



**DARE TO DO MORE**

**President's Cabinet Meeting  
Monday, July 12, 2021  
8:30 – 10:30 a.m.**

**Meeting Notes**

**Participants:**

Kenneth Adams, President

Paul Arcario, Provost

Shahir Erfan, Vice President of Administration and Finance

Sunil Gupta, Vice President of Adult and Continuing Education

Henry Saltiel, Vice President of Information Technology

Gail Baksh-Jarrett, Interim Associate Dean for Enrollment

Fay Butler, Interim Associate Dean for Student Success

Robert Jaffe, Senior Advisor to the President/Interim Executive Director of Marketing and Communication

Ronald Edwards, Executive Director of Human Resources / Interim Chief Diversity Officer/Affirmative Action Officer/Title IX Coordinator/504-ADA Coordinator

Cristy Bruns, Chair, College Senate

Rochell Isaac, President, Faculty Council

Laura Bartovics, Interim Executive Director of Development

Taejong Kim, Legal Counsel/Labor Relations Manager

- I. Review 7/6/21 Cabinet Meeting Notes:** Notes reviewed and no changes noted.
- II. Strategic Grantseeking:** Executive Director Bartovics and John Parssinen, Associate Director of Grants Development reviewed a Power Point (attached) describing a process to solicit Cabinet ideas on fundraising priorities to be pursued by the college in future efforts. LaGuardia's work will be supported by Hanover Research, a consulting firm that will provide support to the college's grant-seeking work. Executive Director Bartovics explained the consultant will provide a cost-effective way to build institutional capacity to secure large government and foundation grants.
- III. Enrollment**
  - a. Weekly Enrollment Update: Associate Dean Baksh-Jarrett reviewed the Weekly Enrollment Dashboard (attached). She indicated that on 8/2/21 continuing students that have not accepted their schedule will be removed from the enrollment numbers. A CUNY-generated chart (attached) was also provided to the Cabinet that showed enrollment by college and the impact on revenue. Vice President Erfan noted that the revenue declines only reflect tuition and not the per student aid provided by the state. In addition, he noted that the projected revenue decline is not annualized. President Adams pointed out that the enrollment declines are from Fall 2020 to Fall 2021 and that in Fall 2020 the CUNY colleges were impacted by the COVID-19 pandemic. Provost Arcario asked about the meeting held with Vice Chancellor Denise Maybank. It was

indicated that it was a useful meeting and Associate Deans Baksh-Jarrett and Butler are reviewing the “Strikeforce Report” for possible ideas. President Adams noted the Vice Chancellor emphasized that enrollment decisions are not a student’s alone, but often need to be validated by family members and/or community leaders. Senate Chair Bruns asked whether we have insights into the enrollment decline. Associate Dean Baksh-Jarrett addressed the economic realities of our low-income student population. Associate Dean Butler noted that community colleges have seen declining enrollment prior to the pandemic and the pandemic has only added pressure. President Adams requested we look at the re-enrollment patterns comparing full-time and part-time students. He suggested that we will need to work with Provost Arcario and Executive Director of Institutional Effectiveness Nava Lerer to examine the reasons behind the enrollment drop.

#### **IV. Fall 2021 Return to Campus**

- a. Review of Guidelines for CUNY Fall 2021 Reopening: President Adams shared a chart (attached) outlining the key issues for consideration. He noted that CUNY Executive Vice Chancellor Batista approved the President’s desire to issue a statement indicating that to enter LaGuardia’s campus any person (student, faculty, staff or visitor) must show proof of full vaccination or proof they have received a negative COVID-19 test result within 7 days of entering the campus. This will be important to ensure safety and to avoid situations where positive cases emerge on the campus, thereby leading to disruption in student learning and campus operations. President Adams discussed that unvaccinated individuals could be subject to a different set of rules regarding mask-wearing, screening procedures and social distancing than vaccinated individuals. He noted that we need to ensure unvaccinated individuals are protected from exposure and from transmitting the virus. President Adams requested Vice President Saltiel to develop mechanisms to show proof of vaccination and COVID-19 test results. Vice President Saltiel indicated he is already reviewing options, including how to address situations where individuals may not have a LaGuardia ID, such as ACE students. Provost Arcario raised the issue of social distancing when students are unvaccinated. It was clarified that all students to take an in-person or hybrid class will be required to be vaccinated. He also raised concerns about an “honor system” where unvaccinated individuals are asked to wear masks and/or practice social distancing. Associate Dean Baksh-Jarrett addressed the issue of prospective students coming to campus for testing and other purposes. She noted that communication with these students is time-sensitive and must comply with requirements being discussed. President Adams indicated that as the College is in Phase III of the Reopening Plan current protocols are in place for entry into the College. Upon approval of the College’s Reopening Plan and final recommendations by the Return to Campus Operational Task Force, the entry procedures will be revised for all visitors, including prospective students. President Adams requested that Associate Dean Butler examine the viability of offering vaccines in the College Health Center. Vice President Erfan raised the issue of needing the appropriate equipment to store the vaccine and suggested that referrals to external health providers be considered. President Adams noted that the CUNY Central Office will need to establish procedures for verification of vaccination, including for students not vaccinated in New York State. President Adams discussed whether unvaccinated individuals should receive temperature screening when seeking entry to the campus. Cabinet members expressed concern about lines delaying entry. Vice President Erfan recommended that beginning 8/2/21 the College no longer require manager approval for entry to the campus. He suggested that the Everbridge screening be maintained for the period of 8/2/21 to 9/9/21 and that after 9/9/21 no longer need for health screening. President Adams noted support for this approach and requested the Task Force consider this recommendation. President Adams also noted the question of protocols for social distancing and mask-wearing be considered by the Task Force. Vice President Erfan note the issue of enforcement will be a complex one. President Adams suggested that the College ensure prominent display of messages encouraging vaccination. Vice President Erfan noted that the College received the results of an independent review of the HVAC system in the college’s buildings. One change was noted and was completed on 7/2/21.

# **Strategic Grantseeking and an Introduction to Hanover Research**

**Laura Bartovics  
John Parssinen**



**July 12, 2021**

# Overview

- Strategic Fundraising Teams (reprise)
- Long term strategy
- Short term action
- Strategic Plan goals
- About Hanover Research
- Types of proposals supported
- LaGuardia Grants Development Staff
- Preparing for Wednesday's meeting



**FUNDING →**



# Strategic Fundraising Teams

## Community connections / over-arching activities

### Common themes:

- Information technology
- Facilities / capital construction
- Institutional Research / data
- Marketing & Communications
- External Affairs
- Diversity, equity & inclusion

### Partners/audiences:

- LIC community
- Donors
- Alumni
- Sponsors
- CUNY Central & campuses

### Connections:

- President's Cabinet
- Deans
- Administrative offices

*Members as needed, plus 1 rep. from each Team below*

## Academic success

### For example:

- Faculty PD, Teaching & Learning
- Research opportunities for faculty and students
- Transfer and articulation to 4-year
- Advising
- Tutoring
- Programs for High School students
- HSE / pre-college programs
- English language learning
- Credit for prior learning

### Members (7 min):

Grants & Development x3  
**AA x2**    SA x1    ACE x1

## Support & wrap-around services

### For example:

- Childcare
- Health & Wellness
- Food pantry
- Emergency aid
- Student Clubs
- Honors program
- ASAP
- Scholarships (credit)
- President's Society & PS Environment

### Members (7 min):

Grants & Development x3  
**SA x2**    ACE x1    AA x1

## Workforce development

### For example:

- Micro-credentials
- Industry-based trainings
- Incumbent worker training
- Programs for small business
- Internships
- On-campus employment
- Employer engagement
- Career services
- Scholarships (ACE)
- Engagement / enrichment

### Members (7 min):

Grants & Development x3  
**ACE x2**    AA x1    SA x1

# Strategic Grantseeking

## Long term strategy

- To further President's priority to increase **strategic fundraising**
- And advance the **College's Strategic Plan** goals by securing **new government and foundation grants** targeted to support **institutional and cross-divisional** programs and activities
- By **establishing a structure** for college leadership to continually assess needs and pursue new institutional grant opportunities through **Strategic Fundraising Teams** with cross-divisional representation
- And working across the college, with support from the LaGuardia grants team and grant consultants from Hanover Research, to **submit more winning proposals**
- While coordinating fundraising activities with the LaGuardia Foundation and the **\$10 Million LaGuardia Challenge**



# Strategic Grantseeking

## Short term action

- This Wednesday (7/14): One-hour introductory meeting and grantseeking brainstorm with President's Cabinet and Hanover Research representatives
- By Thursday (7/29): Follow-up survey and/or 30-minute interview with Hanover for each Cabinet member (+3)
- Around late August: Hanover submits a grantseeking strategy memo summarizing institutional strengths, grantseeking needs and **key funding opportunities to pursue in FY22**
- Fall/Spring/Ongoing: Organize Strategic Fundraising Teams around these key funding priorities and work with Hanover to prepare winning proposals
- Year-round: Support successful program implementation and evaluation by strengthening the college's administrative infrastructure and encouraging innovation and collaboration

# LaGuardia Community College Strategic Plan Goals

1. Build Student **Access** and **Success**
2. Strengthen **Learning** for Students – and for Faculty, Staff and the **College**
3. Enrich the **Student Experience**
4. Build **Inclusive Community** to Achieve the College Mission
5. Advance **Career** and **Workforce** Development



Community College



# About Hanover Research

An established grant seeking firm that offers comprehensive grant proposal submission services, including:

- Developing organizational capacity to pursue/win grant funding
- Identifying and evaluation grant opportunities
- Assessing and developing competitive project concepts
- Supporting member-led grant proposal projects by providing review and revision services
- Leading programmatic grant proposals, in close coordination with member teams, crafting narrative drafts over a defined timeline towards a polished submission



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***“Clients have secured over \$600 million in grant funding with Hanover's support since 2012”***

# Types of Proposals

**... that may be a good fit  
for support from Hanover**

- Larger budget proposals to government and private funders
- Institutional projects that support cross-divisional efforts
- Projects that involve significant input from Deans & VPs
- Institutional needs tied to the College's Strategic Plan that lack sufficient funding

**... for continued support  
from the grants team**

- Smaller budget proposals to government and private funders
- Small-scale projects at the individual program or faculty level
- Internal CUNY funding proposals such as PSC Research Awards
- All proposals with institutional support to move forward to submission

# LaGuardia Grants Development contacts and Strategic Fundraising Teams (SFT) leads

**Carrie Fox**, Foundation-sponsored Grants Director

- Academic Success SFT
- Academic Affairs-led proposals
- Foundation funding opportunities
- Links with LaGuardia Foundation & LaGuardia Challenge

**John Parssinen**, Associate Director for Grants Development

- Workforce SFT
- ACE-led proposals
- Government funding opportunities
- Links with Middle States & Strategic Plan

**Candace Sheppard**, Grant Manager and Writer

- Student Support & Wrap-around Services SFT
- Student Affairs-led proposals
- Internal CUNY funding opportunities



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# Preparing for Wednesday's Meeting

By tomorrow (Tuesday, 7/13) at 3pm, please

- Think about the College's most important needs/opportunities for external grant funding
- Draft 3 bullets (no more than 2 sentences each) to describe 3 top priorities for external grant funding
- Send your 3 bullets to John Parssinen at [jparssinen@lagcc.cuny.edu](mailto:jparssinen@lagcc.cuny.edu)

We will review these replies to identify common themes to guide our brainstorming meeting on Wednesday.

Looking forward to seeing you on Wednesday @ 2:00!



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LaGuardia Community College  
 Weekly Enrollment Dashboard  
 7/8/2021  
 Prepared by: Jeffrey Weintraub

**Fall 2021 Weekly Enrollment Dashboard**

							Average CC Snapshot
	Fall 2021 snapshot	Fall 2020 snapshot	Fa21- Fa20	% change	Budget Targets	Fa21 as % of Target (CN excluded)	Fa21-Fa20 % change
	7/8/2021	7/8/2020					
<b>THC</b>							
Freshmen	1,334	2,034	-700	-34.4%	3,150	42.3%	-22.6%
Transfers	276	307	-31	-10.1%	1,850	14.9%	13.0%
Continuing	6,013	7,390	-1,377	-18.6%	10,958	54.9%	-22.2%
<i>**Re-Admit(Included in Continuing)</i>	138	154	-16	-10.4%			
Non-degree	519	445	74	16.6%	1,100	47.2%	-27.4%
College Now	0	0	0				
<b>*Total LAGCC</b>	<b>8,142</b>	<b>10,176</b>	<b>-2,034</b>	<b>-20.0%</b>	<b>17,058</b>	<b>47.7%</b>	
<b>Total CUNY w/CN</b>	<b>8,142</b>	<b>10,176</b>	<b>-2,034</b>	<b>-20.0%</b>			<b>-21.5%</b>
<b>FTEs</b>							
Freshmen	1,448	2,065	-617	-29.9%	3,076	47.1%	
Transfers	244	262	-18	-6.9%	1,585	15.4%	
Continuing	4,536	5,715	-1,179	-20.6%	8,876	51.1%	
<i>**Re-Admit(Included in Continuing)</i>	102	121	-19	-15.7%			
Non-degree	305	261	44	16.9%	622	49.0%	
College Now	0	0	0				
<b>Total</b>	<b>6,533</b>	<b>8,303</b>	<b>-1,789</b>	<b>-21.5%</b>	<b>14,160</b>	<b>46.1%</b>	

\*College Now is not included in the totals

\*\*Re-Admits are shown separately for comparison purposes. Re-Admits are included in the Continuing Student count for CUNY comparison

Continuing Students consist of Continuing and Readmits

THC is the unduplicated count of Session 1 and Session 2 students



**FTEs are the sum of Session 1 and Session 2**

**Non-degree CUNY comparison (cell H17) includes both Non-degree and College Now**

**CUNY Data:**

**Term: Fall 2021 Current Term Run Date: 7/7/2021 Prior Term Run Date: 7/8/2020**

LaGuardia Community College  
 Weekly Enrollment Dashboard  
 7/8/2021  
 Prepared by: Jeffrey Weintraub

**Spring 2021 Weekly Enrollment Dashboard**

	Spring 2021 snapshot 7/8/2021	Spring 2020 snapshot 7/8/2020	Sp21- Sp20	% change	Budget Targets	Sp21 as % of Target (CN excluded)	Average CC Snapshot Sp21-Sp20 % change
<b>THC</b>							
Freshmen	730	1,023	-293	-28.6%	1,317	55.4%	-15.9%
Transfers	887	1,151	-264	-22.9%	1,444	61.4%	-13.8%
Continuing	9,605	10,701	-1,096	-10.2%	12,628	76.1%	-12.2%
<i>**Re-Admit(Included in Continuing)</i>	501	422	79	18.7%			
Non-degree	897	1,068	-171	-16.0%	1,505	59.6%	-4.1%
College Now	2,718	2,708	10				
<b>*Total LAGCC</b>	<b>12,119</b>	<b>13,943</b>	<b>-1,824</b>	<b>-13.1%</b>	<b>16,894</b>	<b>71.7%</b>	
<b>Total CUNY w/CN</b>	<b>14,837</b>	<b>16,651</b>	<b>-1,814</b>	<b>-10.9%</b>			<b>-11.4%</b>
<b>FTEs</b>							
Freshmen	712	983	-271	-27.6%	1,164	61.2%	
Transfers	711	962	-251	-26.1%	1,366	52.0%	
Continuing	7,605	8,680	-1,075	-12.4%	10,291	73.9%	
<i>**Re-Admit(Included in Continuing)</i>	360	272	88	32.4%			
Non-degree	457	503	-46	-9.1%	762	60.0%	
College Now	539	566	-27				
<b>Total</b>	<b>10,024</b>	<b>11,694</b>	<b>-1,582</b>	<b>-13.5%</b>	<b>13,584</b>	<b>69.8%</b>	

\*College Now is not included in the totals

\*\*Re-Admits are shown separately for comparison purposes. Re-Admits are included in the Continuing Student count for CUNY comparison

Continuing Students consist of Continuing and Readmits

THC is the unduplicated count of Session 1 and Session 2 students

**FTEs are the sum of Session 1 and Session 2**

**Non-degree CUNY comparison (cell H17) includes both Non-degree and College Now**

**CUNY Data:**

**Term: Spring 2021 Current Term Run Date: 7/7/2021 Prior Term Run Date: 7/8/2020**



## Guidelines for CUNY Fall 2021 Reopening Where Not Everyone is Fully Vaccinated

July 1, 2021

For Fall 2021 CUNY will have a mixed population of students, staff and faculty that are fully vaccinated and not fully vaccinated. This situation requires decision making to protect the people who are not fully vaccinated. The [CDC guidance](#) identifies four factors that inform the optimal implementation of layered prevention strategies.

1. The level of community transmission of COVID-19
  - a. The current level of community transmission of COVID-19 is the lowest it has been since the beginning of the pandemic and is New York State has the lowest test positivity rate in the country.
2. COVID-19 vaccination coverage, including among students, faculty, and staff
  - a. New York has reached a threshold where 70% of the eligible population has received at least one dose of the It can be expected that the CUNY population will exceed 70% vaccination rates by Fall 2021. This expectation is predicated on the fact that vaccinations will be mandatory for students returning to in-person learning, and while staff and faculty will not be required to be vaccinated, their demographics and education levels would indicate a higher uptake of vaccinations compared to the general population.
3. Implementation of a robust, frequent SARS-CoV-2 screening testing program with high participation from the unvaccinated campus population
  - a. CUNY will implement an asymptomatic, surveillance screening testing program for unvaccinated populations.
4. Any local COVID-19 outbreaks or increasing trends
  - a. Due to high vaccination rates and low levels of community spread, the risk of a localized outbreak is extremely low.

Considering all of these factors together, CUNY is in a particularly low-risk environment for reopening for the Fall 2021 semester, which has informed CUNY's approach to the following layered implementation strategies.

## Recommended Prevention Strategies that Reduce Spread

CDC recommends the removal of constraints for vaccinated individuals, and continues to recommend constraints for unvaccinated individuals. Students who plan to return to campus in the fall will be required to be vaccinated, pending full FDA approval of the vaccines. Participation in on-campus activities will require either proof of vaccination or participation in a weekly testing protocol, with no positive results. CUNY is developing a mechanism for monitoring on-going compliance. The CDC recommends a mix of the following prevention strategies to reduce spread and protect unvaccinated populations on campuses. Based on the factors above, which indicate a low-risk spread of disease for the CUNY community, CUNY will rely on a less stringent implementation of these prevention strategies as described below.

### Offering and promoting vaccination

CUNY has and will continue to strongly promote the vaccine. Campuses will continue to promote the University's #VaxUpCUNY campaign, a multifaceted, multimedia campaign to encourage CUNY students, alumni, faculty and staff to get their COVID-19 vaccination as soon as they become eligible. The campaign is a critical strategy for easing anxiety for those that may be hesitant to vaccinations.

### Masks

- **Indoors:** People who are not fully vaccinated and those who might need to take extra precautions must wear a mask indoors at all Unvaccinated members of the CUNY community (students, staff, faculty, visitors, etc.) will be asked to observe the honor system in complying with this requirement.
  - Acceptable face coverings are required for all unvaccinated individuals who are over the age of two and able to medically tolerate such coverings.
  - Acceptable face coverings for COVID-19 prevention include but are not limited to cloth-based face coverings (e.g. homemade sewn, quick cut, bandana), surgical masks, N95 respirators, and face shields that cover both the mouth and nose.
  - However, cloth, disposable, or other homemade face coverings are not acceptable for workplace activities that typically require a higher degree of personal protective equipment (PPE) due to the nature of the For those activities, N95 respirators or other PPE used under existing industry standards must continue to be used, as is defined in accordance with OSHA guidelines.
  - This provision should not be construed to require physical distancing among roommates or require face coverings to be worn while inside an individual's residence. For the purposes of this guidance, students who share the same



residence (i.e., dormitory room) should be considered members of the same household.

- Campuses will have an adequate supply of face coverings, masks and other required PPE on hand should an employee need a replacement.
- Campuses must allow individuals to use their own acceptable face coverings but cannot require employees to supply their own face. Further, this guidance shall not prevent employees from wearing their personally owned protective coverings as long as they abide by the minimum standards of protection for the specific activity. The campus may require employees to wear more protective PPE due to the nature of their work. Employers must comply with all applicable OSHA standards.
- Campuses must train employees on how to adequately put on, take off, clean (as applicable), and discard PPE, including but not limited to, appropriate face coverings. Such training should be extended to contractors if campus will be supplying the contractors with PPE. See CDC [guidance](#) for information. CDC videos such as the following can be used for such training purposes: [Instructions on donning appropriate PPE](#).
- The NYC Department of Health has issued updated guidance on face coverings which recommend that people over the age of two-years-old wear snug fitting masks with two or three layers of material to better prevent unfiltered air from passing through; or wear two masks, with a cloth face covering over a disposable. The guidance also suggests higher grade masks, like KN95s, for people at greater risk (see: <https://www1.nyc.gov/assets/doh/downloads/pdf/imm/covid-19-face-covering-faq.pdf>).
- **Outdoors:** In general, people do not need to wear masks when. However, particularly in areas of substantial to high transmission, CDC recommends that people who are not fully vaccinated wear a mask in crowded outdoor settings or during activities that involve sustained close contact with other people who are not fully vaccinated. In those situations, unvaccinated members of the community should follow the mask requirements outlined above.

### Physical Distancing

Physical distancing means keeping space of at least 6 feet (about 2 arm lengths) between people who are not from your household in both indoor and outdoor spaces.

For the vast majority of students who are expected to be vaccinated by Fall 2021, physical distancing will not be a required safety measure for classroom and educational settings. People who are not fully vaccinated should continue to practice physical distancing.

Per NYS guidelines, in situations or settings of more than 5,000 participants with guests of unknown, or mixed vaccination status, the state's COVID-19 restrictions remain in effect. CUNY campuses can choose whether to keep physical distancing measures in place or operate separate areas for vaccinated and unvaccinated individuals. In other campus events with less than 5,000 participants but still with a significant number of guests of unknown or mixed vaccination status, the campus can decide whether to require social distancing, or other protocols, for unvaccinated individuals.

## Hand Hygiene and Respiratory Etiquette

CUNY will continue to facilitate health-promoting behaviors such as hand washing and respiratory hygiene/cough etiquette to reduce the spread of infectious illnesses including COVID-19. Provide frequent reminders of proper hand hygiene (verbally, posters, videos) with hand sanitizer widely available in common areas and rooms. Campuses should maintain hand hygiene stations around the institution, as follows:

- For handwashing: soap, running warm water, disposable paper towels, and a lined garbage can.
- For hand sanitizing: an alcohol-based hand sanitizer containing at least 60% alcohol for areas where handwashing facilities may not be available or practical.
- Make hand sanitizer available throughout common It will be placed in convenient locations, such as at building entrances, and exits. Touch-free hand sanitizer dispensers should be installed where possible.
  - Campuses should remind individuals that alcohol-based hand sanitizers can be flammable and may not be suitable for certain areas of a campus
- Campuses should place signage near hand sanitizer stations indicating that visibly soiled hands should be washed with soap and water; hand sanitizer is not effective on visibly soiled hands.
- Campuses will recommend and reinforce [handwashing](#) with soap and water for at least 20 seconds.
- Campuses will place receptacles around the institution for disposal of soiled items, including paper towels and and PPE.
- Campuses will consider providing disposable wipes to staff and faculty so that commonly used surfaces (e.g., keyboards, desks, remote controls) can be wiped down before and after use.

## Housing and Communal Spaces

Given that vaccines will be mandatory for students living in campus housing, housing and dorms will resume normal operations with 100% of occupants fully vaccinated. Unvaccinated students may not live in campus housing.

## Contact Tracing

CUNY will continue to aid in the identification of exposures, and notify close contacts, as appropriate, of exposure as soon as possible after being notified that someone in the campus has tested positive or been diagnosed with COVID-19. Guidelines for contact tracing apply:

- If a worker or visitor was in close or proximate contact with others at a location and tests positive for COVID, immediately notify and cooperate with New York State and City health departments with contact tracing efforts, including notification of potential contacts, such as workers, visitors and/or customers (if known) who had close or proximate contact with the individual, while maintaining confidentiality required.
- In the case of an individual testing positive, campuses must develop plans with local health departments to trace all contacts of the individual in accordance with protocols, training, and tools provided through the New York State Contact Tracing Confidentiality must be maintained as required by federal and state law and regulations. Campuses must cooperate with state and local health department contact tracing, isolation, and quarantine efforts.
  - Campuses should partner with local health departments to train staff and students to undertake contact tracing efforts for on-campus populations.
- State and Local health departments will implement monitoring and movement restrictions of infected or exposed persons.
- Campuses must ensure that reporting plans are in place for individuals who are alerted that they have come into close or proximate contact with a person with COVID-19, and have been alerted to such exposure via tracing, tracking or other The CDC-issued guidance on how to manage reporting can be found here: <https://www.cdc.gov/coronavirus/2019-ncov/php/contact-tracing/contact-tracing-plan/data-management.html>
- Through the New York State Contact Tracing Program, inform those who have had [close contact](#) with a person diagnosed with COVID-19 to stay home or in their living quarters and [self-monitor for symptoms](#), and follow [CDC guidance](#) if symptoms develop. Vaccinated individuals do not have to self-quarantine.
  - Through the New York State Contact Tracing Program, contact will be made with the individual to identify all members of the community who were in close contact during the time that the individual would have been The NYS 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

(see: [https://coronavirus.health.ny.gov/system/files/documents/2020/06/doh\\_covid19\\_publicpriv\\_atemployeereturntowork\\_053120.pdf](https://coronavirus.health.ny.gov/system/files/documents/2020/06/doh_covid19_publicpriv_atemployeereturntowork_053120.pdf)).

- Through the New York State Contact Tracing Program, outreach to all close contacts will be made; unvaccinated individuals will be notified that they are required to self-quarantine.

## Isolation and Quarantine

CUNY will continue to require that unvaccinated individuals enter quarantine in the event of possible exposure, and isolation should be required for all individuals when diagnosed with COVID-19. Unless showing symptoms of COVID-19, vaccinated individuals do not need to quarantine in the event of possible exposure to someone who has a suspected or confirmed case of COVID-19.

### Quarantine Guidelines for Dormitories:

- In consultation with the local health department, campuses with dormitories must identify where students who are infected with COVID-19 will be residing and how daily needs, such as food and medication, will be met if it becomes necessary to have a period of isolation or Recommended facilities include, but are not limited to:
  - Sections of residence halls with private bathrooms, if possible, should be reserved to be used solely for the purpose of isolating or quarantining individuals living on-campus who have, who are suspected to have COVID19;
  - Nearby hotels that are arranged to accommodate individuals who have, or are suspected to have COVID-19; and/or
  - Individual homes, as long as the student is able to safely travel home (e.g. not using mass transit) and their home is safe for them to isolate away from other individuals.
- Physical Preparation:
  - The isolation and quarantine rooms should be physically separated from other residential student rooms.
  - The rooms should have private/separate bathroom facilities and be stocked with a thermometer, sanitizing wipes, tissues, soap, hand sanitizer, and toiletries.
  - Spaces should be labeled externally with appropriate signage that states restricted access (e.g., “Private Quarters” or “Authorized Personnel Only”) but does not state the reason for the restricted access due to concerns about potential for stigma and FERPA/HIPAA Any signage decisions should be reviewed with the campus or University general counsel.

- Adequate numbers of rooms should be pre-identified to accommodate an increase in CDC may later provide guidance on adequate numbers of rooms.
- Operational Preparation:
  - If a residential student contracts COVID-19, campuses must proactively identify appropriate residential spaces and reserve those spaces in the event of needed isolation or quarantine of a student(s).
  - Campus leaders will consult with CUNY Central and health officials to run scenarios on transmission and ensure enough space is set aside to isolate all cases and suspected cases in an aggressive transmission scenario.
  - A protocol should be made available to all individuals involved in the management of isolation spaces and its procedures.
  - Minimally, a select group of individuals within housing/residence life, campus safety, and facilities should be aware of the rooms used for isolation.
  - Student health services staff should remotely monitor students on a daily basis (temperature checks and symptom screening) and transfer to an on- or off- campus site for a clinical evaluation if symptoms advance or the patient requests.
  - For students on the campus meal plan, dining services should arrange food delivery in collaboration with housing/residence life Student affairs or campus life, in collaboration with housing/residence life staff, could arrange for the purchase of a campus meal plan or coordinate meal delivery for those students who have not purchased the campus meal plan.
  - Transportation should be made available to and from the location if medical care is needed.
- For residential campuses, case management of all persons with COVID-19 symptoms and/or diagnosis and all persons under quarantine, must include placement in isolation/quarantine housing for 10 days, psychological support, support for basic needs, and ongoing monitoring while isolated.
- Employees can return to work after 10 days with a negative test result or, if a negative result cannot be achieved, then appropriate medical clearance to return to work. This documentation must be dated no earlier than 3 days prior to the anticipated return to work date. This requirement applies to all quarantines including symptoms, positive test and exposure.

### Metrics and Early Warning:



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

## Testing

CUNY will implement surveillance testing for unvaccinated individuals, who will be required to submit a test every 7 days. Continued access to on-campus activities will be contingent on regular submission of a negative test.

- Surveillance testing is intended to identify infected people who are Surveillance helps to identify unknown cases so that measures can be taken to prevent further transmission.
- Fully vaccinated people with no COVID-19-like symptoms and no known exposure will be exempted from routine screening testing programs.

In the fall, vaccination becomes a requirement for students pending full-approval of the vaccines by the FDA. Those who are not fully vaccinated or who do not disclose their vaccination status will be required to submit a weekly COVID-19 surveillance test and wear face coverings, and may possibly need to adhere to additional requirements aimed at keeping the CUNY community safe. Regular testing will not be required for those who are fully vaccinated.

Additional information on a CUNY-wide surveillance testing protocol for faculty, staff and students without a confirmed vaccination status will be available on CUNY's COVID website shortly.

## Symptom Screening

Based on CDC guidance, CUNY will stop entry screening (Everbridge self-reporting) and rely on individuals to stay home when they are sick.

## General Guidelines for Healthy Facilities

CUNY will maintain many approaches adopted during the pandemic to limit the spread of communicable disease. These include: regular and enhanced cleaning, safe disinfection, improved ventilation and maintaining healthy facilities.

## Cleaning and Disinfection

- Campuses must ensure adherence to hygiene and cleaning and disinfection requirements as advised by the CDC and NYSDOH, including "[Guidance for Cleaning and Disinfection of Public and Private Facilities for COVID-19](#)," and the "[STOP THE SPREAD](#)" poster, as applicable. Campuses must maintain logs that include the date, time, and scope of cleaning and disinfection. Campuses must identify cleaning and disinfection frequency for each facility type and assign responsibility.

- The head of campus facilities (or position designated by the Coronavirus Campus Coordinator) will establish the log, perhaps online, with the required information and instruct housekeeping staff to complete an entry after each cleaning and disinfection activity. The head of campus facilities will determine cleaning regimens for specific spaces and to establish a frequency schedule for each facility type and the housekeeping team assigned to the The head of campus facilities will report to the Coronavirus Campus Coordinator regularly on the status of the cleaning regimen and the log.
- Campuses may choose to provide appropriate cleaning and disinfection supplies for shared and frequently touched surfaces for employees and encourage their employees (or cleaning staffs) to use these supplies following manufacturer's instructions for use before and after use of these surfaces, followed by hand Campuses may provide such supplies for others.
  - To reduce the number of high-touch surfaces, campuses should install touch-free amenities such as water fountains, trashcans, and paper towel If installing touch-free amenities is not feasible, campuses will at a minimum, make hand sanitizer available near high touch surfaces (e.g. trash receptacles, paper towel dispensers).
  - Occupants of the campus will be vested with the responsibility for cleaning their own work areas. Campuses will provide workspaces with single use disinfecting wipes and/or multi- surface spray cleaners to support self-servicing of touch For college-owned vehicles, drivers should clean and disinfect high touch points on and in vehicles before and after each use. Disinfecting supplies will be stored in each vehicle.
- Campuses must conduct regular cleaning and disinfection of the facilities and more frequent cleaning and disinfection for high risk areas used by many individuals and for frequently touched surfaces. Cleaning and disinfection must be rigorous and ongoing and will occur at least daily, or more frequently as needed. Please refer to NYSDOH's "[Interim Guidance for Cleaning and Disinfection of Public and Private Facilities for COVID-19](#)" for detailed instructions on how to clean and disinfect facilities.
- Ensure that materials and tools used by employees are regularly cleaned and disinfected using registered Refer to the Department of Environmental Conservation (DEC) list of products registered in New York State and identified by the EPA as effective against COVID-19. If cleaning or disinfecting products or the act of cleaning and disinfecting causes safety hazards or degrades the material or

machinery, campuses must put in place hand hygiene stations between use and/or supply disposable gloves and/or limitations on the number of employees using such machinery.

- Campuses must ensure regular cleaning and disinfection of restrooms. Restrooms will be cleaned and disinfected more often depending on frequency of use.
- Campuses are expected to follow CDC guidelines on “[Cleaning and Disinfecting Your Facility](#)” if someone is suspected or confirmed to have COVID-19:
  - Campuses do not necessarily need to close operations, if they can close off the affected areas.
  - Close off areas used by the person who is sick, suspected or confirmed to have COVID- 19.
  - Open outside doors and windows to increase air circulation in the area.
  - Wait 24 hours before you clean and If 24 hours is not feasible, wait as long as possible.
  - Clean and disinfect all areas used by the person suspected or confirmed to have COVID- 19 who is sick, such as offices, classrooms, bathrooms, and common areas.
  - Once the area has been appropriately cleaned and disinfected, it can be reopened for for use.
  - Individuals without close or proximate contact with the person suspected or confirmed to have COVID-19 can return to the work in the area or resume on-campus activities immediately after cleaning and disinfection.
  - If more than seven days have passed since the person who is suspected or confirmed to have COVID-19 visited or used the facility, additional cleaning and disinfection is not necessary, but routine cleaning and disinfection will continue.
  - Campuses must provide for the cleaning and disinfection of exposed areas in the event an individual is confirmed to have COVID-19, with such cleaning and disinfection to include, at a minimum, all heavy transit areas and high-touch surfaces (e.g., elevators, lobbies, building entrances, badge scanners, restrooms, handrails, door handles).
- Refer to NYSDOH’s “[Interim Guidance for Public and Private Employees Returning to Work Following COVID-19 Infection or Exposure](#)” for information on “close and proximate” contacts.

- If a worker or visitor was in close or proximate contact with others at the location and tests positive for COVID, immediately notify and cooperate with New York State and City health departments with contact tracing efforts, including notification of potential contacts, such as workers, visitors and/or customers (if known) who had close or proximate contact with the individual, while maintaining confidentiality required.
- Campuses should avoid use of furniture that is not easily cleaned and disinfected (e.g., cloth fabric sofas)
- Whenever possible, campuses will increase ventilation of outdoor air (e.g., opening windows and doors) while maintaining safety precautions.
  - Patios or outdoor spaces that allow for open air meetings could serve as a substitute for indoor meeting spaces, weather permitting.

### Additional guidance on ventilation and HVAC systems:

- Where possible, campuses will ensure there is an adequate flow of fresh air to workspaces and optimize the ventilation system Some ways to do this are:
  - Maximize fresh air through your ventilation system.
  - Ensure restrooms are under negative pressure.
  - Ensure that the proper filtration is being used for not only normal office use but also what is recommended to control COVID-19 transmission.
  - Clean and disinfect all HVAC intakes and returns Consider seeking an HVAC professional and see American Society of Heating, Refrigerating and Air-Conditioning Engineers (ASHRAE) updates for more information.
  - Upgrade ventilation per OSHA guidance to remove aerial antigens.
- If fans such as pedestal, desk or hard mounted fans are used, take steps to minimize air from fans blowing from one person directly to NOTE: A desk fan is capable of creating an airflow that can still have an effect on smaller droplets. While the droplets might not spread as far via a desk fan, depending on the office configuration and fan direction, they can still spread to nearby individuals.
  - If fans are disabled or removed, employers should remain aware of, and take steps to prevent, heat hazards.
- Consider maintaining HVAC system operation for maximum space occupancy to allow for maximum fresh air supply, regardless of reduced occupancy within the space.

