

ASRC COVID-19 Public Health and Safety Policies

Introduction

The SARS-CoV-2 pandemic has altered our lives, including how we at the ASRC work together to continue to pursue our vision of improving human, societal, and environmental well-being through interdisciplinary research and education, in close partnership with the CUNY community. Throughout the pandemic, our faculty, staff and students have worked every day to support each other and the greater CUNY and New York City communities to tackle the evolving challenges emerging. We thank our exceptional essential personnel, who have kept the facility safe throughout these exceptional times, and who we will continue to do all we can to keep healthy and safe.

The ASRC now has a mixed population of students, staff, faculty, and visitors that are either fully vaccinated, up-to-date with vaccinations, or not fully vaccinated. Although vaccinations have increased, new variants pose a risk for future spikes that will be particularly problematic for unvaccinated individuals, including children, as well as those with weakened immune systems, regardless of their vaccination status. Our policies are developed to protect all within the community including the most vulnerable, and follow CDC guidance that identifies four factors that inform optimal implementation of layered prevention strategies:

- The level of community transmission of COVID-19;
- COVID-19 vaccination coverage, including among students, faculty, and staff;
- Implementation of a robust, frequent SARS-CoV-2 screening testing program with high participation from the unvaccinated campus population; and
- Any local COVID-19 outbreaks or increasing trends.

ASRC continues to consider all of these factors to inform and update, when needed, the University's approach to the following layered implementation strategies. We, therefore, will continue to assert policies that promote and protect the health and safety of everyone at the ASRC and are responsive to public health metrics, published by both New York State (<https://forward.ny.gov/covid-19-regional-metrics-dashboard>) and <https://covid19tracker.health.ny.gov/views/NYS-COVID19-Tracker/NYSDOHCOVID-19Tracker-TableView?%3Aembed=yes&%3Atoolbar=no&%3Atabs=n>) and New York City (<https://www1.nyc.gov/site/doh/covid/covid-19-data-vaccines.page>) and scientific knowledge of the virus.

As a publicly supported, university-based, scientific research institution, we have established policies and guidelines for our faculty, students, staff, and core facility users that are focused on:

- Prioritizing everyone's health and safety and implementing multiple approaches to minimize the risk of infection for all those working at the ASRC,
- Monitoring and responding to local health metrics to inform decisions to increase or decrease research and education activity and occupancy,
- Being equitable, fair, and transparent with our policies, guidelines, and decisions,
- Supporting first responders, contact tracers, and our local community in containing outbreaks.

Our policies seek to keep the ASRC, CCNY, CUNY and our local community safe and comply with federal, state, city, and CUNY policies and regulations.

If there is reason to suspect increased risk to community safety or health, the ASRC will make localized adjustments to reduce risk. The ASRC reserves the right to modify this plan based on emerging medical standards or changes to CUNY, city, state, or federal policies and regulations. Updates will be communicated regularly with our community via email and published on our websites to keep everyone informed. We will also provide multiple pathways to report unsafe working conditions on environment through our [anonymous reporting tool](#), or by emailing Meghan Hughes (mhughes1@gc.cuny.edu).

We continue to encourage all eligible faculty, staff, students and visitors to get vaccinated against COVID-19 as the best way to protect our community and reduce risk.

COVID-19 Public Health and Safety Policies

COMING TO CAMPUS

Obtain your Cleared4 Access Pass

All persons coming on site must be either fully vaccinated OR have obtained a negative COVID-19 PCR test within the last 7 days, this is inclusive of all guests, visitors, service engineers, or contractors. Note: Vaccine mandates are in place for some populations of our community. Please see our [Vaccine Requirements](#) section to confirm if you fall into any of these populations and confirm you have the correct vaccine status before coming to campus. Some exceptions are in place for some visitors including minors under the age of 5 and short visits (>30mins) where no close contact is required. Please see our [Visitor Policies](#) for details.

Verification of your vaccine or negative test result must be through CUNY's Cleared4 application.

- **Students and CUNY staff** must:
 - Upload their vaccine records to CUNYfirst if vaccinated, OR
 - Enroll and participate in Cleared4 surveillance testing program if unvaccinated. All tests must be taken at a [CUNY SafeCircle testing site](#).
- **RF employees** must:
 - Upload your vaccine records to your [RFCUNY portal](#), OR
 - Enroll and participate in Cleared4 surveillance testing program, if unvaccinated. All tests must be taken at a [CUNY SafeCircle testing site](#).
- **Guests** must:
 - Create a Cleared4 profile and upload your vaccination records, OR
 - Create a Cleared4 profile and upload your negative COVID-19 PCR test result from a 3rd party provider. Guests are not able to use CUNY SafeCircle testing sites for this purpose.
 - Please see [Visitor Policy](#) and exceptions.

If you meet the requirements for vaccination, or you have obtained a negative test, the Cleared4 application will provide you with a pass to enter campus.

All CUNY staff, students, and RF employees must also participate in CUNY's **random testing program** to retain access to CUNY campus. If you are selected:

- You will be notified by email to the address registered in your CUNYfirst account.
- You must use a [CUNY SafeCircle test site](#) to obtain your result within 7 days (or another time period specified).
- Results from 3rd party providers are not accepted as participation, regardless of result.
- If any person selected for random testing does not test within the specified timeline, the Cleared4 access pass will be removed, and the person will be prohibited from coming to campus until they have participated.
- Deferring tests are allowed in the following circumstances:
 - If a person has received a positive COVID-19 result within the last 90 days
 - If you are not coming to campus in the near future.

Please contact your [Location Vaccine Authority](#) for confirmation and/or test deferral if you meet any of the circumstances.

Any positive COVID-19 test obtained through the Cleared4/SafeCircle program will result in the removal of your Cleared4 access pass. Please see sections [When to Stay Home](#) and [Return to Work Guidance](#) for further information.

Vaccine Requirements

We encourage all of our community to stay up-to date with vaccinations. The following vaccine mandates are currently in place:

1. Students

- All students, participating in hybrid or in-person classes, are required to be fully vaccinated (14 days following completion of primary vaccine series) to remain enrolled in courses at CUNY.
- Vaccine verification should be uploaded to your CUNYfirst account prior to the beginning of semester.
- Students may apply for medical exemption or religious exception from the mandate. Please apply with your [campus LVA](#).

2. Faculty, instructional, and non-teaching instructional staff - Professional Staff Congress (PSC) Covered Union titles

- Are required to be fully vaccinated and have verification documentation uploaded to CUNYfirst by May 27th 2022.
- Covered staff may apply for medical exemption or religious exception from the mandate. Please contact your HR office for process and application.

3. Executive Compensation Plan (ECP) employees

- Are required to be fully vaccinated and have verification documentation uploaded to CUNYfirst by May 27th 2022.
- Covered staff may apply for medical exemption or religious exception from the mandate. Please contact your HR office for process and application.

4. Research Foundation of CUNY (RF) employees

- Are required to be fully vaccinated and have verification documentation uploaded to CUNYfirst by May 27th 2022.
- Covered staff may apply for medical exemption or religious exception from the mandate. Please contact your HR office for process and application.

For all other personnel and visitors, the ASRC encourage everyone to get vaccinated and stay [up-to-date](#) with vaccinations, if eligible.

When to Stay Home

You must not come to campus at any time if you are:

- Experiencing any [symptoms](#), including mild symptoms, of COVID-19.
- You have tested positive for COVID-19 within the last 5 days, and have not met criteria for [return to work](#).

You must follow the guidelines for [returning to work](#) if you meet any of these criteria.

You should also report your circumstances to the ASRC administration by using our [COVID-19 reporting](#) tool. ASRC administration will provide clarity on policy, and if needed, make best effort to complete contact tracing with the information provided to all students, staff, researchers, and visitors. See section on [Contact Tracing](#) for further information.

ON-SITE REQUIREMENTS, SAFETY, AND ACTIVITIES

Entry Requirements

All persons must enter through the main entrance through the plaza and show their Cleared4 access pass to the stationed public safety officer.

For access to be permitted, all people entering must meet one of the following requirements:

1. Have a Cleared4 access pass and a valid ASRC ID card.
2. Have a Cleared4 access pass and a valid CUNY ID card (all other college ID's are accepted).
3. Have a Cleared4 access pass and be on the visitors list.

For addition to the visitors list, please see section on [Visitors](#).

Mask Requirements

Masks are no longer mandated at the ASRC, unless:

1. You have recently positive for COVID-19 (see section [Return to Work](#) for specific instances where masks are mandated relating to COVID)
2. If you have been exposed to a person with COVID-19 within the last 10 days.
3. Masks are required for specific workplace activity that typically requires a higher degree of personal protective equipment (PPE) per industry standard, per OSHA requirements, or any other applicable regulatory body.

Masks will continue to be encouraged.

Social distancing

Physical distancing is no longer a required safety measure.

Developing COVID-19 symptoms on-site

Anyone beginning to display symptoms, including mild symptoms, of COVID-19 on site, must contact their supervisor, and leave the ASRC as soon as possible. You must follow the guidelines for [returning to work](#).

Contact Tracing

While maintaining confidentiality, ASRC administration will use the information supplied through online [COVID-19 reporting](#) tool and make direct inquires of individuals confirmed and suspected to have COVID-19 to make best efforts to trace contacts, alert them of possible COVID-19 exposure with latest guidance.

Cases and close contact's will continue to be reported to the Campus Coronavirus Liaison.

Personal Protective Equipment

- Masks, gloves, cleaning supplies, hand sanitizer and soap will continued to be available throughout the ASRC.
 - Hand sanitizer stations will be posted outside of elevators
 - Hand sanitizer will be available in meetings and events spaces.
 - Hand soap will be available in all restrooms. Signage on hand-washing etiquette will be posted in bathrooms.
- Any disposable masks worn inside laboratory spaces should be disposed of at the end of each day, or when soiled.

- PPE required for research procedures or any other safety requirement, will continue to be available and must be used per industry standard or OSHA requirements.

General Safety Considerations

- All on-site activities must follow ASRC's Chemical Hygiene Plan, relevant federal, state, and local regulations and current ASRC safety protocols and guidelines.
- All researchers eligible for a C-14 certification are encouraged to apply.
- Air-handling systems will be monitored and maintained by CCNY Engineering team. Any issues will be communicated and/or rectified as soon as possible

On-Site Scheduling

1. ASRC Staff

Per CUNY guidance, all members of the ASRC are now expected to be on site for at least 70% of their working hours, unless a general accommodation request has been approved by HR.

- Should you need to request a reasonable accommodation, please contact your HR office.
- Supervisors and employees should agree on a work schedule and submit a remote work agreement to their HR office. Approved schedules must be in accordance with CUNY, GC, and/or RF policy.
- Supervisors must ensure that hybrid teams can function effectively during return to in-person work.

2. Students

- Students should be on site per class and course requirements, unless they meet criteria to [stay home](#).

3. Considerations regarding flexible scheduling

- A C-14 certificate holder must be present at all times in the lab during times when any work involving hazardous materials is taking place.

Onsite Activities

1. Research Activities

- All restrictions for research activities have been removed.

2. Mail Room Operations

- Until further notice, packages will continue to be dropped at package drop-off points.
- Outgoing mail should be left by the outgoing mail station (by freight elevator on the ground floor) and notify the mailroom staff by phone or email.

3. Classes, Events, and Outreach Activities

- Classes, events, outreach activities, and other non-research activities are no longer restricted by event type, host, number of participants, or social distancing.
- All participants must comply with all current ASRC COVID-19 health and safety policies.
- Catering for events and/or meetings is permitted.

RETURN TO WORK GUIDANCE

Isolation, Quarantine, and Return to Campus Requirements

If you:

1. Test positive

- Isolate per [CDC guidance](#).
- You can return to work as early as day 6. (Day 0 = date of test if asymptomatic, or, date of symptom onset if symptomatic).
- **A negative test result or letter from a medical professional is required to return to work** and reinstate your Cleared4 pass after any positive result.
 - i. Test to return:
 - This earliest date for this test is day 6.
 - Rapid antigens are recommended for this test.
 - CUNY SafeCircle testing sites do not carry rapid antigen tests, so you may use any healthcare provider.
 - ii. Letter from a medical professional to return:
 - You can obtain a letter form a medical professional from day 10 to be cleared to return to work.
- You must wear a well-fitting mask through Day 10.

2. Become symptomatic

- You should stay home and quarantine.
- Seek a PCR test. CUNY require a copy of your result to reinstate your access. Note: CUNY SafeCircle testing sites cannot be used if you are sick, please use an outside provider.
 - i. If positive, you should follow [CDC guidance](#) for isolation.
 - ii. If negative, you can end quarantine. We recommend that you stay home whilst you are unwell.

3. Have close contact with a positive case

- You DO NOT need to quarantine.
- Wear a well-fitting mask for 10 days following exposure.
- Get PCR tested at least 5 days from exposure.
 - i. If positive, you should follow [CDC guidance](#) for isolation.
- If you develop symptoms, follow guidelines for 'Become Symptomatic'.

TRAVEL POLICY

Personal Travel

All individuals should follow the CDC [domestic travel recommendations](#) and [international travel recommendations](#) before reporting to work or campus and notify their manager in advance of the travel dates and should quarantine be required.

Business Travel

Any students, faculty or staff engaging in official travel on behalf of CUNY must follow the latest approval requirements for domestic and international travel.

- Authorization for travel is now only required for CUNY-related international travel where the destination is determined with as level 3 or 4 threat by CDC. See [CDC website](#) for the most recent threat level categories.
- Any CUNY-related travel subject to authorization will require prior approval. Travel-related reimbursements will not be processed without this prior authorization.
- To request approval, please complete a [Notification of Intent Petition to Travel Form](#) and faculty and staff must submit to Gctravelpetitions@gc.cuny.edu, and students submit to studentaffairs@gc.cuny.edu at least 2 weeks prior to travel dates.

VISITORS POLICY

Information for Visitors

For access to the ASRC, all visitors must comply with the following:

1. Vaccine/testing requirements
 - Every visitor to a CUNY campus, whether accessing indoor or outdoor spaces, must provide proof to CUNY that they either (i) are fully vaccinated **OR** (ii) have had a negative COVID-19 molecular (PCR) test performed by an accredited lab no more than 7 days prior to the visit
2. Cleared4 approval notice
 - Vaccine or negative test must be verified through CUNY's Cleared4 application.
 - Instructions will be emailed to you in advance of your on how to claim your account. Please allow for at least 1 business day for approval of your Cleared4 account from time of submission.
3. Enter through the ASRC main entrance (via the plaza) and check-in with Public Safety. You must show the officer your Cleared4 pass before you are authorized to enter the building.
4. Comply with all/any social distancing, PPE requirements, and/or other COVID-19 safety measures which are in place at the time of your visit. Please read full ASRC COVID-19 Public Health and Safety Policies for current restrictions.

You can anonymously report any COVID-19 related safety concerns or incidents of unsafe conditions at the ASRC [here](#). ASRC administrative team will investigate each report and act to correct these as soon as possible.

Should a positive COVID-19 case arise at the ASRC, the ASRC administration will make its best effort to contact and notify all persons who have potentially been exposed to SARS-COV-2 virus at the ASRC site, including visitors and guests.

Visitor Information for Staff, Researchers, and Students

Please notify ASRC administration of any visitors with at least two business day notice period. Include full name and email address of your visitor on the notification and the date of planned visit in the [template](#). Please ensure:

1. The dates are correct on the spreadsheet so each guest can be added to the correct week.
2. First name, last name, and email is provided at minimum.
3. Add any character or note to the corresponding date they are expected on site.

An example is provided on the template. You can supply as many guests as needed on a single submission sheet for an entire week.

Instructions on how to claim a Cleared4 account for access and current ASRC policies will be emailed to all guests. Cleared4 applications will be monitored daily.

Exceptions from Visitor Policy

Short visits with no Close Contact: Visitors who are on campus for 30 minutes or less per visit do not have to comply with any COVID-19 vaccination or surveillance testing requirements unless the visitor expects during that time to be less than 6 feet distant of another person for a total of 15 minutes or more. Short visits do not need a Cleared4 approval notice.

Minors under 5: Visitors under the age of 5 do not have to comply with any COVID-19 vaccination or surveillance testing requirements applicable to CUNY staff unless and until there is a vaccine available to these minors. Minors under 5 do not need a Cleared4 approval notice. Minors aged 2-5 need to wear a mask on site.

UPDATES AND COMMUNICATION

Communication

Communication on policy updates and COVID-19 rates will be provided regularly via email and through meetings.

Personnel can also anonymously report any COVID-19 related safety concerns or incidents of unsafe conditions at the ASRC through our [anonymous COVID-19 reporting](#) tool, or by emailing Meghan Hughes (mhughes1@gc.cuny.edu) directly.

COVID-19 Health and Safety Policy Contacts

Coronavirus Campus Liaison:

Brian Peterson: bpeterson@gc.cuny.edu

Coronavirus Campus Coordinators:

Meghan Hughes: mhughes1@gc.cuny.edu

Reishma Kistow: rkistow@gc.cuny.edu