact with a person with COVID-19 for a prolonged period of time AND are experiencing COVID-19 related symptoms, you may return to work or classes at campus upon completing at least 10 days of isolation from the onset of symptoms. 2) If you are Asymptomatic - If you have had close or proximate contact with a person with COVID-19 for a prolonged period of time AND are not experiencing COVID-19 related symptoms, you may return to work, or classes on campus, upon completing 14 days of self-quarantine. The New York State Department of Health considers a close contact to be someone who was within 6 feet of an infected person for at least 10 minutes starting from 48 hours before illness onset until the time the person was isolated.	
	3 Have you had any of these symptoms since your last day of work or your last visit (up to 14 days ago)?	If you answered YES to this question, please do not come to campus. You can return to campus if you: 1) Complete at least 10 days of isolation from the onset of symptoms, OR 2) You receive a negative COVID-19 test result.	
	100.3 and Over Stay Home		
	a. • Cough		
	b. • Shortness of breath or difficulty breathing		
	c. • Fever		
	d. • New loss of taste or smell		

NOTE: IF THERE IS A MEDICAL EMERGENCY, PLEASE DIAL 911.

NOTE: IF YOU NEED MEDICAL ASSISTANCE, PLEASE EITHER SEE YOUR PHYSICIAN, OR VISIT THE NEW YORK CAMPUS ISOLATION ROOM.

NOTE: FREE TESTING IS PROVIDED IN NEIGHBORHOOD LOCATIONS.

NOTE: IF YOU BECOME SICK WITH COVID-RELATED SYMPTOMS WHILE YOU ARE ON CAMPUS, PLEASE NOTIFY YOUR MANAGER, AND RETURN HOME. IF YOU SEE SOMEONE WHO HAS COVID-RELATED SYMPTOMS OR IS SICK, PLEASE SEND THEM HOME, OR NOTIFY THEIR MANAGER TO SEND THEM HOME.

THIS IS A DAILY ATTESTATION. WHEN YOU ARE PROVIDING YOUR ANSWERS, YOU ARE ATTESTING THAT THE ANSWERS ARE TRUE.

DIAGNOSTIC TESTING UPON RETURN TO CAMPUS

New York Institute of Technology will require diagnostic testing of all students, and request all faculty and staff to provide COVID-19 testing results prior to their return to campus. Faculty and staff are not required to test prior to returning to campus. The required test is the molecular (nucleic acid-based) testing for the presence of SARS-CoV-2. The means by which testing can be achieved are noted below. This effort is considered prudent to provide baseline data for the campus and to provide a level of comfort to the university community upon their return. We believe these options will increase compliance and ensure testing is achieved for our on-campus populations. In addition, this information will be helpful for any contact tracing required throughout the semester. There are additional testing requirements that will be applied, as needed, for various groups within the university community, based on prudent health guidelines, in alignment with state and local health recommendations. Our chief medical officer will lead all testing protocols. Baseline testing, along with daily screening, is our fulsome approach assessing the health conditions as they relate to COVID-19 on our campus.

All employees and students will be provided the following options for diagnostic testing within a specified duration prior to returning to campus and will be asked to report the results to the university:

1. Get a test at the university. (Testing will be conducted onsite at the university with a local testing center, and meet all state and local health guidelines. This is provided by the university.)
2. Get a test at one of the providers of free tests.
3. Get a test through their own physician.

CADENCE OF TESTING AND ACTION IN CASE TEST RESULTS ARE POSITIVE

Testing will be required in the beginning of the academic year as described above with the goal that no one returns to the campus infected, as much as is practical. This is a reassurance to students, their parents, staff, and faculty.

In addition to the baseline testing requirements, certain groups throughout the university will have more frequent testing. The chief medical officer may develop potential surveillance testing recommendations throughout the semester, as necessary. This is in addition to recommended testing should someone show symptoms and receive medical recommendations to be tested.

All results will meet state and local guidelines for reporting. The individual will receive results and counseling on the results. All positive results are reported to the state and local health departments by the various testing centers, as is required. The university will work closely with the state and local health departments on all results.

New York Tech will refer to and use the New York State Department of Health [Interim Guidance for Public and Private Employees Returning to Work Following Covid-19 Infection or Exposure](#) for individuals seeking to return to work or class after a suspected or confirmed case of COVID-19 or after individuals have had close or proximate contact with a person with COVID-19.

If a student, faculty, or staff member is tested and shows a positive result for COVID-19, regardless of whether they are symptomatic or asymptomatic, the individual may return to work or class based on the following:

1. **Symptomatic cases:** at least 10 days of isolation from the onset of symptoms.
2. **Asymptomatic cases:** 10 days of isolation after the first positive test if they remain asymptomatic, or
3. With a doctor's note giving permission to return to work or class.

ISOLATION

As stated above, the clinic at the W. Kenneth Riland Academic Health Center on our Long Island campus has remained open to patients, as per state guidelines. The clinic has provided valuable information and experience to the medical direction team. Should someone become sick with Covid-19-related symptoms on the New York City campus, there will be a dedicated room for isolation and telehealth care will be provided by the Academic Health Center. The room will be administered by staff in New York City.

1.4. RESIDENTIAL LIVING

In our residential dormitories, facial coverings will be required in all social spaces. We will also provide for the recommended six-foot physical distancing in social spaces. Signage throughout the residence halls will serve as reminders of health and safety requirements. In addition:

- **Dormitory visitors** will not be permitted.
- **Single rooms** are available for any students who have particular health requirements. They will be addressed on a case-by-case basis.
- **Dorm disinfection protocols** require cleaning staff to clean and disinfect common areas once per week. Cleaning recommendations are as follows:
 - Single-use disinfectant wipes for touch points within all living spaces.
 - If surfaces are dirty, they should be cleaned using a detergent or soap and water prior to disinfection.
 - Clean and disinfect all horizontal and vertical surfaces as well as any equipment.
 - Always clean top to bottom, cleanest to dirtiest.
 - Wet-mop floor.
 - Clean and disinfect all high-touch areas including but not limited to:
 - > Door handles and knobs
 - > Light switches
 - > Handrails

- › Countertops
- › Desks and chairs
- › Sinks and faucets
- › Soap dispensers and paper towel dispensers
- › Computer keyboards and monitors
- › Telephones
- › Trash cans

1.5. OPERATIONAL ACTIVITY AND RESTART OF OPERATIONS

As noted above, New York Tech is planning and implementing the LEAD plan. The following details of that plan respond to all aspects of operational considerations including layout and access requirements, equipment adjustments, academic programming responses and adjustments, and disinfection strategies.

OPERATIONAL ACTIVITY

Entry Requirements/Vestibule Adjustments

In order to ensure we meet the unique challenges presented by our New York City campus buildings, we have engaged Langan Consulting Engineers to assist with population calculations and class meeting schedules. Together, we have developed solutions that take into account the unique physical considerations of the campus and the re-engagement needs of our students and faculty.

All elevators will have a maximum occupancy of two passengers and will have clear signage indicating same. This will be managed by our on-site security guards to ensure all community members feel comfortable. All elevator buttons have been outfitted with anti-microbial button covers.

Stair use will be encouraged and made accessible and comfortable. Courses will be offered closer to ground-floor entries wherever possible, so that students and faculty will be able to access their classes without the requirement of elevator travel.

New York Tech is installing additional automatic and hands-free door openers in each building; hands-free bottle fillers at drinking fountains and restroom fixtures; signage of health policy and best practices throughout the campus as well as locations and access for counseling; and ultraviolet light for elevators and/or bathrooms/rooms after occupancy, where possible.

Classrooms, Labs, and Studios

New York Tech is applying and will continue to apply, six-foot physical distancing requirements to classroom seating layouts and occupancy, and use some public spaces for instruction. Portable plexiglass screens will be provided to professors to add further comfort to the students and faculty.

Classrooms will be outfitted with additional AV screens and lecture-capture internet capability. All campus teaching spaces will be outfitted with upgraded audio and video equipment to support the transmission of in-person activities, if needed. Amplified speech for professors will be provided, where suitable. Furniture will be revised as needed to promote the required distancing and disinfection.

Hallways, Public Spaces, and Outdoor Areas

New York Tech is providing single-direction hallways and staircases as well as directional signage in areas where physical distancing is possible with two-way traffic. In addition:

- Some public areas will be arranged as instruction space to provide additional academic areas for teaching.
- Wireless access will be more robust throughout campus.
- Cellular devices will be used to ensure check-in procedures are swift. The use of the health screen app should reduce wait times and provide an accommodating entry experience.
- Face masks will be required at check-in and throughout campus.
- Queues in front of buildings will be arranged to permit six-foot physical distancing. Queues will also be arranged to permit six-foot physical distancing in the interior of each building and directional interior hallway arrangements will be provided.

RESTART OF OPERATIONS

Disinfection Reopening Plan

New York Institute of Technology is taking measures to prevent any campus community spread of COVID-19. This will include adhering to hygiene, cleaning, and disinfection requirements from the Centers for Disease Control (CDC) and Department of Health (DOH), using increased cleaning and disinfection procedures and safe staff work practices. The facilities department will maintain logs that include date, time, and scope of cleaning and disinfection. Additionally, the facilities staff will identify cleaning and disinfecting frequency for each work area and assign responsibility.

Proper hand hygiene can help prevent the spread of COVID-19. Signage with handwashing procedures will be posted in locations throughout campus. Regular handwashing with soap and water for at least 20 seconds should be done:

- Before and after eating.
- After sneezing, blowing your nose, or coughing.
- After using the restroom.
- After touching or cleaning surfaces that may be contaminated.
- After using shared equipment.
- After removing your face mask.

If soap and water are not available and hands are not visibly dirty, an alcohol-based hand sanitizer that contains at least 60% ethyl or isopropyl alcohol may be used. However, if hands are visibly dirty, always wash hands with soap and water. Hand sanitizer stations will be placed throughout campus, including offices, and will be maintained by the facilities department.

Enhanced Cleaning and Disinfection for COVID-19 Prevention

The CDC defines “Cleaning” and “Disinfecting” as follows:

- **Cleaning** refers to the removal of dirt and impurities, including germs, from surfaces. Cleaning alone does not kill germs. However, by removing the germs, it decreases their number and, therefore, any risk of spreading infection.
- **Disinfecting** works by using chemicals, for example EPA-registered disinfectants, to kill germs on surfaces. This process does not necessarily clean dirty surfaces or remove germs. However, killing germs remaining on a surface after cleaning further reduces any risk of spreading infection.

Appropriate cleaning and disinfection supplies will be provided for areas of shared/frequently touched surfaces. This may include but not be limited to disinfectant wipe dispensers and/or spray bottles of disinfectant solution and paper towels.

New York Tech will increase the frequency of cleaning and disinfecting, concentrating on frequently touched surfaces, such as:

- Desks and chairs
- Library tables
- Handrails
- Tables
- Faucets
- Doorknobs
- Shared computers and shared keyboards

Increased frequency of cleaning and disinfecting of these areas helps remove bacteria and viruses, including the COVID-19 coronavirus. These measures will take place at least twice a day. Custodial staff will clean all campus restrooms and elevators at least four times each day.

Basic Guidelines for Cleaning and Disinfection

- Gloves and masks should be compatible with the disinfectant products being used.
- Additional PPE might be required based on the cleaning/disinfectant products being used and whether there is a risk of splash.
- Gloves and masks should be removed carefully to avoid contamination of the wearer and the surrounding area. Be sure to clean hands after removing gloves.

- Gloves should be removed after cleaning a room or area occupied by ill persons. Clean hands immediately after gloves are removed.
- Store chemicals in labeled, closed containers. Keep them in a secure area away from children and food.

Cleaning and Disinfection of Surfaces

- Clean surfaces and objects that are visibly dirty first. As per the CDC, they should be cleaned “using a detergent or soap and water prior to disinfection.”
- A list of products that are EPA-approved for use against the virus that causes COVID-19 is available [online](#).
- Follow the manufacturer’s instructions for all cleaning and disinfection products for concentration, application method, contact time, etc.
- Clean and disinfect all horizontal and vertical surfaces.
- Always clean top to bottom, cleanest to dirtiest.
- Wet-mop floor.
- Clean and disinfect all high-touch areas.
- Check manufacturer suggestions for cleaning products for use on electronics. If none are available, use alcohol wipes or spray having at least 70% ethyl alcohol. Dry surfaces thoroughly to avoid pooling of liquids.
- The following products are useful for disinfection of hard (*nonporous*) surfaces:
 - A 10% diluted bleach solution, an alcohol solution with at least 70% ethyl alcohol, and/or an EPA-registered disinfectant for use against COVID-19.
 - Prepare a bleach solution by mixing 5 tablespoons (1/3 cup) bleach per gallon of room-temperature water or 4 teaspoons bleach per quart of room-temperature water.
- For soft (*porous*) surfaces such as carpeted floor, rugs, and drapes:
 - Remove visible contamination (if present) and clean with proper cleaners for use on these surfaces.
 - After cleaning, launder items (as recommended) following the manufacturer’s instructions and dry items completely.
 - If laundering is not possible, use an EPA-registered disinfectant for use against COVID-19.
 - Place all used gloves and other disposable items in a receptacle for proper disposal with other waste.

Cleaning and Disinfection After an Individual is Suspected/Confirmed of Having COVID-19

- Close off areas visited by the ill individual.
- Open outside doors and windows to increase air circulation in the area.
- Wait 24 hours or as long as practical before beginning cleaning and disinfection.

- Clean and disinfect all areas such as offices, bathrooms, common areas, and shared electronic equipment used by the ill individual.
- Clean and disinfect all high-touch areas.
- Follow the procedures above for cleaning and disinfection of surfaces.

Staff Work Practices

In addition to the explained cleaning and disinfection procedures, it is important that all housekeeping staff maintain safe work practices.

These include:

- Social distancing (specifically, staying six feet away from others when you must go into a shared space).
- Washing your hands often or, when hands are not visibly dirty, using alcohol-based (at least 60% ethyl or isopropyl alcohol) hand sanitizer when soap and water are not available.
- Wearing appropriate PPE such as face coverings and gloves. Ensure a safe environment by following protocols for the proper wearing and removal of any PPE items as recommended by the CDC.
- Avoiding touching your eyes, nose, and mouth.
- Staying home when feeling ill.

MEP Equipment Adjustments/Needs/Considerations

New York Tech has conducted and continues to conduct evaluations of all HVAC equipment with a licensed engineer, BuroHappold Consulting Engineers, to ensure the HVAC is functioning properly to support healthy air quality. We have referenced the ASHRAE guidelines for building readiness. We continue to make adjustments for mechanical-HVAC equipment and adjustments to the BMS systems. The work includes review of ventilation as well as air filtration and enhancement where recommended. We are installing:

- MERV-13 and MERV-14 filters in air handling units, where possible.
- Additional opportunities to increase ventilation rates and outside air.
- Additional hands-free bottle fillers at drinking fountains and hands-free restroom fixtures as well as room occupancy and mechanical filtration sensors.
- Additional automatic and hands-free door openers.
- Ultraviolet light fixtures in certain locations.

Laboratories

The following guide will be provided to assist researchers in their lab-specific preparations for bringing research laboratories back online from temporary shutdown. As they restart research keeping safety in mind, the Department of Environmental Health & Safety (516.686.7729 or 516.860.4005) will answer

questions and provide assistance with risk assessment, safeguards, or hazardous materials management. Facilities (516.686.1400) will handle inquiries regarding facilities operations.

Public Health Considerations

Wear face coverings on campus at all times. Physical distancing must be observed in the workplace.

- Maximum personnel for workspace will be determined based on six-foot physical distancing.
- Work in shifts and include time between shifts to eliminate overlap.
- Maintain six-foot distance, roughly two arms' length. Visual cues, such as tape between individual workspaces, may be a helpful reminder.
- Avoid concurrent use of bench tops that face one another.
- Use Google Docs, Microsoft Teams, or something similar to maintain a visible schedule for staggered lab equipment sign-up and use.
- Avoid working alone whenever possible, but especially when working with hazardous materials.
- Wash hands upon lab entry and departure. Hands are to be washed every time you remove protective gloves.
- Disinfect high-touch areas between shifts or more frequently as desired. Use disinfectant wipes on sensitive equipment.

First Day Back

Prior to restarting any research, perform a complete and thorough walkthrough of all spaces you are responsible for to ensure that nothing is obviously out of place, missing, damaged, leaking, etc.

- Ensure you have adequate PPE available for near-term planned research.
- Ensure you have adequate hand soap and towels for handwashing and disinfectant appropriate for cleaning lab surfaces and equipment. If you need additional supplies, notify your department or Facilities at 516.686.1400.
- Verify all emergency equipment is functional and accessible.
- Flush all eyewashes in your labs for 1 to 2 minutes, if the eyewashes have a functional drain. Check that the temperature is tepid. Document that you have read New York Tech's "Environmental Health & Safety COVID-19: Research Continuity and Laboratory Startup Guidance-June 2020" and checked the eyewash.
- Verify that safety showers have been checked in the past six months.
- Check fire extinguisher pressure gauges to make sure the indicator is in operating range.

- Verify emergency equipment, such as eyewashes, safety showers, sprinkler heads, fire extinguishers, and pull stations are visible and not obstructed.
- Check chemical containers for damage, leaks, pressure buildup, etc. Request waste pickup, if needed (particularly for peroxide-forming compounds or other chemicals that may have become unstable) by calling Environmental Health & Safety at 516.686.7729 or 516.860.4005.
- Power up electrical equipment slowly and one at a time. Potential exists to overload electrical circuits.
- Verify that the chemical fume hood is currently certified by checking the sticker issued by Environmental Health & Safety. Test the hood to ensure that the sash can be raised up with one hand to the mechanical stop or 18-inch vertical opening and that it does not go into alarm. If the hood does not have a flow monitoring device, check air flow by using a tissue or Kim Wipe to see if it is sufficiently drawn inward.
- Pour small amounts of water down dry traps/floor drains to mitigate sewer gas smells, which can be confused for natural gas leaks.
- As you begin starting active research again, keep plans flexible to accommodate changes. Documenting lab-specific actions taken can help future decisions.

General

Avoid engaging in startup procedures alone. Have a general planned schedule of when certain processes should be back up and running, and:

- Be cautious. Take things slow as your research ramps back up. Accidents are more likely to occur if a lab rushes back into research.
- Consider not beginning with certain experiments or research activities that rely on other facilities, or are especially hazardous, or long-term in nature.
- Note that shared facilities, such as stockrooms or core labs, may be on different ramp-up schedules or in more demand than during normal operation.
- Be aware that many lab items may be in short supply or have longer lead times, including gases, chemicals, and PPE.
- Schedule deliveries of research materials in smaller quantities and expect delays due to supply chain disruptions.
- Avoid sharing PPE.
- Conduct a risk assessment to determine the appropriate level of PPE. Provide individual PPE whenever possible.

- Disinfection may be problematic or impractical for some PPE that is commonly shared (e.g., laser glasses, cryogloves). Tasks requiring special PPE may be best designated to select individuals in order to manage public health considerations.
- If PPE can be disinfected, do so. Additionally, wash hands before and after use.
- Consider if items worn for public health considerations (such as cloth face coverings) may hinder safe use of PPE to mitigate exposure to hazardous materials.
- Do not wear your lab gloves outside the labs. It will be common to see people in gloves outside labs, and it is best for it to be clear that anyone wearing gloves is doing so for sanitary reasons only.
- Check that all utilities such as house vacuum and natural gas are operational for your needs.
- Water connections: turn water back on slowly and check connections for leaks. Do not leave the site right away as some connections may burst after a few minutes. Return to the equipment a short time later to confirm there are no leaks. Call the appropriate service desk to report any leaks immediately.

Chemicals

Ensure you have hazardous waste containers available before beginning work and:

- Maintain separation of noncompatibles as you get set up in the lab again (oxidizers and flammable gases, acids and bases, or flammables).
- Ensure all compressed gas cylinders are chained/secured.
- Consider leak-testing compressed gas piping systems before using.

Radioactive Materials

Verify all survey equipment is operating normally. Contact Environmental Health & Safety at 516.686.7729 or 516.860.4005 for any survey equipment problems, and:

- Perform a survey of the lab before beginning work and contact EH&S if contamination is found.
- Perform an inventory check and contact EH&S if any material is not accounted for.

Equipment

- Freezers and refrigerators may have “died” during the shutdown. Check each by slowly opening door (items may have shifted). If not functioning, close and take appropriate action. Consult EH&S if very moldy, a hazardous situation exists, or you need additional waste containers for cleaning out.

- Review manuals for any equipment startup procedures.
- Do not daisy-chain or use extension cords in attempts to reach emergency power.
- Verify that “Laser In Use” lights, door interlocks, or other safety-related controls still operate.
- Verify cryogen supply. Do not fill units alone. Contact cryogen suppliers to make any special delivery arrangements/changes necessary.
- Verify heat sources do not have damaged cords before reconnecting to power (includes, but not limited to, hot plates, ovens, heat blocks, sterilizers, water baths).

Department and Building Manager Considerations

Keep an updated list of which labs are where in the restarting process. If labs have schedules to get back online, request copies. Follow these procedures:

- Walk through the building, and verify that corridor fire extinguishers, pull stations, and emergency egress are not obstructed.
- It may be advisable to have a delivery management plan, especially with respect to storage of delivered supplies.
- Labs in your area may overwhelm standard service plans. Centralized gas storage areas are a particularly important area to keep an eye on.
- All gases must be restrained immediately upon delivery.
- Consider developing a lab visitor policy for your department, including an entry/exit log for future contact tracing should that become necessary.
- Departments or laboratories that share common facilities, including break rooms and conference areas, should coordinate schedules and procedures to accommodate public health considerations. This is to be done prior to returning to campus.

SIGNAGE

New York Tech is installing signage and posting messages on digital signs regarding health policies, guidelines, and resources throughout the campus as well as communicating locations and access for health and counseling services.

On the New York City campus, there will be clear access signage visible from the outside of the individual buildings, and clear and consistent elevator signage.

ACADEMIC OPERATIONS

New York Tech has prepared classroom sizes according to the six-foot distancing guidelines and will be ready to pivot if maximum sizes are revised by New York State guidelines.

Learning environment modalities are detailed below. Schedules have been developed with priority in-person classes in physically distanced formats. If the physical classroom is not able to accommodate the full class enrollment, multiple options will be considered and implemented, including A/B weeks, alternating in-person and online classes during the week, and other methods. Students will be designated in these groups prior to semester start to allow student planning.

As always, counseling and advisement will be available to all students remotely, as well as face to face, as permitted.

Instruction for Fall 2020

Based on work since mid-March and regular meetings with academic deans and AAUP leadership, the plans for fall prioritize campus health and safety and utilize structural considerations (e.g., classroom capacities) to carry out the semester.

The deans, working with program directors and department chairs, were asked to develop matrices and prioritize possible courses for some in-person instruction based on discipline needs. Guiding principles included prioritizing freshman courses and experiential/practicum courses such as labs and studios, because their delivery is preferred with in-person components, where possible. Additionally, labs and studios are being modified to meet physical distancing guidelines and air quality needs. Simulation software will also be provided as an additional method to meet educational goals.

Committees and faculty work groups within schools and colleges have been developing plans, ongoing actions, and adjustments to optimize remote learning in both synchronous and asynchronous modes for students. The work by staff in the Center for Teaching and Learning (CTL), Technology Based Learning Systems (TBLS), and Office of Information Technology supported faculty and students from March through June and helped shape the direction of course deliveries for fall. In addition, the readiness to change delivery based on the evolution of the pandemic in the region was also considered.

- The fall academic calendar will remain the same, with in-person class sessions ending by Thanksgiving and continuing through the end of the semester remotely for sessions and exams. The new announcement from the New York State Regents about 12-week semesters (same contact hours) will be reviewed and applied as appropriate.
- Classes will be offered in various modalities such as in-person, online, blended, and hybrid remote instruction. Some courses will be provided solely online, and others will be provided as hybrid, with courses offered in-person, in physically distanced classrooms, and available remotely, either in synchronous or asynchronous formats.

- All courses are expected to be delivered remotely if needed.
- The total number of sections currently offered for fall in New York City is 820, including fieldwork and practicum. Of these, 132, or 16%, are scheduled for in-person delivery. This is subject to change, and regular updates will be provided. Classroom seat capacities have been adjusted to meet social distancing and other requirements.
- Faculty development opportunities are continuously offered (and recorded) through CTL, TBLS, and new memberships in associations such as the Online Learning Consortium to take advantage of its resources such as webinars. IT will also continue to support faculty as well.
- Most student academic support services (e.g., advising, tutoring, library) will continue to be provided remotely.
- Plans continue to be developed for services and approaches to support academic integrity for examinations.
- Expanded times (e.g., weekends) for in-person contacts can be utilized, but not changing scheduled class times once course schedule is finalized to avoid conflicts for students.
- New alternate study spaces are being developed so students can study between classes.
- Expanded wireless access and more equipment for classrooms, faculty, and students is being developed and ordered. All classrooms will have streaming capabilities.
- Committees are working to anticipate issues and propose recommendations on topics such as policies for students in classes (e.g., attendance) and teaching and learning support.
- Health and safety precautions will follow the plan proposed by the institution (e.g., face coverings will be required, broad availability of disinfectant in all academic areas).

1.6. EXTRACURRICULAR ACTIVITIES

STUDENT CLUBS

Student Affairs will implement mostly virtual co-curricular and extra-curricular programming with limited in-person experiences. Student Affairs will also schedule student club and organization events and activities in close collaboration with each student group. The campus will support in-person events where it is possible to meet group size guidelines and physical distancing requirements. Any activity on campus will require facial coverings.

ATHLETICS

The athletic program at the university has been suspended at this time. The use of athletic facilities is under the medical direction of the Academic Health Care Clinic on our Long Island campus. At this time, the New York City campus does not have its own athletic facility. Should a New York City student choose to use the facilities in Long Island, these rules apply.

Recreation, including intramural and club sports, will initially continue virtually and the establishment of new club sports and intramural sports will be based on virtual engagement including virtual fitness challenges and esports/gaming as an organized activity. This will be separate from the varsity esports programming.

The process of reopening will begin with physically distanced practices in small team groups and:

- Initially, locker rooms will not be used; then use will be limited to allow for physical distancing.
- Initially, there will be no shower use; then use will be limited to allow for physical distancing.
- Initially, changing rooms will not be used, then use will be limited to allow for physical distancing.
- Adjustments will be made in spaces to limit “collisions” and to enforce physical distancing guidelines.

1.7. VULNERABLE POPULATIONS

New York Tech will provide accommodations as required on a case-by-case basis. Faculty or staff who have been scheduled by their department chair or manager to return to campus and who have concerns about doing so may request accommodations or adjustments in accordance with the following guidelines:

Employee concerns are broadly categorized as “medical” and “non-medical” and may result in an employee requesting a “Temporary COVID-19-Related Workplace Adjustment,” an ADA accommodation, a leave of absence, or other consideration.

MEDICAL CONCERNS

If the request is due to an identified medical issue, employees should contact Human Resources’ Benefits Office at 516.686.7667. (Medical issues should be discussed with Human Resources, rather than with a supervisor or department manager.)

- **Existing Remedies and Accommodations:** Mechanisms to address serious health conditions and related issues are already in place. Information about reasonable accommodations in compliance with the Americans with Disabilities Act (ADA), options such as Family Medical Leave, or other leaves of absence are outlined in the [Employee Handbook](#) (login required) or the CBA (AAUP, 32BJ, 282).

- **Temporary COVID-19-Related Medical Workplace Adjustment:** Employees who have been scheduled to return to work and want to discuss a health condition that falls within one of the medically related [CDC High Risk Categories](#) should contact Human Resources' Benefits Office at hrbenefits@nyit.edu or 516.686.1344 for guidance.
- If reasonable, possible accommodations or adjustments could include remote teaching or work; office moves; alternating or staggered work schedules; or part-time work.

NON-MEDICAL CONCERNS

Employees may have concerns—childcare, for example—that do not meet the criteria for a medical accommodation or adjustment. Depending on the nature of the issue, the employee may be eligible for a Temporary COVID-19-Related Non-Medical Workplace Adjustment.

Employees should work with their supervisor/chair to determine if there is a mutually agreeable temporary workplace adjustment that would resolve their non-medical COVID-19-related concerns. Following that initial discussion, the employee will complete and return a Request for Temporary Work Adjustment form with the details to their supervisor. The supervisor and department head will review the completed form and forward to Human Resources at hr@nyit.edu with their recommendation (approval or non-approval) for review. Human Resources will review it for consistency and completeness and reach out to the employee and/or supervisor, if necessary, with any questions. Once a mutually agreeable adjustment has been confirmed, Human Resources will return the form to the supervisor. The supervisor should inform the department manager and employee of the status of the request and provide the employee with a copy of the form.

Human Resources is available to support managers and employees in finding an agreeable temporary adjustment. If no reasonable workplace adjustment is possible, a newly created, short-duration "COVID-19-Related Unpaid Leave of Absence for Full-time and Part-time Employees" may be considered.

1.8. HYGIENE, CLEANING, AND DISINFECTION

HYGIENE: RECOMMENDED PRACTICES

- Frequent handwashing is recommended. The CDC Guidelines for Hand Hygiene and Respiratory Etiquette are:
 - Recommend and reinforce handwashing with soap and water for at least 20 seconds.
 - If soap and water are not readily available, hand sanitizer that contains at least 60% ethyl or isopropyl alcohol can be used.
- Through signage and consistent communication, we will encourage students, faculty, and staff to cover coughs and sneezes with a tissue or use the inside of their elbow. Used tissues should be thrown in the trash and hands washed immediately with soap and water for at least 20 seconds.

DISINFECTION PROTOCOLS

Common Areas

Disinfection will be done several times a day by both day and night cleaners (minimum of two times per shift) who will:

- Clean and disinfect frequently touched surfaces (i.e., doorknobs, tables, community computer keyboards, handrails, exercise rooms, etc.) regularly to maintain a visibly clean state (no obvious soiling, smearing, or streaks).
- Keep a regular cleaning schedule to maintain general housekeeping and to prevent the buildup of dirt and clutter.
- Make cleaning supplies available for workers to do spot-cleaning when necessary.
- For surfaces touched by multiple students, clean and disinfect on a frequent schedule or between classes.
- For surfaces touched by a single worker, clean and disinfect periodically, at least once per day or when unclean.

Classrooms, Auditoriums, and Laboratories

Complete disinfection will be done at a minimum of one time per shift (two times per day):

- If surfaces are dirty, they should be cleaned using a detergent or soap and water prior to disinfection.
- Clean and disinfect all horizontal and vertical surfaces.
- Always clean top to bottom, cleanest to dirtiest.
- Clean and disinfect any equipment in the room.
- Wet-mop floor.
- Clean and disinfect all high-touch areas including but not limited to:
 - Door handles and knobs
 - Light switches
 - Handrails
 - Countertops
 - Exam tables and chairs
 - Sinks and faucets
 - Soap dispensers and paper towel dispensers
 - Computer keyboards and monitors
 - Telephones
 - Biohazard cans and sharps containers
 - Trash cans

- For electronics such as tablets, touchscreens, keyboards, and remote controls, remove visible contamination if present.
- Follow the manufacturer's instructions for all cleaning and disinfection products.
- Consider use of wipeable covers for electronics.
- If no manufacturer guidance is available, consider the use of alcohol-based wipes or sprays containing at least 70% ethyl alcohol to disinfect touchscreens. Dry surfaces thoroughly to avoid pooling of liquids.

Offices

Cleaning staff will clean and disinfect single-occupancy offices once a day. More-than-single-occupancy offices will be cleaned by each shift (two times per day).

It is also recommended that all departments purchase single-use disinfectant wipes for touchpoints within their work spaces.

- Please avoid putting disinfectant gels or liquids on electronics and other equipment.
- For hard (nonporous) surfaces, clean and disinfect all horizontal and vertical surfaces, all equipment in the room, and all high-touch areas
- For soft (porous) surfaces such as carpeted floor, rugs, and drapes, remove visible contamination if present and clean with appropriate cleaners indicated for use on these surfaces.
- For electronics such as tablets, touchscreens, keyboards, and remote controls, remove visible contamination if present.
- Follow the manufacturer's instructions for all cleaning and disinfection products.
- Consider use of wipeable covers for electronics.
- If no manufacturer guidance is available, consider the use of alcohol-based wipes or sprays containing at least 70% ethyl alcohol to disinfect touch screens. Dry surfaces thoroughly to avoid pooling of liquids.

Dining Areas

To ensure a smooth opening transition and safety for clients and dining staff, the following actions will be taken at all dining locations:

- Maintain social distancing requirements.
- Minimize menu options.
- Provide more pre-packaged items.
- Remove:
 - Salad bars, which will be replaced with grab-and-go cold items including salads, yogurts, cold offerings, and fresh fruit.

→ Self-serve buffet stations, which will be replaced with hot slide units offering hot food selections served in closed containers.

→ Microwaves

- Hot entrée and side selections will still be available but served behind a sneeze guard by the service team.
- Cashier locations will be reconfigured to create a barrier for employee protection and to aid in social distancing.
- No reusable beverage containers permitted.
- Condiments, available upon request, will remain behind counter.
- The standard operating procedure for sanitizing schedules, previously implemented, will be updated and all staff trained.
- Student dining areas will be arranged to reinforce physical distancing and appropriate cleaning.

Transportation

The standard operating procedures for transportation will include:

- All shuttle drivers are required to wear fabric facial coverings.
- All riders will be required to wear a facial covering. If they enter the bus without a facial covering, they will be provided a facial covering.
- All shuttles will be disinfected daily, with special attention to all high-touch areas.

2. MONITORING

2.1. TESTING RESPONSIBILITY

The College of Osteopathic Medicine and the clinic at the W. Kenneth Riland Health Center will be responsible for purchasing and administering testing, as well as notification of results testing that occurs on campus. Brian Harper, M.D., M.P.H., chief medical officer of the W. Kenneth Riland Clinic, serves as the lead for all medical direction.

Surveillance testing will occur throughout the semester, as is required and recommended by the chief medical officer. We will keep the university community informed as to the need and frequency of any additional testing.

We will refer to and use the New York State Department of Health [Interim Guidance for Public and Private Employees Returning to Work Following Covid 19 Infection or Exposure](#) for individuals seeking to return to work or class after a suspected or confirmed case of COVID-19 or after individuals have had close or proximate contact with a person with COVID-19.

If a student, faculty, or staff member is tested and shows a positive result for COVID-19, regardless of whether they are symptomatic or asymptomatic, the individual may return to work or class based on the following:

1. **Symptomatic:** At least 10 days of isolation from the onset of symptoms, or
2. **Asymptomatic:** 10 days of isolation after the first positive test if they remain asymptomatic, or
3. With a doctor's note of permission to return.

CONTINUAL SCREENING AT CAMPUS ACCESS POINTS

New York Tech is working with a traffic and population engineer from Langan Engineering to ensure all check-in procedures are fluid and do not create undue queuing while providing required distancing at all times. As such, the procedures will respond to the "needs on the ground." Security staff will be updated daily on requirements.

All New York City campus visitors, faculty, students, and staff will have to first check in at 1855 Broadway. For those arriving by bike or scooter, parking is available on 61st Street.

The queuing system begins at the entry of the building and continues through the main floor public spaces. All queuing is designed to honor thoughtful six-foot distancing, reduce contact, and provide speed and thoroughness for the check-in to campus. Facial coverings will be required while queuing, as well as throughout the campus.

Following review of credentials, including review of university ID and display of their approval of the daily health checker app, the individual will be provided with a badge that permits campus access for that day. If the community member is attending class in 1855 Broadway, they will proceed to the interior stair or the elevators within the building. The elevators permit two passengers at any one time. The elevators have been adjusted

to have express dispatch to the floors that have the most classes scheduled. Security guards, who are trained to be thoughtful and listen to concerns, will assist with the queues and will answer questions.

If the community member is continuing to other buildings on campus, they will be able to proceed to their destination following approval at the security checkpoint and receipt of the daily badge. Security guards are located at the entry of each building and will remind each visitor that they need a daily badge and facial covering for entry. In 16 W. 61st Street. and 26 W. 61st Street., elevators will be limited to two passengers at a time and stairs will be opened and available for physically distanced passage and circulation.

Special Considerations/Populations:

- Visitors who plan to stay on campus and do not have a university ID and/or have not used the campus visitor link access to the screening app, will be led to another queue for a manual temperature check with a distance thermometer and a verbal questionnaire to gain entry.
- Delivery personnel who will not require interior building access will be permitted access without the daily attestation. Their temperatures will be taken.

2.2. TESTING FREQUENCY AND PROTOCOLS

As noted above, New York Tech will require diagnostic testing of all students, and request all faculty and staff to provide COVID-19 testing results prior to their return to campus in order to demonstrate appropriate action to assure that no one returns to the campus infected. This will provide reassurance to students, parents, faculty, and staff.

During the course of the semester, if a person is tested either by a campus regimen or off campus, and has a positive result for COVID-19, regardless of whether the employee or student is symptomatic or asymptomatic, the employee and/or student may return to campus based on the following:

1. **Symptomatic:** At least 10 days of isolation from the onset of symptoms.
2. **Asymptomatic:** 10 days of isolation after the first positive test if they remain asymptomatic, or
3. A doctor's note of permission to return.

GROUP TESTING

In addition to testing at the beginning of the academic year, certain groups throughout the university will have more frequent testing.

Surveillance testing protocols, such as smaller group random voluntary testing, will continue to be reviewed and considered as an option throughout the semester.

Early Warning Signs

New York Tech will be in consistent contact with state and local health departments. If there is any reason to believe there are signs of increased positive cases, or pockets of positive cases, that may represent an unacceptable level, we will follow the guidance of our local Department of Health.

Contact Tracing Plans

New York Tech will request that employees (faculty and staff) report a positive test for COVID-19 to the Office of Human Resources and that students report positive cases to the clinic. We will assist the local Department of Health, to the extent feasible, with contact tracing internally to limit and prevent virus spread, where possible.

Contact tracing in the dormitory setting will begin with New York Tech maintaining a list of the students designated for each dorm room. At the beginning of the semester all students will be educated to maintain social distancing and use face coverings in accordance with [CDC Guidelines for Shared Housing](#). Informational posters will be shared with all dorm residents with regard to face coverings.

Students will be advised that the chief medical officer (or designated contact tracer) be notified if any resident is diagnosed with COVID-19. In the event that a dorm resident is found to be positive for COVID-19, the resident will be isolated, and any individual who has had prolonged contact with the positive case will be quarantined. Upon notification of a COVID-positive student, the chief medical officer or designated contact tracer will ask the student and/or residence administrators about those with whom they may have had prolonged contact.

Isolation will be used to separate people infected with the virus (those who are sick with COVID-19 and those with no symptoms) from people who are not infected.

Quarantine will be used to keep someone who might have been exposed to COVID-19 away from others. Isolation and quarantine will be consistent with CDC and New York State guidelines, which are subject to change. Currently, quarantine is for 14 days. Isolation termination can be symptom-based (ends after 10 days since symptoms appeared, 3 days with no symptoms), or testing-based (2 negative diagnostic tests).

Under ideal circumstances, students who are determined to need isolation should be removed from any dormitory setting in which they may come in contact with the general population, and relocated to a separate facility.

SCREENING

At the New York City campus, we will work closely with the local and state departments of health to determine if any positive cases or groups of positive cases reach a level for which campus shutdown may be required. As described earlier, our screening/self-assessment plan follows the response tree noted below:

DAILY TEMPERATURE QUESTIONNAIRE QUESTION/RESPONSE TREE- DRAFT-rev 1

TO KEEP OUR UNIVERSITY COMMUNITY SAFE, NEW YORK INSTITUTE OF TECHNOLOGY IS CONDUCTING TEMPERATURE AND SYMPTOM SCREENING FOR THE UNIVERSITY COMMUNITY AND CAMPUS VISITORS TO PERMIT CAMPUS ACCESS.

STEP 1: DAILY TEMPERATURE CHECK		STEP 2: DAILY SELF REPORT QUESTIONNAIRE	
Take Temperature at Home		Questions	Responses
		1 Have you tested positive for Covid-19 in the past 14 days?	If you have answered YES to this question, please follow these guidelines: 1) If you are Symptomatic - you may return to campus following at least 10 days of isolation from the onset of symptoms. 2) If you are Asymptomatic - you may return to campus following 10 days of isolation after the first positive test if you remain asymptomatic. 3) If you have a doctor's permission note, you can return to campus.
	Under 100.3 Answer Questionnaire	2 Have you been in close or proximate contact with anyone who has tested positive for COVID-19 in the past 14 days?	If you have answered YES to this question, please follow these guidelines: 1) If you are Symptomatic - If you have had close or proximate contact with a person with COVID-19 for a prolonged period of time AND are experiencing COVID-19 related symptoms, you may return to work or classes at campus upon completing at least 10 days of isolation from the onset of symptoms. 2) If you are Asymptomatic - If you have had close or proximate contact with a person with COVID-19 for a prolonged period of time AND are not experiencing COVID-19 related symptoms, you may return to work, or classes on campus, upon completing 14 days of self-quarantine. The New York State Department of Health considers a close contact to be someone who was within 6 feet of an infected person for at least 10 minutes starting from 48 hours before illness onset until the time the person was isolated.
Daily Report Body Temperature in this format: 98.6		3 Have you had any of these symptoms since your last day of work or your last visit (up to 14 days ago)?	If you answered YES to this question, please do not come to campus. You can return to campus if you: 1) Complete at least 10 days of isolation from the onset of symptoms, OR 2) You receive a negative COVID-19 test result.
	100.3 and Over Stay Home	a. • Cough b. • Shortness of breath or difficulty breathing c. • Fever d. • New loss of taste or smell	If you have answered NO to all three questions, you will be certified for the day, and will be granted campus access for that day.

NOTE: IF THERE IS A MEDICAL EMERGENCY, PLEASE DIAL 911.

NOTE: IF YOU NEED MEDICAL ASSISTANCE, PLEASE EITHER SEE YOUR PHYSICIAN, OR VISIT THE NEW YORK CAMPUS ISOLATION ROOM.

NOTE: FREE TESTING IS PROVIDED IN NEIGHBORHOOD LOCATIONS.

NOTE: IF YOU BECOME SICK WITH COVID-RELATED SYMPTOMS WHILE YOU ARE ON CAMPUS, PLEASE NOTIFY YOUR MANAGER, AND RETURN HOME. IF YOU SEE SOMEONE WHO HAS COVID-RELATED SYMPTOMS OR IS SICK, PLEASE SEND THEM HOME, OR NOTIFY THEIR MANAGER TO SEND THEM HOME.

THIS IS A DAILY ATTESTATION. WHEN YOU ARE PROVIDING YOUR ANSWERS, YOU ARE ATTESTING THAT THE ANSWERS ARE TRUE.

3. CONTAINMENT

Containment planning is noted earlier in this report.

3.1. ISOLATION

Isolation planning is noted above and below in this report. Please note that New York Institute of Technology is primarily a commuter campus.

3.2. QUARANTINE

Please note that New York Institute of Technology is primarily a commuter campus. The quarantine procedures for our residential individuals, who are exposed to COVID-19, as recommended by the CDC, are below:

Stay home except to get medical care.

Stay home. Most people with COVID-19 have mild illness and can recover at home without medical care. Do not leave your home, except to get medical care. Do not visit public areas. Take care of yourself. Get rest and stay hydrated. Stay in touch with your doctor. Call before you get medical care. Be sure to get care if you have trouble breathing, or have any other emergency warning signs, or if you think it is an emergency. Avoid public transportation, ride-sharing, or taxis.

Separate yourself from other people.

As much as possible, stay in a specific room and away from other people and pets in your home. Also, you should use a separate bathroom, if available. If you need to be around other people or animals in or outside of the home, wear a cloth face covering.

Monitor your symptoms.

Common symptoms of COVID-19 include fever, cough, or other symptoms. Trouble breathing is a more serious symptom that means you should get medical attention. Follow care instructions from your health care provider and local health department.

STUDENTS CONFIRMED OR SUSPECTED TO HAVE COVID-19

In the event that a dorm resident is found to be positive for COVID-19, the resident will be isolated and any individual who has had prolonged contact with the positive case will be quarantined. Upon notification of a COVID-positive student, the university's chief medical officer or designated contact tracer will inquire with the student and/or residence administrators about those with whom they may have had prolonged contact.

Isolation will be used to separate people infected with the virus (those who are sick with COVID-19 and those with no symptoms) from people who are not infected. Quarantine is used to keep someone who might have been exposed to COVID-19 away from others. Isolation and quarantine will be consistent with CDC and New York State guidelines, which are subject to change. Currently, quarantine is for 14 days. Isolation termination can be symptom-based (ends after 10 days since symptoms appeared or 3 days with no symptoms), or testing-based (two negative diagnostic tests).

If a student is determined to need isolation and can be removed from any dormitory setting in which they may come in contact with the general population and relocated to a separate facility, we will do so. If it is possible, it will be explored on a case-by-case basis.

New York Tech, via the College of Osteopathic Medicine, maintains an Academic Health Center on the Long Island campus that provides primary care and specialty medical services to the staff, faculty, and general public. Board-certified primary care physicians (internal medicine and family medicine) will be available via telehealth for same-day appointments for any student who is quarantined or isolated in a dormitory who feels ill. Clinical assessment and medical recommendations, including the need for hospitalization, will be provided as appropriate. Students may also access all regularly provided academic health via telehealth. The isolation room on the New York City campus will also provide a direct communication link to the Academic Health Care Center.

HYGIENE, CLEANING, AND DISINFECTION

Hygiene

Recommended Practices

- Frequent handwashing is recommended. The CDC guidelines for Hand Hygiene and Respiratory Etiquette are:
 - Recommend and reinforce handwashing with soap and water for at least 20 seconds.
 - If soap and water are not readily available, hand sanitizer that contains at least 60% ethyl alcohol can be used.
- We will encourage, through signage and consistent communication, students, faculty, and staff to cover coughs and sneezes with a tissue or use the inside of their elbow. Used tissues should be thrown in the trash and hands washed immediately with soap and water for at least 20 seconds.

Cleaning and Disinfection

Full routine disinfection plans are noted above and will be available online; schedules will be posted. The scope of work to clean and disinfect classrooms, clinic rooms, and lobby areas after a known COVID-19 case are as follows:

Hard (Nonporous) Surfaces

If surfaces are dirty, they should be cleaned using a detergent or soap and water prior to disinfection. For disinfection, most common EPA-registered household disinfectants should be effective. [A list of products that are EPA-approved for use against the virus that causes COVID-19](#) is available. Follow the manufacturer's instructions for all cleaning and disinfection products for concentration, application method, contact time, etc., and:

- Clean and disinfect all horizontal and vertical surfaces.
- Always clean top to bottom, cleanest to dirtiest.

- Clean and disinfect walls, as far up as you can reach.
- Clean and disinfect any equipment in the room.
- Wet-mop floor.
- Clean and disinfect all high touch areas including but not limited to:
 - Door handles and knobs
 - Light switches
 - Handrails
 - Counter tops, exam tables
 - Desks and chairs
 - Sinks and faucets
 - Soap dispensers and paper towel dispensers
 - Computer keyboards and monitors
 - Telephones
 - Biohazard cans and sharps containers
 - Trash cans

Soft (Porous) Surfaces

For soft (porous) surfaces such as carpeted floor, rugs, and drapes, remove visible contamination if present and clean with appropriate cleaners indicated for use on these surfaces. After cleaning:

- If the items can be laundered, launder items in accordance with the manufacturer's instructions using the warmest appropriate water setting for the items and then dry items completely. Otherwise, use products that are suitable for porous surfaces.
- Any porous products that cannot be cleaned and disinfected and are not in any type of sealed container that can be properly disinfected are to be properly disposed (exam table paper, drape sheets, etc.).

Electronics

For electronics such as tablets, touch screens, keyboards, and remote controls, remove visible contamination if present:

- Follow the manufacturer's instructions for all cleaning and disinfection products.
- Consider use of wipeable covers for electronics.
- If no manufacturer guidance is available, consider the use of alcohol-based wipes or sprays containing at least 70% ethyl or isopropyl alcohol to disinfect touch screens. Dry surfaces thoroughly to avoid pooling of liquids.
- All waste, used cleaning supplies, wipes, and paper will be double bagged and removed from the property.

3.3. COMMUNICATIONS

Containment protocols and safety measures will be shared with the New York Institute of Technology community following established [Emergency Procedures for Communicable Disease](#) and utilizing a multimodal [Campus \(SMS\) Alerts System](#) that provides guidelines and protocols for swift and efficient communication regarding critical information about campus operations and emergencies. The campus alerts system will serve as the primary mass notification system for containment and other communications to students, faculty, and staff regarding notification regarding containment.

Alerts are delivered simultaneously through text messages and voicemail/email messages that link to the nyit.edu/alerts page, which is continuously updated as information becomes available. Updated information and links have and will continue to be posted for all internal and external campus audiences on a bright yellow banner at the top of all pages on the nyit.edu website.

In addition to the SMS alerts system, the institution's website, password-protected portal and App, email, social media, main phone recording, phone chains, and external media alerts postings will be used to supplement the alerts messages. Individual departments will be responsible for specific audience communications (i.e., residence hall students) via established procedures for outreach including email, text, voicemail, open forums, and person-to-person communications.

4. SHUTDOWN

New York Institute of Technology has a system of phasing up and phasing down operations along with a plan for immediate cessation of campus activities.

4.1. OPERATIONAL ACTIVITIES

If a shutdown were required, based on collaboration with, and direction from, state and local health officials, New York Tech would implement the institutional communication protocol and alert all students, faculty, and staff to proceed to leave the campus (see above). The evacuation will be clearly noted in the campus welcome kit and also provided at each building.

The scale-back and shutdown would be implemented by the following divisions/ departments of the university:

Academic Coursework

New York Tech's academic programming would conduct remote instruction for all courses and is prepared to do so. Through the re-engagement of the campus, faculty will be fully operationalized to teach remotely. Students will also be fully operationalized for remote learning. Support will be provided to faculty and students. As state guidelines permit, accommodations will be made for faculty and students to safely retrieve belongings and teaching materials.

Active Research

Depending on state guidelines, active research would continue in a manner to keep it appropriately maintained, including the on-campus vivarium, and necessary staff would function as essential personnel.

Administration

Administrative functions would continue remotely in order to serve the university community. As state guidelines permit, essential personnel would perform on-campus duties on a limited basis.

Athletics

Athletics would continue functioning remotely to continue to serve university athletes. At the time of shutdown, accommodations will be made for athletes to get their belongings, as state guidelines permit. The university's athletics program has been suspended at this time.

Clinic

As New York State guidelines allow, the clinic intends to continue clinic work. The Long Island campus would have the appropriate level of security and maintenance to permit continued clinic operations. Telehealth would also be available to the university community and patients.

Construction

Construction projects or any activity on campus would be ramped down, made safe, and then cease. Only essential construction projects would continue, as per New York State and New York City guidelines.

Counseling

New York Tech would continue counseling through telehealth following a shutdown.

Dining

Dining Services would continue to be provided to students, as per state guidelines for essential personnel. Student Life and RAs will be in consistent contact with Dining Services to ensure student needs are met. Dining Services will assess supplies and consistently ensure all equipment is in working order as on campus needs decrease.

Enrollment, Admissions, and Financial Aid

Enrollment, Admissions, and Financial Aid would continue functioning remotely to support students, faculty, and staff. As state guidelines permit, designated essential personnel will perform any on campus duties on a limited basis.

Environmental Health and Safety

Lab and medical safety personnel would remain on campus throughout a shutdown to ensure all materials are properly prepared and stored, and hazardous materials stored properly or removed as is practical. Required inspections of all equipment would continue.

Finance

Finance would continue functioning remotely in order to support students, faculty, and staff. As state guidelines permit, designated essential personnel will perform any on campus duties on a limited basis.

Human Resources and Legal Departments

Human Resources and Legal Departments would continue functioning remotely in order to support students, faculty, and staff. As state guidelines permit, essential personnel will be designated and will perform any on campus duties on a limited basis.

Information Technology

Information Technology (IT) services would continue remotely. Any onsite duties would be performed by IT personnel designated as essential personnel to support the needs of academic and business continuity.

Maintenance

New York Tech would implement its one-week plan to disinfect all areas on campus through its disinfection plan. Facilities personnel would remain on campus to ensure all equipment is made safe and powered down, as necessary, and would remain on campus as essential personnel to ensure all equipment remains in working condition.

Security

Security would remain active through the shutdown until the campus is emptied, and throughout the shutdown function as essential personnel.

Strategic Communications & External Affairs

Communications staff would continue to function remotely and have designated essential personnel required to support services during shutdown. All communications channels described within the communications plan section at the end of this document would be utilized to maintain continuity and ongoing contact with the campus community.

Student Life

Student Life would continue functioning remotely to continue to serve students, and Residential Dormitory Assistants (RAs) will remain with any students who remain in the dormitories to meet the needs of the students. Dining will be provided to serve the needs of the students.

4.2. RESIDENCE HALL MOVE-OUT

Working closely with New York State and local health departments, if it is deemed that in-person instruction should be severely limited or ceased and students should leave the residential dorms, the system for any required move-out will be handled via the phasing described below. In all cases, there will be consistent communication from the Office of Student Life to the residential students. Concerns will be addressed and counseling will be provided.

- Students who are easily able to move out will be asked to do so as quickly as possible. The move-out process will be coordinated to adhere to physical distancing requirements and any students with specific needs during the move-out process will be addressed on a case-by-case basis.
- Students who need to remain for a period of time will be provided with room and board. All efforts will be made to maintain student services, including provisions for dining and health services.
- Any student who may not be able to leave the residential dorms will be addressed on a case-by-case basis, and all efforts will be made to maintain student services, including provisions for dining and health services.

4.3. COMMUNICATIONS PLAN

In the case of a campus shutdown, the emergency alerts system described in Section 3.3 would be activated to provide timely notice and next steps to be taken.

In addition, the Office of Strategic Communications and External Affairs has developed a robust communications plan for sharing all information related to all elements of the reopening plan, including new protocols and policies; safety measures being taken by the institution; communitywide health and wellness information and precautions; open forums; operational updates; and unique information for each campus audience, including (but not limited to) students and parents, faculty, staff, prospective students and parents, alumni, visitors, strategic partners, clinic patients, vendors, and others.

Detailed communications will be maintained and enhanced with real-time and scheduled updates via all communications channels listed below, with the primary hub of information being the reopening microsite.

- **Microsite:** nyit.edu/reopening with links to all campus plans, relevant policies/protocols, task force members, and subpages containing information and FAQs and resources for each campus audience (including an online query form). In the case of a shutdown, all information would be updated accordingly.
- **Website:** The “status” banner at the top of all web pages on nyit.edu would continue to provide operational status/updates and link to nyit.edu/reopening.
- **Website:** nyit.edu/alerts, with campus operating status and access protocols, will be continually updated.
- **Emails:** Communications from university leadership would be emailed to the community on a scheduled basis (no less than every two weeks) and posted online, supplemented by emails from specific unit leaders to audiences that include students, parents, faculty, and staff.
- **Social media:** Institutional channels would reiterate leadership emails, campus plans and protocols, and updates regarding closures as needed.

