



July 10, 2020

REOPENING PLAN:

Protecting and Maintaining the Health and Wellness of our College Community

It has been a challenging few months for everyone as the public health crisis changed the way we live, study, and work. While we intend to begin reopening our campuses in New York later this summer, we are prepared to move quickly to “throttle back” our plans to protect our community should there be a COVID-19 outbreak on campus or within neighboring areas.

About Monroe

Monroe College is a private institution educating 7,000 students each year. We offer certificate, undergraduate, and graduate degree programs from three campuses and through Monroe Online. Approximately 3,000 students attend each of our campuses in New Rochelle and the Bronx, two of the country’s coronavirus “hot spots” early on. (Our third campus is located on the Caribbean island of St. Lucia.) Indeed, our decision to reopen is informed by our experience and lessons learned safeguarding our College community throughout the crisis.

Our main campus is in the Bronx and serves commuter students from across New York City. Many come from low-income, urban families who have been hit hard financially by this crisis. To help these students succeed in the virtual environment, we invested more than \$120,000 to provide laptops so that they could attend their classes.

Approximately 3,000 students attend our campus in New Rochelle, which is home to our residence halls, award-winning culinary program, and Division I athletic program (we also have a Division III athletic program in the Bronx). Roughly one-third of our students live on campus. We are not a research institution, so [those specific New York State guidelines](#) are not relevant to our on-campus operations.

When the pandemic compelled the College in mid-March to transition to remote learning, we kept our dormitories open knowing that a mandatory evacuation would create myriad logistical and financial hardships for our international students and those living far from campus who would not be able to travel home safely.

A few hundred residential students chose to stay in the residence halls. We had one person in the dorms test positive for COVID-19 in early April. As a result of our effective contact tracing, isolation/quarantine and cleaning/sanitization measures, the illness did not spread to any other students or supporting staff. Our confidence to be able to preserve health and wellness on campus stems from those efforts and outcomes.

It's important to note that the College adheres to a three-semester academic calendar, which means that we have already completed one semester and started another since the start of the pandemic. We have experience and are well-prepared and ready to transition back to the virtual environment if circumstances warrant. All academic courses have been programmed for virtual learning for the entire Fall semester for just that purpose.

Four Core Principles Led Our Reopening Strategy

Four core principles guided the Reopening Committee's planning process:

- **Maintain the ongoing health and safety of our community, which is our greatest priority;**
- **Provide flexibility to meet the personal preferences and practical needs of our students, faculty, and staff;**
- **Prioritize in-person instruction, labs and other resources for:**
 - Students studying in the academic fields in which such instruction is academically and professionally necessary (clinicals, lab, and practical classes such as nursing, diagnostic medical sonography, and culinary arts)
 - Students who lack the appropriate technology to complete academic work at home or who would benefit from living or studying on campus because it provides a safer space than home.
- **Respond nimbly to any health concerns on campus or in our region.**

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REOPENING

Overview of Monroe's Reopening Plan

Monroe will reopen its Bronx and New Rochelle campuses in accordance with [New York Forward's reopening directives and mandates](#). We will do so slowly to support health and safety on our campuses.

We plan to reopen our Bronx and New Rochelle campuses in time for the upcoming Fall semester. President Marc Jerome has appointed a team of senior executives to oversee the College's reopening plan. Led primarily by senior vice presidents who also serve as the New Rochelle and Bronx campus deans, the Reopening Committee includes senior operations and academic leaders, as well as key department heads and those responsible for athletics, communications, facilities, residence life, and technology.

The planning process was informed by local and state public health data, New York State higher education mandates, and CDC guidelines on best practices in the current pandemic. The reopening plan is aligned with guidelines outlined in the [New York Forward document](#).

To be clear, we will not bring anyone back to campus, however, unless we are confident that we can open campus operations safely. All individuals returning to the College's campuses must abide by the same social distancing requirements and reopening standards developed by the Reopening Committee (*see Appendix A on page 23, Core Requirements for All Individuals Returning to Campus*).

Specific details on our reopening plan follow below.

<p>Capacity</p>	<p>Our Bronx and New Rochelle campuses will operate at a significantly reduced capacity during the Fall semester. The vast majority of students, staff, and faculty will continue to study and work remotely for the totality of the Fall semester.</p> <p>The percentage to which capacity in a specific building, office, classroom, dormitory room or other location will be reduced will be determined by the square footage and physical configuration of the space. Our goal is to reduce permissible headcounts in shared spaces to allow for six feet of social distancing between individuals whenever possible.</p> <p>For the Fall semester, which starts September 11, we have a hybrid instruction model in place. While all courses will be offered in the virtual classrooms as they are now, we will offer a limited number of</p>
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	<p>undergraduate and graduate classes on campus as well. Students and faculty who prefer not to be on campus will be accommodated in the online environment.</p> <p>Individual classroom capacity will be reduced by at least half through a variety of strategies. For example, fewer students will be assigned to on-campus sections, and excess seating may be removed or roped off to ensure non-use.</p> <p>Academic support facilities, such as libraries, computer labs, and tutoring sites, will begin to reopen with limited hours and strict social distancing requirements. For contact tracing purposes, measures will be in place to ensure that the names of all entering those locations are captured, along with the day and time period they were in the space.</p> <p>Student support offices, such as Academic Affairs, Financial Aid, and Bursar, will reopen with reduced hours and reduced staffing. The number of staff members in shared office space at any one time will be determined by its square footage and configuration. Staff will work on alternating days for a reduced number of hours per day to minimize their time in the office.</p> <p>Restrooms will be carefully monitored to reduce capacity and ensure social distancing. Masks or other appropriate face coverings will be required.</p>
<p>PPE</p>	<p>The mandatory use of appropriate PPE is a critical part of our reopening plan. The College has approximately 40,000 personal masks on site and has secured a reliable resource to supply more as needed.</p> <p>We will provide free masks to all students, faculty, staff, and guests. Each building will have an ample supply at the front reception desk. Additional PPE, such as gloves, will be provided at our expense to those requiring it due to their work function or course of study.</p> <p>A mask or other appropriate face covering will be required in shared spaces and communal areas, which includes building lobbies, classrooms, offices, cafeterias, athletic facilities, libraries, computer labs, elevators, and all shared spaces in the dormitories outside of living quarters, such as laundry rooms and lounges.</p>

	<p>Our PPE requirements will adhere to all local and state public health laws, regulations, and policies.</p>
<p>Testing</p>	<p>All residential students will be <u>required</u> to undergo a diagnostic test for COVID-19 and provide such documentation prior to returning to campus and moving into the dorms.</p> <p>Students who arrive on campus without such documentation will be subject to quarantining on-campus in special housing units reserved for it. We have made arrangements with local health provider Montefiore New Rochelle Hospital to administer the COVID test for residential students and others who may require one.</p> <p>All other students, faculty, and staff will be <u>strongly encouraged</u> to get tested prior to their return to campus. Our communications strategy will emphasize that all members of the College community have a shared responsibility to keep our campuses safe and the role of testing to diagnose positive cases, identify asymptomatic individuals, and generally support campus wellness.</p>
<p>Residential Living</p>	<p>With respect to the dormitories, we will reduce occupancy for the Fall semester. The percentage to which a specific residence hall, dormitory room, or common area will be reduced will be determined by the square footage and physical configuration of the space. Our goal is to reduce permissible headcounts in shared spaces to allow for six feet of social distancing between individuals whenever possible and reasonable.</p> <p>As the dorms will be operating at reduced capacity with empty rooms reserved for necessary quarantine, we can readily relocate students who are symptomatic or test positive, or if there is a need to decrease the density of occupants in a given room, or on a floor and/or building. Students who self-identify as immunocompromised or having an underlying health condition will be accommodated with more isolated living spaces to the extent possible and reasonable.</p> <p>Please note we have no common restrooms in the residential hallways.</p>

The restrictions we put in place in the dormitories to safeguard students at the onset of the pandemic will continue through the Fall semester. These measures have served us well, as we have had a few hundred students in the dorms since transitioning to the virtual classrooms in March with just one isolated positive case, as discussed in the introduction to this report.

Residential students will be required to wear a mask in common areas, such as hallways, lobbies, lounges, and laundry rooms (each dorm room has a private bathroom). Signage will remind students to observe social distancing protocols and reduced room capacity limits. Related training will be provided to all residential students by Residence Advisors as part of housing orientation.

Policies regarding external guests and internal visiting will be revised in accordance with our social distancing standards. Our Residence Life team will be responsible for overseeing any allowed gatherings.

Our Facilities Management team will follow heightened cleaning and sanitation protocols. We are working with our HVAC vendor and expect to upgrade ventilation filters in the residence halls and other facilities around campus.

Elevators, Student Lounges, and Other Common Areas

All residential students will be provided training on smart social distancing in the dorms, which includes minimizing gatherings in common areas and small spaces, such as elevators. Signage will be posted indicating the number of people allowed in the elevators and other specific shared spaces in the residence halls at a given time to support social distancing goals.

Dining Services

Chartwells, our dining services provider, has undertaken numerous steps to ensure safe food handling and delivery. The company's parent reports that it is following guidance from the Centers for Disease Control and Prevention (CDC), the World Health Organization (WHO) and other health authorities.

Chartwells will operate in a manner that is in compliance with New York State's ["Interim Guidance for Food Services during the COVID-19 Public Health Emergency"](#).

Operational Activity

We plan to reopen our campuses slowly to allow for the capacity to test, screen, trace, isolate, and quarantine as necessary. We will limit the number of people on campus while giving priority to those who benefit most from returning to our on-campus facilities for in-person instruction and activities.

There will be some variation in reopening timelines by academic school, degree program, administrative office, and campus facility.

On-campus classes during the Fall semester will include clinical programs, such as those required by our nursing, diagnostic medical sonography, medical assisting, and culinary programs, as well as those where students struggled disproportionately in the virtual environment. Students who prefer to take these courses in the virtual classrooms will be accommodated.

Individual classroom capacity will be reduced by at least half through a variety of strategies. For example, fewer students will be assigned to on-campus sections, and excess seating may be removed or roped off to ensure non-use.

We will eliminate "walk in" non-critical meetings with advisors, professors, and other staff. Such meetings will be by appointment only to the extent reasonable and possible.

Athletic Programs

Student-athletes participating in traditional Fall sports will return to campus for training and conditioning exercises, as well as other related activities. Our Division I and Division III programs will focus instead on limited-capacity workouts and trainings, as well as non-contact activities that promote academic excellence, personal growth, character development, leadership skills, and community service.

Alternate Work Schedules to Reduce Staffing in Shared Spaces

Remote working will continue for all staff and faculty who prefer to continue working from home or are not required on campus. Those returning to campus will be strongly encouraged to get tested. Completion of the Daily Health Screening Questionnaire ("the DHSQ") will be mandatory.

Flexible schedules and reduced on-campus hours will be enforced, with partitions and modified workspaces in place to support social

	<p>distancing. Large group meetings will continue to take place virtually; in-person meetings will be limited to fewer than 10 people in a socially distanced format.</p>
<p>Restart Operations</p>	<p>Facilities Management will conduct a thorough cleaning of all campus facilities prior to their reopening. (Please see the section marked <i>Hygiene, Cleaning & Disinfecting</i> on page 11 for a detailed discussion of the enhanced protocols that will be followed.)</p> <p>Employees responsible for this work will be provided with appropriate PPE at the College’s expense and appropriate training will be provided.</p> <p>As part of the preparation work, we are upgrading our ventilation filters in facilities to be used in the Fall. In addition, plexiglass barriers are being installed at the Public Safety desks at the entrance to each building and reception desks in student-facing offices for enhanced safety. Further, water fountains and restroom hot air dryers will be put out of use.</p> <p>Additional wall-mounted, desktop, and hand-sanitizing kiosks will be installed prior to reopening to ensure they are widely available throughout both campuses this fall.</p> <p><i>Dedicated COVID Coordinator</i> Prior to the reopening of campus, we will designate a COVID-19 Coordinator to oversee and guide our ongoing response to the public health crisis. This individual will have the requisite expertise, and will work in close partnership with leadership across all areas of the College. He or she will also liaise with appropriate local and state authorities.</p> <p><i>Communications and Signage</i> The safety of the Monroe College community is our greatest priority. To that end, a communications campaign will be in place prior to the reopening to provide students, faculty, and staff who return to campus with information, training, and resources to protect themselves from possible exposure to COVID.</p>

	<p>Directional signage is being added to the floors and reminder notices about required face coverings, hand-washing, and social distancing are being posted in hallways, restrooms, classrooms and elevators.</p> <p>All communications specific to COVID are managed by the President’s Office to ensure their appropriateness, accuracy, and clarity. A consistent, frequent campaign of messages regarding the reopening will be disseminated by email, text, and phone blasts to support and reinforce COVID-specific information posted on our website, campus signage, “MyMonroe” app and, for employees, the ADP portal.</p> <p>The Executive Director for Public Affairs will be responsible for the communications strategy and its tactical execution to all College stakeholders, including students, staff, faculty, applicants, students’ parents, and others. The communications plan will include immediate measures for ensuring effective emergency communications in the face of a “throttle-back” event.</p>
<p>Extracurriculars</p>	<p>During the Fall semester, extracurricular activities, including new student orientations and student club activities, and administrative events, such as workshops and staff meetings, will be held in the virtual environment to the extent possible and reasonable.</p> <p>Such on-campus activities will only be allowed with special permission from the campus dean. Social distancing will be required and appropriate PPE will be mandatory.</p> <p><i>Visitors on Campus</i></p> <p>Monroe routinely opens its facilities to community groups requesting a meeting space. Those activities will remain suspended during the Fall semester, with limited exception and where we are confident that our health screening, social distancing, and PPE requirements will be enforced.</p> <p>Other guests, including vendors essential to College operations, will be required to complete a Daily Health Screening Questionnaire (“DHSQ”) prior to entering campus facilities. Copies of the DHSQ will be available at the Public Safety desks at the front entrance of campus buildings.</p>

	<p><i>Non-Essential Travel Restricted</i></p> <p>All College-related travel remains restricted during the early stages of our reopening strategy. Exceptions will be granted in cases where travel is critical to our continued operations. Permission must be granted in advance by the President or his designee.</p> <p>While we do not monitor or regulate the personal travel of staff, faculty, or students, we will strongly encourage members of the College community to restrict their personal and leisure travel as much as possible.</p>
<p>Vulnerable Populations</p>	<p>It is our expectation that the majority of students, staff, and faculty will continue to study and work remotely for the Fall semester. Students, faculty, and staff who prefer not to come to campus will be readily accommodated.</p> <p>Anyone who self-identifies as immunocompromised or at a heightened risk for contracting COVID will be encouraged to continue studying or working remotely. Should they choose to return to campus, campus administration will work with them one-on-one to determine reasonable and practical accommodations to support their health.</p>
<p>Hygiene, Cleaning, & Disinfecting</p>	<p>Heightened cleaning protocols will be in place for the duration of the pandemic.</p> <p>Our Facilities Management team will be responsible for adhering to heightened cleaning protocols as the public health crisis continues. These directives were informed by guidance from the CDC and the New York State Department of Health, and are subject to change in accordance with changes in federal, state, and local health and safety guidance.</p> <p>Our Facilities Management team will clean, disinfect, and sanitize College offices, classrooms, common areas, restrooms and other facilities on a frequent, recurring schedule – and on demand as needed – in accordance with the procedures outlined below. They will also provide and maintain hand-sanitizer stations at all building entrances, in shared offices, and across other high-traffic areas on campus.</p>

Individuals performing the cleaning and sanitization work will be provided with masks and disposable gloves that must be worn while on campus. Ample supplies of both will be available in the Facilities offices/closets in each building.

Prior to reopening, training will be provided to Facilities Management staff on cleaning techniques, appropriate use and disposal of all Personal Protection Equipment (PPE), and social distancing requirements.

Below are the cleaning and sanitization protocols for all campus buildings:

- Standard, thorough cleaning prior to reopening
- Additional hand-sanitizing stations set up in the entrance and shared offices
- Electric air dryers in the restrooms disconnected

In addition, frequently touched, hard, and non-porous surfaces such as tables, countertops, desks, doorknobs, sinks, and faucet handles, etc., will be cleaned with soap and water or sanitized and disinfected with an [EPA-approved disinfectant](#). Building areas in use will be cleaned and sanitized each day the spaces are in use.

Cleaning, Sanitizing, and Disinfecting Residence Halls

A robust cleaning and sanitization program will be implemented in the residence halls. The Residence Life staff will be responsible for orienting the Residence Advisors (RAs) and housing population on the required standard for cleanliness and hygiene in all areas of the dormitories.

Signage will be posted throughout the campus and in the dormitories regarding proper hygiene practices. Wall-mounted and desktop hand sanitizers will be widely available in common spaces.

Student Dorm Rooms

Residential students are responsible for maintaining the cleanliness of their dorm rooms and their private bathrooms. All Monroe College residential halls have private bathrooms in each suite. We have no common bathrooms in the residential hallways.

All residential students will receive training on cleaning techniques, appropriate use and disposal of all Personal Protection Equipment (PPE), and social distancing requirements. Appropriate disinfectants, as well as masks and gloves, will be available for students from their Residence Advisors (RAs) and from Facilities Management staff.

Dormitory Laundry Rooms

[Current CDC guidelines](#) indicate that laundry rooms should remain accessible for resident use. Six-foot social distancing guidelines will be required of all students using these facilities. Signage will be posted in each laundry room indicating the number of people allowed in the laundry room at one time, which will be based on the square footage of the room.

Isolation Rooms in the Residence Halls

Should special rooms designated within the residence halls as isolation/quarantine rooms be occupied, additional instruction and EPA-approved disinfectants will be provided to the occupant and those in the building. The COVID-19 Coordinator will work directly with the individual to make sure their needs are met, notify the Residence Advisors in the building, and arrange for daily meal-delivery from our dining services provider, Chartwells, for the isolated individual. The Coordinator will also provide assistance with accessing medical care and medication.

Students, faculty, and staff will be instructed to contact the Director of Facilities on each campus with any concerns or questions about cleaning practices.

MONITORING

We will have a system in place to track health conditions on campus. Its elements are described below.

<p>Testing Responsibility</p>	<p>Our Senior Vice President and dean of the New Rochelle campus is responsible for working with the COVID Coordinator to ensure that we have a testing protocol in place and resources to provide the test.</p> <p>We have made arrangements with local health provider Montefiore New Rochelle Hospital to administer the COVID test at our expense for residential students and others who may require one. Testing will be required of dorm students and strongly encouraged from others returning to campus. Those appearing symptomatic will be required to test (<i>see Containment section</i>).</p>
<p>Testing Frequency and Protocols</p>	<p>All residential students must provide a negative COVID test prior to arrival. Move-ins will be staggered to provide for same-day testing at Montefiore New Rochelle Hospital, provided they have the expected daily capacity. Arrangements were made in advance with this provider. We are similarly making arrangements with Essen Medical to provide on-site testing for those on our Bronx campus.</p> <p>Daily health screenings will be required from all students, faculty, and staff returning to campus. Virtual information sessions will be provided to all students, faculty, and staff on the importance of the health screening process to keep our community safe and avoid the possibility of widespread transmission.</p>
<p>Early Warning Signs</p>	<p>For purposes of monitoring and intervention, we will follow the CDC's guidelines on possible symptoms of COVID.</p> <p>Students, staff, and faculty will have a shared responsibility to maintain health and wellness on campus. Training will be provided prior to the start of the Fall semester explaining the symptoms of COVID and the necessity for anyone experiencing respiratory symptoms or is otherwise feeling unwell to stay off campus. (Residential students will be directed to immediately alert their Residence Advisor or the Residence Life team.)</p>

	<p>On-campus leaders, as well as Public Safety, Residence Life staff, and Residence Advisors, will receive training on the early warning signs of possible COVID infection and ways to monitor for illness among those in their charge. An appropriate reporting system to alert campus administration to a possible case on campus and how best to isolate and aid the individual who may be sick will be shared as part of the training.</p>
<p>Tracing</p>	<p>We will implement enhanced data collection measures to ensure that there are accurate and reliable records of who is physically on campus and when. Training will be provided to all members of the College community to reinforce the importance of compliance with our contact tracing protocols.</p> <p>An app will be created to assist us with contact tracing. In the event that someone who has been to campus has a positive COVID-19 test, the data it collects will provide the names of those who may have been exposed.</p> <p>All individuals with a positive COVID-19 diagnosis are required to notify the COVID-19 Coordinator and provide as accurate a list as possible of all members of the Monroe community with whom they were in direct contact or close proximity during the preceding 14 days. Local public health authorities will be contacted so that additional, off-campus contact tracing measures may be taken.</p>
<p>Screening</p>	<p>Daily health screenings will be required from all students, faculty, and staff returning to campus. Virtual information sessions will be provided to all students, faculty, and staff on the importance of the health screening process to keep our community safe and avoid the possibility of widespread transmission.</p> <p>The DHSQ – the Daily Health Screening Questionnaire – will be a digital questionnaire to be accessed through the app now under development.</p>

Students, faculty, and staff who come to campus will be required to self-report the following:

- Whether they have been in close physical contact or proximity with anyone testing positive for COVID-19 in the last 14 days,
- Whether they have tested positive for COVID-19 themselves in the last 14 days, and
- Whether they have experienced any symptoms of COVID-19 in the last 14 days.

The results will be reviewed daily by the COVID-19 Coordinator. Only respondents who answer negative to each of the three questions will be permitted on campus. The app under development will provide a visual signal, such as a color code, that Public Safety can use to verify the person's negative responses.

External visitors to campus will remain restricted for the foreseeable future. Vendors that support College operations will be required to complete the health screening questionnaire prior to entering campus facilities. Paper copies of the DHSQ will be available at the security desk of each building.

Public Safety staff will be trained to ensure the questionnaire is filled out by each visitor and how to respond should any respondent answer "yes" to any of the three questions.

CONTAINMENT

Our protocols for responding to a suspected COVID case(s) on campus during the Fall semester are detailed below.

<p>Isolation</p>	<p>In the event of a possible COVID-19 incident on campus, we will isolate the individual and immediate area, as well as identify and alert all those who may have come in contact with the individual.</p> <p>If the person does not live on campus, he or she will be asked to immediately return home to quarantine and seek medical advice, provided they can leave campus without risk to themselves or the general public. A negative COVID test will be required prior to their return to campus.</p> <p>The COVID Coordinator will notify local and state health departments and ensure that their response protocols are followed immediately.</p>
<p>Quarantine</p>	<p>We will endeavor to provide temporary housing to those unable to travel home safely or who cannot risk exposing others at home. There is a designated space reserved for isolation purposes in one of the residence halls. Such accommodation will automatically be provided to residential students and those living outside the tri-state area.</p> <p>Arrangements will be made for food, toiletries, medicine, and other needs to be provided to all those quarantining on campus.</p> <p>In addition to our arrangement with Montefiore New Rochelle Hospital to provide testing, we have a long-standing history of utilizing its services to provide medical attention to students, faculty, and staff in need. Any member of the College community with advanced medical care needs will be transported to the hospital in the manner and mode recommended by health authorities.</p>

<p>Students Confirmed or Suspected to have COVID-19</p>	<p>Per the above, we will maintain a designated space reserved for isolation purposes among the residence halls. Such accommodation will automatically be provided to residential students and those living outside the tri-state area.</p> <p>Arrangements will be made for food, toiletries, medicine, and other needs to be provided to all those quarantining on campus. Any member of the College community with advanced medical care needs will be transported to the hospital in the manner and mode recommended by health authorities.</p>
<p>Hygiene, Cleaning & Disinfection</p>	<p>In the event of a suspected or confirmed COVID case on campus, all area(s) where the student or employee spent significant time would be vacated and locked down for at least 24 hours.</p> <p>After the lockdown, Facilities Management would clean, sanitize, and disinfect exposed surfaces in compliance with the recommendations of the CDC whenever possible.</p>
<p>Communication</p>	<p>Data from the contact tracing app, as well as the DHSQ, class rosters, attendance logs, and ID badge swipes at reception desks will be accessed to identify the names of those who may have been exposed. Those individuals will then be notified and required to quarantine for a minimum of 14 days. A negative COVID test will be required prior to their return to campus.</p>

SHUTDOWN

Monroe College has remained wholly operational since the beginning of the pandemic. Unlike many institutions that essentially put a pause on their academic instruction at the conclusion of their Spring semester and had the summer to craft their Fall semester plans. We operate on a three-semester academic calendar, and accordingly began a full 15-week semester in late April.

That works to our significant advantage. Our plan is based on lessons learned across the four months since transitioning to remote learning, teaching, and working in March.

<p>Operational Activity</p>	<p>In the unfortunate case that a widespread outbreak in the community requires us to reverse or slow our campus reopening progress, we are ready to do so.</p> <p>As stated earlier, all academic courses have been programmed for virtual learning for the entire Fall semester to ensure no academic disruption should we need all classes to transition back online. We have the requisite systems in place to fully function in the online environment.</p> <p>The extent to which a pandemic-related event triggers a partial or full closure on specific on-campus operations will be determined by guidance from local and state health authorities.</p> <p>A small group of Administrators, Public Safety, Facilities Management, and Residence Life staff will continue to work on campus throughout any shutdown to maintain essential operations and security.</p>
<p>Move-Out</p>	<p>Students wishing to vacate the dorms will be permitted to do so at staggered times. We would follow the same protocol that served our students well in mid-March. Contactless key drops and departure notifications would be set up in the lobby of each residence hall. Elevators would become single-occupant only.</p> <p>While students will likely be encouraged to vacate the dorms, an evacuation will most likely not be mandated for the same reasons explained earlier regarding our response in March. We would follow the same restrictions put in place then and likely relocate students to other dorm rooms to provide greater distancing among them.</p>

<p>Communication</p>	<p>In the event that we needed to change our on-campus operations during the Fall semester, we would repeat the communication methods used in March when we initially transitioned all learning and staff operations to the virtual environment.</p> <p>Led by the President’s Office, a series of updates and alerts would be provided on our website, as well as through emails, texts, and voice messaging. Virtual town halls may also be held if the circumstances warrant.</p>
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Conclusion

We look forward to the gradual, methodical and safe reopening of our campuses in the Bronx and New Rochelle, and await further guidance. We are confident that the plan we have presented will enable us to do so in a manner conducive to the health and wellness of our College community and in accordance with New York State guidelines.

Rest assured, maintaining the safety and wellness of our College community remains our top priority.

Contact

Please do not hesitate to contact us with any comments or questions regarding our reopening strategy and timeline.

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APPENDIX A: Core Requirements for All Individuals Returning to Campus

Core Requirements for All Individuals Returning to Campus

Any, student, staff, faculty, or visitor to our Bronx or New Rochelle campus will have to comply with strict health and wellness protocols established as part of our response to the pandemic's outbreak. These core requirements are:

- **Wear a mask or other appropriate face covering** in shared spaces and communal areas, which includes building lobbies, classrooms, offices, cafeterias, athletic facilities, libraries, computer labs, elevators, and all shared spaces in the dormitories outside of living quarters, such as laundry rooms and lounges. The College will provide free masks to all students, faculty, staff, and guests. Each building will have an ample supply at the front reception desk. Additional PPE will be provided at the College's expense to those requiring it due to their function or course of study.
- **Maintain six feet of social distancing in all shared areas** where possible, such as hallways, building lobbies, classrooms, academic resource centers, dining facilities, and offices.
- **Monitor their temperature and health regularly** at home. Those experiencing symptoms of COVID-19 or any respiratory illness must not come to campus until such symptoms are no longer present.
- **Daily health screening** through the DHSQ, the College's electronically administered Daily Health Screening Questionnaire;
- **Compliance with required processes to "check in" at specific buildings/facilities** when on on-campus to facilitate contact tracing efforts;
- **Appropriate hygiene practices**, including coughing or sneezing into the inner elbow, frequent hand-washing, and the use of hand sanitizers, which will be available at all building entrances and other heavily trafficked areas; and
- **Clean and disinfect frequently touched objects and surfaces** in their immediate workspace and **keep their personal space free of paper and materials** every night, to support cleaning and sanitization efforts.