

ASRC Policies for Increasing On-Site Research Activity

Introduction

The SARS-CoV-2 pandemic has altered our lives, including how we at the ASRC will work together over the coming months 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, including responding to hospitals' need for PPE and the need to accelerate COVID-19 research. We also thank our exceptional essential personnel, who kept the facility safe during these exceptional times, and who we will continue to do all we can to keep healthy and safe.

As a publicly supported, university-based scientific research institution located at the pandemic's epicenter, 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 activity and occupancy,
- Being equitable, fair, and transparent with our policies, guidelines, and decisions, and
- Supporting first responders, contact tracers, and our local community in containing outbreaks.

The following reopening plan has been developed with the goal of keeping the ASRC, CCNY and local community safe with a phased approach to increasing on-site research activities that complies with federal, state, city, and CUNY policies and regulations. The ASRC guidelines and the state-issued industry guidelines have been reviewed by Associate Dean Nina Gray, Dean Joshua Brumberg and President Robin Garrell, who affirm that they will be implemented. Associate Dean Gray will act as the site safety monitor, with responsibility to ensure continuous compliance with all aspects of this plan.

Our research ramp-up plan includes multiple precautions to protect the health and safety of everyone onsite at the ASRC and limit the risk of infection, including social distancing, restricted building access, occupancy limits, staggered work schedules, required PPE, and cleaning and disinfecting protocols. The ASRC will also seek disclosure of COVID-19 symptoms or probable contact by personnel reporting to the facility.

If there is reason to suspect increased risk to community safety or health, the ASRC will revert to an earlier phase, or make specific, localized adjustments to reduce further 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.

Summary of ASRC Policies for Resuming Research Activities

Higher Education Research is part of New York State Forward's Phase One of re-opening for New York City, which began on June 8. The ASRC's plan for resuming research activities adheres to state and CUNY guidelines and sets policies for screening, physical distancing, personal protective equipment, hygiene, cleaning, disinfecting, and communication. In addition, each ASRC lab and core facility has submitted and approved plans to mitigate infection risk that are specific to their space and equipment.

Screening

All personnel and visitors must submit a health questionnaire via Everbridge Symptom Checker every day prior to entering the building. Only those who pass the daily screening will be allowed into the building. You must not report to the ASRC in any of the following situations:

- You are experiencing any symptoms (even mild) of a respiratory infection or other COVID-19-related symptoms. You must not return to the ASRC until you are symptom free for at least 72 hours.
- You have tested positive for COVID-19 within the last 10 days.
- You have had known contact with any person suspected of having, being under investigation for, or who has a confirmed active case of COVID-19 within the last 10 days.
- You have travelled outside of New York State (excluding travel to CT, MA, NJ, PA, or VT) or internationally within the last 10 days, or have knowingly had contact with a person who has travelled within the last 10 days who have not completed quarantine requirements.

In addition:

- Only individuals approved and scheduled to be at the ASRC will be allowed access to the building. A valid C-14 certificate holder must be present in the laboratory at all times when and where chemical work is being performed. It is recommended that all researchers eligible to obtain a C-14 apply for one as soon as possible.
- Entry must be through the first-floor courtyard entrance, and individuals must show the Public Safety officer approval confirmation obtained via Everbridge.
- Individuals must be able to provide details on any significant contact (within 6 ft. for 15 minutes or more) with others while at the ASRC.
- Should anyone develop symptoms consistent with COVID-19, test positive, or come in contact with someone suspected or confirmed to have COVID-19, they should reach out to Reishma Kistow (rkistow@gc.cuny.edu) or submit a notification via our [online reporting tool](#). We will contact state and local health officials regarding any positive case.

Physical Distancing

- Importantly, returning to work during this time is also completely voluntary for any non-essential personnel.
- Social distancing (a minimum 6-foot radial distance from all others) will be required at all times, unless absolutely essential for laboratory safety and only with the use of additional PPE for protection.
- We will also put in place additional protective measures, including physical barriers like plexiglass dividers between desks or in high traffic areas.
- Occupancy limits have been established by phase at the building level to comply with state guidelines. Limits include all personnel, contractors, visitors, and human subject research participants. During Phase 2, occupancy will be limited to 20%, and this will increase with improving health metrics to 50% for Phase 3. Timing of further occupancy above 50% for Phase 4 and 5 will be determined by CUNY and the state.
- Occupancy limits have also been defined for specific types of locations in the building, such as open-plan, shared lab and office space, enclosed lab and office space, and common areas (e.g., elevators, restrooms, conference rooms). Signs are posted throughout the building as a reminder of these limits, and also to detail appropriate traffic patterns in corridors and stairwells to further limit interactions.
- Supervisors have established flexible and staggered work schedules with their students and staff, including for essential personnel, to limit how many people are onsite and to limit every individual's potential for exposure.
- Supervisors should also limit individuals onsite by requiring only one person to be onsite if a task can be accomplished by one person.
- Core facility directors are responsible for coordinating and confirming all user access and schedules, in compliance with our occupancy limits.
- Non-ASRC core facility users must submit and receive approval of access requests prior to returning to the ASRC to conduct work during all phases prior to Phase 3. Exception: any research requiring human subject participation at the ASRC will require approval until Phase 5.
- Vendors and engineers will be permitted by appointment for essential renovations, repairs and service, and these visitors must request and await approval for access before coming onsite. Unannounced guests will not be permitted.
- While there are occupancy limits in place, everyone should continue to do work from home that can be done there, and not come to work unless it is necessary.
- Meetings and events will be conducted virtually until further notice.

Personal Protective Equipment

- Personnel must review the proper way to put on, take off, clean, and discard required PPE (masks and/or face coverings):
<https://www.who.int/emergencies/diseases/novel-coronavirus-2019/advice-for-public/when-and-how-to-use-masks>

- Masks and/or face coverings must be worn inside the ASRC at all times, except in closed door private offices and for as little time as possible while eating, drinking, or changing mask/face coverings when needed.
- Suitable mask types include cloth, dust, and surgical, unless the work requires stricter PPE (e.g., N95, face shield, etc.).
- Face shields are not considered as an alternative to a mask or face covering, but may provide additional protection if work requires people to be within 6 feet of each other for any period of time. Masks/face coverings must still be worn in addition to a face shield.
- We will provide disposable masks if anyone needs one while in the building.
- Disposable masks worn inside laboratory spaces should be disposed of at the end of each day. Cloth masks should be cleaned regularly by the wearer.
- Masks and face coverings must not be shared.
- Gloves will also be made available throughout the building. Gloves are recommended when using shared objects or frequently touched surfaces.
- PPE for COVID-19 safety should be worn in addition to any PPE required for research procedures or any other safety requirement.

Hygiene, Cleaning and Disinfecting

- Frequent hand washing with soap and water for at least 20 seconds is strongly encouraged to reduce contact transmission.
- You must wash your hands before and after touching any shared objects or shared surfaces, unless you wear clean gloves.
- Hand sanitizer will continue to be available throughout the building and in conference rooms. This is in addition to hand washing stations in each restroom.
- Personnel are required to clean surfaces, workstations, personal devices, etc. several times throughout the day/shift, and at a minimum at the beginning and end of their shift/usage.
- Lab heads and core facility directors are responsible for developing, posting, and monitoring for cleaning and disinfecting protocols for research equipment.
- High-touch surfaces, such as elevator buttons and door handles, common areas, and restrooms will be cleaned by CCNY custodial staff regularly, according to requirements from the CDC and Department of Health. Cleaning will be logged.
- No sharing of food or beverages is allowed.
- In the case of a confirmed COVID-19 case for an individual who has been in the building, we will coordinate cleaning and disinfecting with CCNY, which will include the areas accessed by the individual and high traffic common areas.

Communication

- ASRC members are kept apprised of current conditions via email, the ASRC website, and virtual town hall meetings.
- Core facility directors are in touch with their users to provide updates.
- Signs are posted throughout the facility to remind personnel and visitors of proper hygiene, social distancing rules, appropriate use of PPE, and cleaning and disinfecting protocols.

- Copies of the plan are located at administrative coordinator desks throughout the building, and linked using QR codes on instructional signage throughout the building.
- Questions can also be directed to ASRCInfo@gc.cuny.edu.

Compliance

- Personnel should say something when they see something. It is appropriate to let your colleagues know if they are not following social distancing, occupancy limits, PPE requirements, disinfecting protocols or other precautions outlined in this guidance. We will be successful only if we hold ourselves and each other accountable.
- Personnel can report issues that they see to their supervisor, Initiative Director, Meghan Hughes and/or Nina Gray.
- Personnel can also anonymously report any COVID-19 related safety concerns or incidents of unsafe conditions at the ASRC here: https://asrc.formstack.com/forms/anonymous_covid19_safetyconcerns

Phased Increase in Research Activity

PHASE	DESCRIPTION	OCCUPANCY	TIMELINE
Phase 1	Essential Functions and preparations for Phase 2 only. No on-site research except approved COVID-19 work.	Up to 10% of building capacity	Ramp Up/Down: Upon instruction from CUNY and/or the State of essential operations only.
Phase 2	Ramp up of critical, time-sensitive ASRC research that poses minimal risk of infection to personnel. Preparations for Phase 3.	Up to 20% of building capacity	Ramp Up: Upon CUNY approval. Ramp Down: When NYC 7-day percent positivity exceeds 6% as reported by the State tracker.
Phase 3	Gradual increase of on-site administrative and research personnel. Core research facilities may begin allowing non-ASRC users on a limited basis. Limited in-person instruction beginning in Fall 2021. Preparation for Phase 4.	Up to 50% of building capacity	Ramp up: Upon ASRC, CUNY, and/or State approval to exceed 20% occupancy; and decline of 7-day percent positivity below 6%.

			Ramp Down: when 7-day positivity exceeds 6%. Note: Maximum occupancy can be adjusted by ASRC Leadership between 20-50% based on COVID-19 metrics.
Phase 4	Continued gradual increase of administrative and research personnel. Core research facilities may expand access. Increased in-person instruction. Preparation for Phase 5.	Up to 80% of building capacity	Upon CUNY and State approval to exceed 50% occupancy.
Phase 5	All ASRC employees and facility users will have access to the building under evolving infection-prevention measures, which may include staggered hours, physical contact barriers, use of PPE and increased cleaning protocols.	All employee and facility user building access under new normal rules	Upon CUNY and State approval.

Detailed Policies for Increasing On-Site Research Activity

Guiding Principles

1. **Student, staff, and faculty safety and health are our first priority.**
 - a. Communicate regularly, disseminate and follow federal, state, and city agency directives and CUNY policy.
 - b. Until Phase 5, encourage personnel who can to continue to conduct work from home whenever possible.
 - c. Until Phase 5, ensure those returning to work, even on a limited basis, are doing so voluntarily, and that they are only onsite when they need to for work that can only be done onsite.
 - d. Until Phase 5, continue to hold meetings and events online.
 - e. Provide multiple pathways for personnel to report unsafe working conditions, including via anonymous online tools.
 - f. Outline conditions when it is inappropriate or ill-advised for someone to work onsite. For instance, if:
 1. You are experiencing any symptoms (even mild) of a respiratory infection or other COVID-19-related symptoms.

2. You have tested positive for COVID-19 w/in the last 10 days.
 3. You have had known contact within the last 10 days with any person suspected of having, being under investigation for, or who has a confirmed active case of COVID-19.
 4. You have travelled outside of New York State (excluding travel to CT, MA, NJ, PA, or VT) or internationally within the last 10 days, or have knowingly had contact with a person who has travelled within the last 10 days who have not completed quarantine requirements.
 5. You are at a high risk for developing severe symptoms if infected.
 - g. Provide a sanitary work environment, with access to sufficient cleaning supplies, and ensure that lab and core heads have approved and posted disinfection protocols.
2. **Resuming research safely is possible and beneficial when a thoughtfully phased approach is put in place that includes multiple approaches to reduce the risk of infection, including:**
- a. Social distancing (defined as a minimum 6 foot radial distance from all others) at all times
 - b. Occupancy limits that are specific to the location (e.g., its size, ventilation), such as:
 1. Lab areas
 2. Core facilities
 3. Shared or open office areas
 4. Common areas
 - c. Staggered work schedules, limited personnel on site, and no visitors or guests
 - d. PPE requirements, including wearing masks at all times and making gloves available
 - e. Other protective measures (e.g., plexiglass barriers for desks in high traffic areas)
 - f. Disinfecting and cleaning protocols that are posted and disseminated
 - g. Strict compliance with existing biological, chemical and other safety policies
 - h. Monitoring compliance and periodic reminders of these expectations
3. **Phased return to the ASRC should be gradual, anticipated, and based on monitoring of local health and safety.**
- a. Laboratory heads will be required to develop plans that address the above components and submit them to the Executive Director for approval. These plans must be updated and approved for each Phase.
 - b. Planning for future Phases should include adjusted personnel schedules, identification of and purchasing for new supply chain needs, etc.
 - c. We should be equally prepared to reduce access, lower risk, and halt some or all experiments, based on health and safety information. Therefore, researchers should be cautious about starting long-term research experiments.

- d. We will continue to require personnel to report on symptoms, testing results, and possible contact with COVID-19 positive/presumed positive individuals. This information will inform our decision-making.
4. **Time-sensitive and high priority research that can be conducted with minimal personnel on site should be identified and prioritized for each progressive phase.**
 - a. Seasonal research (e.g., season-specific sample collection requirements)
 - b. Deadline driven (contract, grant deadline/ending, article resubmission)
 - c. Externally funded research projects
 - d. Graduate students nearing completion of their degree
 - e. Untenured, tenure-track faculty research programs
 - f. COVID-19 research
 5. **Equity, fairness, and transparency are essential.**

Considerations for Maintaining Health and Wellness

ASRC and CDC signage will be posted throughout the building to remind occupants of the proper hygiene, social distancing, PPE, occupancy limits, cleaning and disinfection protocols, and all other precautions that are required, per this document. This information will also be available on the ASRC's website and copies of this plan will be available throughout the building.

In addition, ASRC leadership has held four webinars, inviting all members of the ASRC to participate, to review the guidelines, including New York State guidelines and our own policies on the phases of reopening, occupancy limits, social distancing, scheduling of work, required PPE, health monitoring, cleaning, and disinfecting, as well as reinforcing the requirement for work that can be done at home to continue to be done at home. The presentation was shared with the ASRC community via email following the webinars for future reference. We will continue to hold online town halls every other week to remind users of the policies and provide updates from the State, City, and CUNY, and share the information via email and the web.

Reporting to the ASRC

You must not report to the ASRC in any of the following situations:

- You are experiencing any symptoms (even mild) of a respiratory infection or other COVID-19-related symptoms. See CDC guidance: <https://www.cdc.gov/coronavirus/2019-ncov/symptoms-testing/symptoms.html>
- You must not return to the ASRC until you are symptom free for at least 72 hours without the use of medication.
- You have tested positive for COVID-19 within the last 10 days.
- You have had known contact with any person suspected of having, being under investigation for, or who has a confirmed active case of COVID-19 within the last 10 days.

- You have travelled outside of New York State (excluding travel to CT, MA, NJ, PA, or VT) or internationally within the last 10 days, or have knowingly had contact with a person who has travelled within the last 10 days who have not completed quarantine requirements.
- You, or a member of your household, have been advised by a health professional to quarantine for 10 days

Should any of those situations occur, you must report it to ASRC administration here: https://asrc.formstack.com/forms/covid19_reporting or by emailing Reishma Kistow (rkistow@gc.cuny.edu). We will immediately notify the appropriate state and local health department contacts of any positive case of COVID-19 and aid in their contact tracing efforts.

All building entrants must wear a mask. Even so, due to the possibility of asymptomatic exposures, the ASRC discourages on site work by those considered at a high risk for developing severe symptoms.

Schedules provided by lab and core facility heads weekly and reviewed by ASRC administration to confirm, in advance, schedules are compliant with the phase-specific occupancy limits, based on percentage of maximum certificate of occupancy (Phase 2: 20% occupancy; Phase 3: 50%; Phase 4: 80%). Core facility users must be included in these schedules. Human research participants, construction workers, vendors and contractors that have been approved to access the building are included in the occupancy limits, and will be on the daily visitor list and provided access to Everbridge Health Screening.

All personnel must enter through the first floor. Public safety will verify that they are wearing a mask, and that they have approval from the Everbridge app. Visitors must be on the daily visitor list for that day.

Mandatory Daily Health Screening

On days when they are intending to report to the ASRC, all faculty, staff, researchers, and pre-approved external users or contractors must submit a daily health certification via Everbridge Symptom Checker prior to arrival at the ASRC.

Authorization to access the ASRC building will be available in your Everbridge app, and will be transmitted by email. No person should enter the ASRC before receiving confirmation of access approval.

Temperature Screening

Forehead thermometers (non-touch) will be available throughout the building should anyone wish to check their temperature. If you test yourself and have a fever, you must notify your supervisor, then leave the ASRC as soon as possible. If required, the ASRC can coordinate transportation and/or provide an N95 mask. Symptoms must also be reported here: https://asrc.formstack.com/forms/covid19_reporting.

Developing COVID-19 symptoms on site

Anyone beginning to display symptoms of COVID-19 on site (e.g., fever, cough, shortness of breath), must immediately contact their supervisor, then leave the ASRC as soon as possible. If required, the ASRC can coordinate transportation and/or provide an N95 mask. Individuals developing symptoms onsite will be instructed to contact their healthcare provider for assessment and testing. Symptoms must also be reported here: https://asrc.formstack.com/forms/covid19_reporting.

Tracking, tracing, and reporting COVID-19 at the ASRC

To assist contact tracing and decontamination in the event of a confirmed or presumed COVID-19 case onsite, faculty, staff, and researchers reporting to the ASRC should submit a list of occupied spaces and persons with whom they interact with each day. Submissions should be made here: https://asrc.formstack.com/forms/covid19_occupied_spaces_and_contacts

While maintaining confidentiality, ASRC administration will use the information supplied and make direct inquiries of individuals confirmed and suspected to have COVID-19 to make best efforts to trace contacts, alert them of possible COVID-19 exposure, and self-isolation/quarantine requirements, and to assess areas for decontamination and/or restricted access. Summary information will be provided to ASRC members.

Return to the ASRC after confirmed/presumed COVID-19 infection or exposure

Per CDC and DOH guidance, faculty, staff, and researchers should not report to the ASRC until any mandatory quarantine or recommended self-isolation period has expired, they have been free of all COVID-19 symptoms for at least 72 hours. A minimum of 10 days must have passed. If an employee has had close or proximate contact with a person with COVID-19 for a prolonged period of time AND is not experiencing COVID-19 related symptoms, the employee may return to work upon completing 10 days of self-quarantine. The ASRC recommends consulting a medical provider before returning to work.

Return to the ASRC after COVID-19 vaccination

All vaccinated persons are required to follow all policies established in this document. As the vaccine can cause symptoms of COVID-19, exceptions may be granted immediately following vaccination per CDC guidance.

In three days following vaccination:

- **You are not permitted access** to the building if you have:
 - a cough, shortness of breath, runny nose, sore throat, and/or loss of taste or smell.
 - You should quarantine.
 - You should obtain a negative COVID-19 test before returning to the ASRC.
- You will be permitted access if you experience:
 - Fever, fatigue, chills, and/or body aches within the 3 days following vaccination **AND** have not had any suspected exposure.

- Your **symptoms must subside before returning** to work.
- If these symptoms last more than two days, you should not report to work until you are 72 hour symptom free without the use of medication. A negative COVID-19 test should be obtained prior to return.

Compliance

- Personnel should say something when they see something. It is appropriate to let your colleagues know if they are not following social distancing, occupancy limits, PPE requirements, disinfecting protocols or other precautions outlined in this guidance. We will be successful only if we hold ourselves and each other accountable.
- Personnel can report issues that they see to their supervisor, Initiative Director, Meghan Hughes and/or Nina Gray.
- Personnel can also anonymously report any COVID-19 related safety concerns or incidents of unsafe conditions at the ASRC here:
https://asrc.formstack.com/forms/anonymous_covid19_safetyconcerns

Personal protective equipment (PPE)

- Personnel must review the proper way to put on, take off, clean, and discard required PPE (masks and/or face coverings):
<https://www.who.int/emergencies/diseases/novel-coronavirus-2019/advice-for-public/when-and-how-to-use-masks>
- Masks and/or face coverings must be worn inside the ASRC at all times.
 - Exceptions:
 - In closed door private offices when only one occupant is present and that office will be vacant for at least two hours prior to the next occupant.
 - For as little time as possible whilst eating, drinking, or changing mask/face coverings as needed.
- Masks or face coverings must cover the nose and mouth. Suitable mask types include cloth, dust, and surgical, unless the work requires stricter PPE (e.g., N95, face shield, etc.). Employees and contractors may use their own acceptable face coverings if they choose.
- Face shields are not considered as an alternative to a mask or face covering, but may provide additional protection if work requires people to be within 6 feet of each other for any period of time. Masks/face coverings must be worn in addition to a face shield.
- Disposable masks will be provided by the ASRC.
- Disposable masks worn inside laboratory spaces should be disposed of at the end of each day. Cloth masks should be cleaned regularly by the wearer.
- Masks and face coverings should not be shared.
- Gloves will be made available throughout the building.
- PPE for COVID-19 safety should be worn in addition to any PPE required for research procedures or any other safety requirement.

Hand Hygiene

- Frequent hand washing with soap and water for at least 20 seconds is strongly encouraged to reduce contact transmission.
- Hand sanitizer will continue to be available throughout the building and in conference rooms, as stock permits.
- Additional hand sanitizer dispensers for installation at elevator bays on all floors are on order.

Cleaning protocols

- Occupants must perform hand hygiene before and after coming in contact with shared objects, such as tools, equipment, machinery, touchscreens, and vehicles, as well as touching shared surfaces.
- High-touch surfaces, including elevator buttons, door handles, restrooms, fixtures, lounge tables, and water fountains, will be cleaned multiple times per day and logged by CCNY custodial services. This cleaning will continue until Phase 5 implementation.
- Tea Rooms and Café
 - All high touch surfaces in tea rooms and café should be cleaned after every use.
 - Tea rooms must be cleaned fully at least once per day (including surfaces, appliances, chairs, door handles).
 - A log of tea room cleaning must be posted and filled out each day when cleaning is complete.
 - Each log should be retained until further notice in case required at a later date.
- We will continue to acquire and provide disinfecting wipes and/or 70% isopropyl solution (or other appropriate disinfecting solution) so that personnel can clean surfaces and objects, particularly those that are shared and/or frequently touched, before and after use.
- Staff/researchers should clean their personal workstations and personal devices several times throughout the day using disinfecting wipes or 70% isopropyl solution. Workstations must be cleaned at the end of working hours.
- Staff/researchers should clean occupied laboratory benches and equipment used several times throughout their day. Laboratory benches and equipment must be cleaned at the beginning and end of each individual's working hours.
 - Clean lab benches using 70% isopropyl solution and/or another appropriate disinfecting solution.
 - Lab equipment must be cleaned per posted protocol.
- Shared research spaces, work spaces, instrumentation, core facilities must be cleaned before and after every use.
- Protocols for cleaning laboratory instrumentation must be developed by the custodian of the equipment in consultation with the manufacturer, if required, and posted next to the instrumentation.

- Microscopes, or other instrumentation with eyepieces, must have a cleaning protocol specifically for the cleaning of eyepieces before and after every use.
- Workstations connected to instrumentation must be cleaned before and after every use.
- Use of appliances, water coolers, and the water fountain is at risk of the user.
 - We recommend that everyone clean down appliances before and after use.
 - Water fountains and coolers should be used only to fill reusable bottles.
- Restrooms will be cleaned daily by custodial and are subject to occupancy limitations.
- In the case of a confirmed COVID-19 case for an individual who has been in the building, we will coordinate cleaning and disinfecting with CCNY, which will include the areas accessed by the individual and high traffic common areas. We will follow CDC Guidelines.

Social Distancing

- Any person on-site must limit occupancy of any spaces/rooms to those which are essential to work performance.
- A 6 ft radial distance between persons should be kept at all times in all areas. In some circumstances, it is more appropriate to maintain greater distance. If work requires personnel to be within 6 feet of each other for any period of time, additional PPE is required, including a face shield.
- Elevators may be used by only one person at a time. To avoid massing outside elevators, stairs should be used as an alternative when appropriate.
- Stairwells:
 - ASRC north and south stairwells should have one-way traffic: north stairwell to travel up; south stairwells to travel down.
 - To access the observatory from the south stairwell where a one-way system cannot be observed, use should be limited to one person per flight in either direction at any one time.
 - ASRC central stairway can be used for either direction. Persons should travel in single file, keep to the right, and maintain a minimum 6ft. distance from any person in front of you.
 - In the event of a fire alarm, or other emergency requiring evacuation of the building, all stairwells must be used to travel down to building exits per emergency evacuation procedures.
- Vestibule use should be limited to 2 persons at a time.
- Whilst using corridors, occupants should keep right, travel in single file, and maintain a minimum of 6 ft from the person in front.
- Linear Equipment Room (LER) occupancy is limited to 3 persons at a time. Social distancing must be maintained.
- Common areas:
 - Social distancing must be observed at all times.

Note: weather permitting, staff and researchers are encouraged to use outdoor spaces for socially-distanced, person-to-person interactions, food consumption, and laptop use.

- ASRC Café and Tea Rooms:
 - Café occupancy should be limited to maximum of 10 persons at any one time.
 - Tea room occupancy is limited to a maximum of 2 persons at any one time.
 - Tables are limited to one person per table and must be cleaned before and after use.
- Auditorium, seminar and conference rooms:
 - Auditorium and seminar rooms can be used from Phase 3 for approved in-person instruction and related activities. Requests for use must be made to Nina Gray (agray@gc.cuny.edu) and approved in advance.
 - There will be strict occupancy and time limitations for any in-person events approved and scheduled prior to Phase 5.
 - Conference room use for meetings are restricted to essential in-person meetings that cannot be held virtually, with conference room capacity limited to maximum of three persons. Social distancing must be observed at all times, and meeting times should be kept to a minimum and meet Phase-specific time limitations. Hand-sanitizer and tissues will be made available in each conference room.
 - Auditorium, seminar room, and/or conference rooms may be used to accommodate alternative workstation locations to ensure observation of occupancy limits in office areas. The space:
 - becomes subject to occupancy limitations and housekeeping guidelines set for office areas.
 - will not be unavailable for any other use during this time.
- Restroom suite occupancy is limited to one person. Please knock before entry, and form a line outside of the restroom suite while maintaining social distancing.
- Until further notice, packages will continue to be dropped at package drop-off points to minimize person-to-person interactions. In addition, if personnel have packages that need to be delivered from the ASRC, they should leave them at the outgoing mail station (by freight elevator on the ground floor) and notify the mailroom staff by phone or email.

Scheduling

- Supervisors will coordinate scheduling of staff and researchers in all spaces during implementation of Phases 2-4. These schedules should be coordinated with any other party who shares the space.
- Staggering work schedules is recommended to comply with capacity limitations.
- Supervisors should also limit individuals onsite by requiring only one person to be onsite if a task can be accomplished by one person. For example, animal care

staff have been operating at 25% capacity and mailroom staff at 50% capacity (1 person/shift in both cases) since the PAUSE was initiated, and will continue to do so until further notice.

- Researchers should be grouped according to similar time requirements. When possible, each group should be assigned the same schedule to minimize 'social network' and to ensure a break period of one hour between shifts.
- Researchers should be on-site for the minimum time possible and work remotely for all suitable tasks.
- If scheduling conflicts arise, supervisors may request alternative workstation locations and/or desk allocations to accommodate need. Note: if a conference room, seminar room, or auditorium is used as an alternative workstation location, it cannot be used for any other purpose until it is no longer occupied for several hours (see section on Social Distancing: Auditorium, seminar and conference rooms.)
- Core facility user scheduling is coordinated by the Core Facility Director.
- Special and common-sense considerations are appropriate when setting schedules. These include, but are not limited to, time-sensitive tasks and experiments that require an earlier than anticipated return to work.

Office areas

- Individual offices can be occupied starting in Phase 2, but people are discouraged from working in their offices if the work can be performed at home.
- Shared, closed-door offices are limited to single occupancy until implementation of Phase 5.
 - Exception: ASRC G.354 should follow guidelines for open-plan office areas.
- Open-plan office area occupancy must follow the occupancy limits and social distancing guidelines established for each Phase below.
- Plexi-glass screens will be available for high traffic desks where high-volume, short-term interactions are expected (e.g., admin coordinator desks). Additional barriers can be requested.

Research Laboratories

- PIs and/or core facility directors are responsible for submitting a phased reopening plan for approval by ASRC administration prior to any on site activity.
- PIs and/or core facility directors are responsible for enforcing social distancing in their respective occupied labs and office spaces. ASRC staff will also monitor compliance through periodic walk throughs.
- PIs and/or core facility directors are responsible for creating relevant cleaning protocols, and enforcing completion before, during, and after occupancy, as required.
- Small rooms, defined as less than 250 sq ft., or less than 10 ft in width, can only be occupied by a single researcher at any given time until further notice. If the experiment or procedure being carried out is not suitable for working alone (see ASRC Chemical Hygiene Plan), another C-14 certificate holder must be:
 - Present on the same floor and wing,

- Aware that the experiment is taking place,
- Be able to view experimenter from outside the room, and
- Able to follow emergency protocol in case of an emergency.
- Open-plan laboratory occupancy must follow the occupancy limits and social distancing requirements set out in each phase. Supervisors should coordinate the schedule of occupants. The schedule should be clearly displayed, accessible, and kept up-to-date.
 - Researchers can sign-up for additional time in the space subject to availability and space occupancy limitations.
 - Researchers may also change schedule and/or release assigned hours with permission of their supervisor.
- Shared workstations, benches, instrumentation, or facilities in the laboratories (e.g. cell culture hoods) have a limit of one person at a time. A schedule should be posted at each station for researchers to sign-up. A one-hour break between users is required to ensure no overlap.
- Researchers or staff can anonymously report COVID-19 safety concerns or non-compliance with social distancing guidelines to the ASRC here:
https://asrc.formstack.com/forms/anonymous_covid19_safetyconcerns

Core Facilities and Shared Laboratory Facilities

- Core Facility Directors are responsible for submitting a phased reopening plan for approval by ASRC administration prior to any on site activity.
- Upon approval, Core Facility Directors must create and post signs with reminders of the relevant policies in affect for users to see.
- Core Facility Directors must develop cleaning protocols before and/or after use of instrumentation, workstations, and/or laboratory benches in their respective core facilities. These protocols must be shared with users.
- Core Facility Directors must coordinate all users and/or occupancy until implementation of Phase 5. Booking and/or time restrictions are implemented with a one-hour break between bookings to ensure no overlap of users in any space or facility.
- Capacity of users, including core facility personnel, is limited and subject to occupancy restrictions outlined for research laboratories during each Phase.
- Core Facility Directors must review bookings to ensure that they comply with social distancing guidelines and laboratory occupancy limits.
- If the Core Facility Director and/or other core facility staff typically perform experiments or are willing to perform experiments for their users, samples may be mailed or delivered to drop-boxes to minimize person-to-person interactions. CUNY policies on intellectual property and confidentiality continue to apply.
- Researchers must coordinate with the relevant Core Facility Director before beginning any experiments (particularly time-dependent experiments) that require the use of a core facility or any of its instrumentation.
- PPE for users that is owned and/or managed by the core facility must be laundered or replaced between every use (e.g. cleanroom suits).

- Core facility users must follow cleaning protocols regularly during assigned times in the facility. Users must complete the cleaning protocol at the end of each session.

Training for new ASRC graduate students, research staff members, and core facility users

- Trainings are permitted from Phase 3
- Trainings must only involve 2 persons at a time: one trainer and one trainee.
- The trainer must hold a valid C14 for the ASRC.
- As much as possible, maintain the same pairing throughout training to limit cross-interactions.
- The trainer must be more experienced in the particular technique or process than the trainee.
- The trainer must be ASRC faculty, staff, or graduate student. The trainer cannot be an undergraduate student.
- Training that requires two people to be within 6 feet of each other for more than 15 minutes in total must occur only in laboratory spaces.
- In addition to face masks/coverings, the trainee and trainer must also wear a face shield during training if they will be within 6 feet of each other for greater than 15 minutes per day.
- The trainee and trainer must wear a lab coat, except in the instance the training takes place in a space where lab coats are not appropriate (e.g. Nanofabrication Facility).
- It is recommended that the trainer and trainee wear gloves throughout the training. If the trainee and trainer come in physical contact with the same objects and/or surfaces, both must wear gloves during the training while these objects are being handled
- Supervisors must schedule the training such that the occupancy limits for the laboratory and space.

Supervisors must submit to the Executive Director (agray@gc.cuny.edu) a brief justification and training plan for each graduate student or research staff member that requires training during Phase 3 and/or 4. The justification should provide information about any virtual training that is being used to help reduce the amount of in person training required. **Training cannot proceed without prior written approval.**

Research involving in-person human subjects

- Research involving in-person human participants must be reviewed and approved by the ASRC administration prior to any human subject arriving on site until Phase 5.
- No human subject will be approved for access prior to Phase 3. Human research participants will count toward the building's phase specific occupancy limits and must abide by the all distancing, PPE, and other requirements for personnel contained within this guidance.
- For approved human participate research, all appointments must be scheduled with reasonable breaks to avoid potential overlap between participants.

- Time on campus should be limited to tasks requiring essential face-to-face contact, with all other tasks conducted remotely.
- Any modifications to protocols require IRB approval.

Undergraduate Student Researchers

- Undergraduate students are permitted from Phase 3 providing the below requirements are met:
 - The undergraduate must:
 - Be participating in an externally funded research project
 - Have satisfactorily completed ASRC safety training and basic training of techniques relevant to their role in the project.
- Written approval must be obtained from the ASRC Executive Director prior to scheduling Undergraduate Students.
- Supervisors must request and receive approval from the ASRC Executive Director (agray@gc.cuny.edu). The request must include:
 - Undergraduate's name
 - A summary of proposed activities
 - Estimated access requirements
 - Project funding source
- Supervisors must schedule eligible undergraduates to meet occupancy and space limitations during each phase.
- Undergraduates should be scheduled for the minimum time required to complete research activities
- Undergraduate students are only permitted to enter research laboratories when a C14 certificate holder is present, and a senior researcher is present in the laboratory space.

General Safety Requirements

- 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 working in laboratory spaces with chemicals should hold a valid C-14 certification. If you are not a C-14 certificate holder, you should contact Meghan Hughes (mhughes1@gc.cuny.edu) now to begin an application.
- Mandated training should take place virtually, where possible.
- High school student researchers are not permitted in the ASRC until Phase 5.
- Sharing of food and beverages is strictly prohibited. Employees are encouraged to bring their lunch from home.

Meetings, events, and visitors

- Meetings must be held virtually until further notice.
 - In-person meetings that are absolutely essential must take place in conference rooms, and adhere to Phase-specific room occupancy and time limits and social distancing guidelines.
- Events and field trips are to be held virtually until further notice.

- Visitors and guests are not permitted into the ASRC until further notice.
- Vendors and engineers will be permitted by appointment only for essential renovations, repairs, and services during Phases, 2, 3 and 4. Vendor information must be provided in advance here:
https://asrc.formstack.com/forms/asrc_service_visits
- Users to core facilities must be scheduled in advance with the core Facility Director. Core directors must provide a list of authorized users to ASRC administration for access.
- In-person instruction and other in person event activities must be approved in advance by Nina Gray (ngray@gc.cuny.edu). Virtual participation should continue to be made available where possible.

Phased Reopening

Until the ASRC enters Phase 5, to minimize risk to the entire community, any staff member/researcher reporting to the ASRC during any phase of reopening should limit the number of spaces visited and the time spent within those spaces. Until then, we require staff and researchers to provide daily reports of spaces visited and persons they interact with at the ASRC in case contact tracing is required, or COVID-19 notifications need to be distributed to targeted individuals.

Phase 1 (PAUSE, until policies for increasing research activities are approved by CUNY to enter Phase 2, or instructed to return to a state of essential operations only):

In addition to essential personnel reporting for critical tasks and/or urgent COVID-19 research, limited personnel may report on site to prepare spaces for phased reopening. This includes equipment preparation, supply checks, and/or performing purchasing requirements. Reporting staff and/or researchers must be authorized for access to the ASRC.

Phase 2 (will last at a minimum 2 weeks, consistent with NYS inter-phase intervals):

Occupancy limitations (maximum):

- Building: approximately 10-20%
- Open-plan laboratories: 1 person per bay or per 100 sq.ft. of open floor space
- Interior laboratory rooms: 1 person
- Open-plan offices: 1 person per 4 desk cluster, with at least 8 ft distance with any other occupied cubical;
- Shared, closed-door offices: 1 person. Exception: ASRC G.354 which should follow occupancy limits for open-plan offices.

To limit interaction, all space usage will be subject to staggered schedules. Open-plan office spaces are subject to occupancy time limits. See [Occupancy Guidelines](#) for full details.

Researchers may begin to return on site on a schedule coordinated with their supervisor according to plans approved by ASRC leadership. The most urgent and critical experiments should be prioritized, for example, research that is time sensitive because of:

- a. Seasonality
- b. Approaching deadline (contract, grant deadline/ending, article resubmission)
- c. Graduate student nearing completion of their degree
- d. Externally funded research

Ideally, research should be carried out alone with minimal interaction with others. Laboratory bench assignments for researchers should be as physically distant as possible. All researchers should continue to work remotely for tasks suitable for remote work.

Core facilities occupancy and usage will be open to ASRC users. External users may mail samples for analysis or utilize a sample drop-off point for core facility staff to load samples for automated sampling, remote processing and/or to perform experiments on the users' behalf, if appropriate and/or scheduling permits. Users external to the ASRC are not permitted to carry out research activities on-site during Phase 2, unless preauthorized by ASRC administration. Requests can be submitted here:

https://asrc.formstack.com/forms/asrc_access_request_for_research

Access to a core facility must be coordinated by the Core Facility Director. Occupancy limits of core facilities follow laboratory occupancy limits. A minimum of 1 hour of unused time must be scheduled between users to ensure no overlap of users and facilitate completion of any cleaning requirements. Doors must remain closed. No new user onboarding or training sessions may take place.

Core facility staff and users should continue to work remotely during this period for all tasks suitable for remote work.

Administrative staff should continue to work from home, unless a job-related essential task must be completed onsite. If so, absent an emergency, supervisory approval must be obtained and the plan/schedule reported to Meghan Hughes (mhughes1@gc.cuny.edu) at least 24 hours in advance, for approval.

Visitors are not permitted during Phase 2. Engineers or vendors required on site for critical maintenance of instrumentation or equipment are permitted by appointment only if the maintenance is required as:

- Part of safety and/or compliance requirements
- Essential to the ongoing operation of the instrument or equipment supported.

Service visits can be requested here:

https://asrc.formstack.com/forms/asrc_service_visits

Phase 3: (will begin two weeks after Phase 2 assuming no indication of COVID19 spread within the ASRC, and/or continued low levels of COVID19 and continue until NYS and CUNY approve occupancy above 50%)

Occupancy limitations (maximum):

- Building: approximately 20-50%
- Open-plan laboratory: 2 researchers per bay
- Interior laboratory rooms: 1 researcher
- Open-plan office: 2 people per 4 desks, with at least 8 ft distance from another occupied cubical
- Shared, closed-door office: 1

To limit interaction, all space usage may be subject to time limits and staggered schedules. See [Occupancy Guidelines](#) for full details.

Research activity on-site can increase. Graduate students and postdoctoral research associates should be prioritized for access. Undergraduate student researchers may return to the ASRC following approval from the ASRC Executive Director. Bench assignments should remain as physically distant as possible. All researchers must continue to be scheduled by their supervisor per scheduling guidance, and continue to work remotely for all tasks suitable for remote work.

Human Subject Research requiring face-to-face interactions that is deemed essential may begin following project approval by ASRC Administration, using this form: https://asrc.formstack.com/forms/asrc_access_request_for_research

Core facilities may begin accepting existing users external to the ASRC to carry out research activities on-site. ASRC users and urgent and critical experiments with strategic partners should be prioritized given capacity and occupancy restrictions. Doors must remain closed. A minimum of 1 hour of unused time should be scheduled between users to ensure no overlap of users and allow time for any cleaning requirements to be completed.

Administrators can return on site for functions that cannot be performed remotely. Schedules must be coordinated with the supervisor in advance, except in cases of emergency.

All staff, researchers, and users should continue to work remotely for tasks suitable for remote working.

Conference rooms will be open for essential in-person meetings that cannot be held virtually. Social distancing and occupancy restrictions apply.

In-person instruction and other strategic in-person activities may begin. Approval from the Executive Director for in-person instruction and strategic activities is required in advance. Occupancy limits must be maintained. Virtual participation should continue to be available.

Phase 4 (when NYS and CUNY approve occupancy above 50%):

Occupancy limitations (maximum):

- Building: approximately 50-80%
- Open-plan laboratory: 3 researchers per bay
- Interior laboratory rooms: 1 researcher
- Open-plan offices: 3 per 4 desks, with at least 6 ft distance between another occupied cubical.
- Shared closed-door offices: 1

All space usage should continue to be subject to time limits and staggered schedules. See [Occupancy Guidelines](#) for full details.

Research activity on-site can increase. Bench assignments should remain as physically distant as possible. Schedules should be staggered to ensure social distancing.

Core facilities should schedule breaks between users for cleaning.

Social distancing must be observed for in-person meetings. Researchers, staff and administrators should continue to work remotely for all tasks suitable for remote working.

Phase 5:

A return to business as “normal” with full operations and building occupancy (up to 100%). In person events can resume and IlluminationSpace can re-open for in-person field trips. Triggers to enter Phase 5 would include a widely available vaccine, mass immunity confirmed by anti-body testing, robust and widely available accessible treatment for COVID-19, and/or by directive of the Governor, Mayor, or CUNY Chancellor.

Occupancy Guidelines

Building	Occupancy	Phase 1 < 5 %	Phase 2 10-20 %	Phase 3 20-50%	Phase 4 50-80%
Open-plan laboratory	Occupancy (people per bay)	Essential personnel only	1	2	3
	Minimum break between occupants (hr)	1	1	1	0.5
Laboratory rooms	Occupancy (people per 100 sq ft)	Essential personnel only	1	1	2
	Minimum break between occupants (hr)	1	1	1	0.5
Open-plan offices	Occupancy (people per 4 desks)	Essential personnel only	1	2	3
	time limitation (hr)	N/A	2	2	2
	Min. distance of occupied desks (ft)	8	8	8	6
Shared closed-door offices	Occupancy	1	1	1	1
	time limitation	none	none	none	none
	Minimum vacancy time between occupants (hr)	2	2	2	2
Conference Rooms	Occupancy (people)	1	1	3	3
	time limit (min)	N/A	N/A	30	60
Tea Rooms	Occupancy (people)	1	2	2	2
	time limit (min)	15	15	30	30
Café	Occupancy (people)	10	10	10	10
	time limitation (min)	15	15	30	30
Auditorium	Occupancy (people)	0	0	30	50
Seminar rooms	Occupancy (people)	0	0	10	15
Bathrooms	Occupancy (people)	1	1	1	1
Elevators	Occupancy (people)	1	1	1	2
Vestibule	Occupancy (people)	1	1	2	3