

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, including responding to hospitals' need for PPE and the need to accelerate COVID-19 research. 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. As a result of our health and safety policies and the individual efforts of everyone at the ASRC, we have not witnessed a single case of spread within the building since beginning to reopen in June 2020.

Although vaccinations have increased and cases have fallen overall, the pandemic may continue to wax and wane, and 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. 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 and the local community safe with phases that prescribe the level of onsite research and educational activities that are appropriate given specific local public health metrics and trends. They also comply with federal, state, city, and CUNY policies and regulations. The ASRC, CUNY, and 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/Coronavirus Campus Coordinator, with responsibility to ensure continuous compliance with all aspects of this plan.

This plan includes multiple precautions to protect health and safety and limit the risk of infection for everyone onsite at the ASRC, including social distancing, restricted building access, occupancy limits, staggered work schedules, required PPE, and cleaning and disinfecting

protocols compliant with CUNY policies. 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 reduce onsite activity by changing its Phase or by making specific, 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.

We have and will 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.

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 continue to conduct work from home to do so when possible.
 - c. Provide multiple pathways for personnel to report unsafe working conditions, including via anonymous online tools.
 - d. Outline conditions when it is inappropriate or ill-advised for someone to work onsite.
 - e. 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 activities safely is possible and beneficial with a thoughtfully phased approach that includes multiple approaches to reduce the risk of infection that are implemented based on current scientific knowledge and local COVID-19 metrics, including:**
 - a. Social distancing.
 - b. Occupancy limits specific to locations based on their typical use and their HVAC systems.
 - c. Staggered and flexible work schedules.
 - d. PPE, including masks and gloves.
 - 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.
 - i. Communicating consistently that getting vaccinated is the best way to protect yourself and others from COVID-19.

3. **Phased return to the ASRC should be gradual, anticipated, and based on monitoring of local health and safety, and we should be ready to ramp down based on regional conditions.**
 - a. Laboratory heads have approved plans that address the above components.
 - b. Planning for future Phases includes adjusted personnel schedules, identification of and purchasing for new supply chain needs, etc.

- c. We require personnel to report symptoms, testing results, and possible contact with COVID-19 positive/presumed positive individuals to inform our decision-making until we return to a “new normal”.
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.**
 - a. The ASRC serves a diverse community with equally diverse needs and perspectives. Reasonable accommodations to serve those needs can be requested by contacting a supervisor, the Director of Operations, or the Executive Director, and they will be provided as needed.

COVID-19 Public Health and Safety Policies

The ASRC’s policies adhere to state and CUNY guidelines for screening, physical distancing, personal protective equipment, hygiene, cleaning, disinfecting, and communication. In addition, each ASRC lab and core facility has approved plans to mitigate infection risk that are specific to their space and equipment.

Screening, Testing, Tracing, Vaccinations

The ASRC requires individuals, regardless of vaccination status, to stay home if they:

- 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>). Individuals must not return to the ASRC until they are symptom free for at least 72 hours without medication and at least 10 days have elapsed since symptom onset. Individuals should perform their own temperature checks at home each day before coming to the ASRC.
- have tested positive for COVID-19 within the last 10 days.
- 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, unless they have obtained a negative COVID-19 PCR test at least three days after the last known contact.
- have travelled internationally within the last 10 days, unless they have obtained a negative COVID-19 PCR test at least three days after returning from travel. This requirement will remain in effect so long as COVID-19 is considered a pandemic, and will continue to apply to travel from regions where it is considered an epidemic or where there is a local outbreak.
- a member of their household has 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 contact tracing efforts. Before

you return to the ASRC, you must complete any mandatory quarantine period and any ASRC, CUNY, NYC, or NYS required testing. The ASRC recommends consulting a medical provider before returning to work.

In addition:

- COVID-19 training will be required of all campus personnel, including students, before being allowed on campus for the first time since the start of the pandemic, or as part of their onboarding. The Blackboard training module will be used wherever possible.
- The ASRC will require all persons coming on-site to follow CUNY vaccination and/or testing policies in effect at the time, including their specific policy on type of test/vaccines and frequency of testing.
 - For the Fall 2021 semester, CUNY will implement surveillance testing for unvaccinated individuals or individuals who have not provided proof of vaccination, and these individuals will be required to submit a test every 7 days. Continued access to on-campus activities by unvaccinated individuals, or individuals who have not provided proof of vaccination, will be contingent on regular submission of a negative test.
 - For those who have been vaccinated, CUNY has made provision not to regularly test you, but reserves the right to do so if a variant is shown to impact those vaccinated.
 - Students attending in-person classes this fall (at the ASRC or elsewhere at CUNY) will be required to be vaccinated when at least one COVID-19 vaccine has been fully approved by the FDA.
 - Those coming to the ASRC can choose to obtain a “vaccine sticker” for their ASRC badge. In addition to uploading vaccination status to CUNYfirst per CUNY guidelines and instructions, those who wish to obtain a vaccine sticker will be able to do so from Reishma Kistow or Meghan Hughes on a scheduled basis by showing proof that they are fully vaccinated. No personal health information will be collected or stored by the ASRC.
 - Any person who has not satisfactorily completed vaccination and/or testing requirements per the CUNY policy in effect at the time will be required to leave campus until those requirements have been fulfilled.
- Entry must be via the first-floor courtyard public safety entrance, except in Phase 5.
- All building entrants must wear a mask until further notice.
- A valid C-14 certificate holder must always be present in the laboratory 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.

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, and move to the ASRCs isolation space (ASRC G.762) or leave the ASRC as soon as possible. If required, the ASRC can coordinate transportation and/or provide an N95 mask. Individuals developing symptoms on-site will also be instructed to contact their healthcare provider for assessment and testing. Symptoms must also be reported here: https://asrc.formstack.com/forms/covid19_reporting.

Return to the ASRC after COVID-19 vaccination

All vaccinated persons are required to follow all policies established in this document, including building access restrictions based on symptoms, known/possible contacts, and international

travel. As the vaccine can cause symptoms of COVID-19, exceptions may be granted immediately following vaccination per CDC guidance.

In the 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.
 - **Symptoms do not last more than two days.** If symptoms continue more than 2 days, you should not report to work until you are symptom free without the use of medication for 72 hours. A negative COVID-19 test should be obtained prior to return. You must report your symptoms as described above.
 - Your **symptoms must subside before returning to work.**

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.

Physical Distancing, Occupancy Limits, and Building Access

- CUNY provides policies on social distancing in all its facilities, based on CDC and New York State guidance. Anyone onsite at the ASRC will be required to follow the CUNY social distancing policies in effect at the time, or when more stringent the phase-specific ASRC policies. In some circumstances, it is more appropriate to maintain greater distance from others than is required by policy.
- During Phases 3-5, meetings and classes where all individuals are vaccinated, as evidenced by an ASRC (or other CUNY) “vaccine sticker” do not have to follow social distancing requirements, so long as all participants remain masked. We encourage individuals to be respectful of each other’s comfort zones with respect to social distancing.
- When social distancing is required, exceptions will only be allowed when absolutely essential for laboratory safety and only with the use of additional PPE for protection.
- A visual guide for the required social distancing is placed in the ASRC lobby where all personnel and visitors enter the building to instruct them on how to socially distance.
- Additional protective measures, such as physical barriers like plexiglass dividers, are in place between desks and between desks and high traffic areas.
- Any person on-site should limit occupancy of any spaces/rooms to those which are essential to work performance.

- ASRC administration must be notified in advance (at least 1 business day prior) of those scheduled to be onsite without an ASRC ID. These individuals must be approved and added to the daily visitor list provided to public safety.
- Different phases have different occupancy limits and/or physical distancing requirements; see phase-specific guidance below (ASRC Research and Education Activity Phases). The ASRC also updates building-wide occupancy limits in response to changes in local health metrics and State and CUNY policies, which are communicated via email and the ASRC website.
- Specific locations in the building have occupancy limits, which are detailed in the Occupancy Guidelines below. When limits are in place, signs are posted throughout the building as a reminder of these limits and to detail appropriate traffic patterns in corridors and stairwells to further limit interactions. Physical distancing is required in these high traffic areas, as well as in elevators, per phase-specific guidance. When physically distancing is required:
 - Physical distancing should be maintained whilst waiting for elevators. To avoid massing outside elevators, stairs should be used as an alternative when appropriate.
 - ASRC north and south stairwells should have one-way traffic: north stairwell to travel up; south stairwell 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 social distancing 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.
 - Whilst using corridors, occupants should keep right, travel in single file, and maintain social distancing from the person in front.
- In common areas, phase-specific physical distancing requirements must always be observed. 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 and Tea Room occupancy should be within occupancy limits determined by phase and social distancing requirements (see table).
 - Total occupancy limits will be posted in each room.
 - Auditorium, seminar, and conference rooms:
 - Auditorium and seminar rooms can be used in Phase 3-5 for in-person instruction and related activities.
 - ASRC administration must coordinate scheduling of in-person classes, events, meetings, and related activities that take place in the auditorium and seminar rooms.
 - There are strict occupancy, and in some cases time limits, for any in-person events that are approved by the ASRC Leadership.
 - Applicable occupancy and physical distancing requirements are posted at the entrances and inside meeting and event spaces.
 - Hand-sanitizer and tissues are 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:
 - will be subject to occupancy limitations and housekeeping guidelines set for office areas.
 - will not be unavailable for any other use during this time.
 - Meeting and events spaces must be booked in advance.
 - A 30-minute interval between bookings should be maintained to ensure no interactions between groups and allow for cleaning between usage.
- To maintain occupancy below stated limits during Phases 2-4, supervisors establish flexible and staggered work schedules with their students and staff, including for essential personnel. These schedules should be coordinated with any other party who shares the space. Supervisors also limit individuals onsite by requiring only one person to be onsite if a task can be accomplished by one person.
 - Per CUNY guidance, starting August 2, 2021 all members of the ASRC will be expected to have some in person component to their work schedule, unless they have an approved fully remote work schedule. Supervisors must approve flexible work schedules in accordance with CUNY and/or GC policy. They should also coordinate with GC HR to ensure that reasonable accommodations are made for any vulnerable populations.
 - Supervisors must ensure that hybrid teams can function effectively during return to in-person work.
 - When possible, researchers should be grouped according to similar time requirements. When possible, each group should be assigned the same schedule to minimize 'social network' size.
 - 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. A 30-minute interval between usage bookings must be maintained to allow for cleaning and ensure no interactions between various groups.
 - 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.
- In addition, core facility directors coordinate and confirm all user access and schedules, in compliance with our occupancy limits. Core facility users and human research participants are included in the occupancy limits.
 - Core Facility Directors must coordinate all users and/or occupancy until implementation of Phase 5. Booking and/or time restrictions may be implemented to ensure no overlap of users in any space or facility. At all times, Core Facility Directors must notify ASRC administration at least 1 business day in advance of anyone without an ASRC ID who is scheduled to be onsite.
 - Core Facility Directors must review bookings to ensure that they comply with social distancing guidelines and laboratory occupancy limits.
 - Researchers must coordinate with the relevant Core Facility Director before beginning any experiment (particularly time-dependent experiments) that requires use of a core facility or any of its instrumentation.

- 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 available for each station for researchers to review/reserve space.
- 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.
- Any research requiring human subject participation at the ASRC will require approval by the Executive Director until further notice.
- Vendors, engineers, contractors, and construction workers will be permitted by appointment for essential renovations, repairs and service, and these visitors must request and await approval from ASRC administration before coming onsite. They must follow all CUNY and ASRC policies.

Research training for ASRC students, research staff, and core facility users

- Trainings are permitted during Phase 3-5.
- The trainer must hold a valid C14 for the ASRC. The trainer must be more experienced in the particular technique or process than the trainee.
- Supervisors must schedule the training in compliance with the occupancy limits for the laboratory and space.
- During Phase 3, trainings must be pre-approved by the Executive Director and adhere to the following restrictions.
 - Trainings must involve 2 persons at a time: one trainer, one trainee.
 - As much as possible, maintain the same pairing throughout training to limit cross-interactions.
 - 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 social distancing limits of each other for more than 15 minutes in total must occur only in laboratory spaces and may require the use of additional PPE (e.g., face shields, N95 masks).
 - In addition to face masks/coverings, the trainee and trainer must also wear a face shield during training if they will be within social distancing requirements 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
 - Trainers should train no more than 3 trainees per week.
 - Training sessions should be limited to 30 minutes.
 - If extended training sessions are required, both trainer and trainee must be fully vaccinated and/or have obtained a negative COVID-19 test within 72 hours of scheduled training.
 - Only 1 extended training session should occur per week for each trainer and/or trainee.
- Undergraduate students are permitted to do research, classes, and other educational activities at the ASRC in Phase 3-5.

- High school students (16 years or older) are permitted for research and other educational activities in Phase 4-5.
- A senior researcher (faculty, postdoctoral fellow, or graduate student with at least one year of experience in the lab) must always be present in the laboratory when an undergraduate and/or a high school student is in the lab. All students must comply with CUNY's testing protocols and all other aspects of the ASRC's and CUNY's policies.
 - In addition, new undergraduate and high school students must be approved in writing by the ASRC Executive Director prior to initiating training and/or research at the ASRC. Requests must include a summary of proposed activities, a supervision plan for each laboratory activity, and estimated duration of access. Training for new undergraduate and high school students must comply with the policies in this document. In the case of minors, a parent or guardian must acknowledge that they have read, understand, and accept the policies.
 - High school students must comply with all regulations for minors.

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 further notice.
- Human research participants will count toward the building's phase specific occupancy limits and must abide by all distancing, PPE, and other requirements for personnel contained within this guidance.
- For approved human participant 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.

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>
- In Phases 1-4, masks and/or face coverings must be worn inside the ASRC at all times, especially in lobby areas, corridors, elevators, stairwells, Tea Rooms, the Café, the Auditorium, and other public, communal spaces. Masks do not need to be worn in the following circumstances only:
 - Single occupancy offices
 - While eating, drinking, or changing mask/face coverings when needed and for as little time as possible.
 - In socially distanced meetings of ten or fewer when all present are confirmed to be vaccinated, as indicated by the presence of an ASRC (or other CUNY) "vaccine sticker" on their ID badge, and all participants of that meeting are comfortable with being unmasked during the meeting.
- In general, people do not need to wear masks when outdoors. 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.
- 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. Disposable masks will be provided by the ASRC.

- 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 users that is owned and/or managed by the core facility (e.g., cleanroom suits) must be either:
 - laundered or replaced between every use, or
 - must be labelled with username and not shared or used by any other user (standard laundering schedule may then apply).
- 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, such as tools, equipment, machinery, touchscreens, and vehicles, 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.
- No sharing of cups, utensils, or plates is allowed. Food and beverages should not be shared.
- Appropriate cleaning supplies will be available and used throughout the building.
- Personnel are required to clean surfaces, workstations, personal devices, etc. at the beginning and end of their shift/usage in all spaces. 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.
- Lab heads and core facility directors are responsible for developing, posting, and monitoring for cleaning and disinfecting protocols for shared research equipment and their laboratory space.
- 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 and continue for Phases 1-4.
- 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.

Area/Room-specific Guidance

- 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.
- Office areas
 - 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.
- Lab spaces
 - 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.
- Auditorium, event spaces, conference rooms
 - Occupants should wipe down local area they occupied after use. This includes desk space, armrests, electronics, and remotes.
 - Door handles should be wiped down by the last person leaving the room after a class, meeting, or seminar.
- Shared facilities
 - Use of appliances, water coolers, and the water fountain is at the 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.

Facility Preparations

- Where possible, seating and spaces will be physically distant to encourage the required social distancing.
- Signage will be placed throughout the building notifying and acting as a reminder for occupants of occupancy guidelines, social distancing requirements, personal safety requirements, and any other relevant directional signage for compliance with policies.
- Plexi-glass screens will be put in place for high-traffic desk areas. Additional plexi-glass screens may be procured on request (contact ASRCInfo@gc.cuny.edu to request).
- Air-handling systems will be monitored and maintained by CCNY Engineering team. Any issues will be communicated and/or rectified as soon as possible.

Communication

- 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 and in effect at the time. Where possible, seating, desks, and tables will be physically distant to promote social distancing per CUNY requirements. Copies of this plan will be available in the building; digital copies can be obtained via QR codes on signage throughout the building and from the ASRC website.
- ASRC community members are kept apprised of current conditions via email, the ASRC website, and virtual meetings (e.g., staff/faculty meetings, town halls). Core facility directors are in touch with their users to provide updates.
- Questions can be directed to ASRCInfo@gc.cuny.edu.

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.
- A C-14 certificate holder must be present in the laboratory space when particularly hazardous chemicals are in use (refer to ASRC's Chemical Hygiene Plan).
- All researchers eligible for a C-14 certification are encouraged to apply. Please contact Meghan Hughes (mhughes1@gc.cuny.edu) to begin an application.
- Mandated training should take place virtually, where possible.
- Sharing of food and beverages is strictly prohibited. Employees are encouraged to bring their lunch from home.

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.
- 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.
- 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

Considerations for Non-Research Activities

Outreach activities

The ASRC's Field Trip program via the IlluminationSpace is completely virtual during Phases 1-3, and the IlluminationSpace is closed throughout these phases. In Phase 4, small groups of middle or high school students will be allowed on a case-by-case basis, only after being evaluated and approved by ASRC Leadership. All participants will need to comply with CUNY's testing policy if they are not vaccinated or do not provide proof of vaccination. Inclusive of students, teachers, ASRC support staff/instructors, and others, occupancy of the IlluminationSpace cannot exceed 20 people during Phase 4.

A limited number of undergraduate interns can participate in Community Sensor Lab activities during Phase 3 and 4, with approval from ASRC Leadership, and they must follow all the policies outlined in this document, including CUNY's testing policy.

Classes, meetings, events, and visitors

- In person and indoor classes, meetings, and events may be held in Phase 3-5.
 - The ASRC Executive Director will identify and approve in-person and hybrid classes and events to be held at the ASRC in partnership with faculty and GC leadership.
 - Classes will be prioritized over meetings and events.
 - All classes, meetings, and events in the ASRC auditorium, seminar rooms, and conference rooms must be scheduled and confirmed in advance by Reima Ramsamooj (rramsamooj@gc.cuny.edu) or the appropriate ASRC Initiative Administrative Coordinator. These rooms are equipped with A/V systems and internet to make hybrid instruction/events possible.
 - All in person activities must adhere to social distancing requirements.
 - Non-essential gatherings will be restricted. Determination that an in-person class, meeting, or event is essential to the ASRC mission will be determined by the Executive Director and GC Dean for Science.
- When possible, events and meetings should occur outdoors.
- All in-person activities must:
 - Adhere to phase-specific room occupancy and social distancing guidelines
 - Be scheduled in advance
 - Make Virtual participation available when possible.
 - Speakers will be notified in advance if any seminars are to be streamed virtually and/or to be recorded.
 - The ASRC is not responsible for any 3rd party recording.
 - All speakers are advised to include a copyright notice in all presentations.
- Small group tours can occur provided they support the strategic mission of the ASRC, GC, and/or CUNY, as assessed by the Executive Director, and follow the guidelines in effect at the time.
- Catering for events and/or meetings is permitted in Phases 3-5 providing:
 - All food and beverages are individually packaged.
 - Buffets are permitted only with a dedicated server, and if all current appropriate health and safety precautions are followed.
 - Participants are socially distanced whilst food and beverages are served and consumed.
 - Participants should not share their food or beverages, or plates, cups, and utensils.
 - Weather permitting, it is encouraged that outdoor spaces are used for receptions where food and beverages are served.

Café Food and Drink Grab-n-Go

During Phases 1-2, the Café will not be stocked with food and beverages, and the Grab-n-Go area will be closed and blocked from access. During Phases 3-5, individually packaged food and drinks, as well as self-serve coffee, will be available for purchase. In Phase 3, occupancy of the Grab-n-Go area will be limited to 1 person at a time, and in Phase 4 to 2 people. Individuals should wait until the previous user has completed their transaction and left the area before proceeding in to select and pay for their food and beverages.

ASRC Research and Education Activity Phases

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	Critical, time sensitive ASRC research that poses minimal risk of infection to personnel. No in-person courses, meetings, events, or outreach. No undergraduate or high school students. External core users as approved by ASRC Leadership only. Preparations for Phase 3.	Up to 20% of building capacity	Ramp Up to Phase 2: Upon CUNY/State approval. Ramp Down to Phase 2: NYC 7-day percent positivity exceeds 6%, and/or >100/100K new cases, as reported by the State tracker.
Phase 3	Administrative, research and teaching personnel allowed onsite to conduct work that needs to be done in person. Core research facilities may increase non-ASRC users w/in occupancy limits. Hybrid and limited full-time in-person learning/meetings, as approved by ASRC Leadership. Preparations for Phase 4. Note: Maximum occupancy will be adjusted by ASRC Leadership between 20-50% based on COVID-19 metrics.	Up to 50% of building capacity	Ramp up to Phase 3: Upon ASRC, CUNY, or State approval to exceed 20% occupancy; and 7-day percent positivity below 6%. Ramp Down to Phase 3: evidence of increased COVID-19 risk based on percent positivity (>2%) and/or case numbers (>10/100K).
Phase 4	Administrative, research and teaching personnel allowed onsite. Expanded access for in-person instruction and external core facility users. In-person events and meetings allowed, w/in guidelines. Limited in-person outreach activities. Preparation for Phase 5.	Up to 80% of building capacity	Ramp up to Phase 4: NYC vaccination rate >70%* AND 7-day percent positivity below 2% and/or new cases/100K below 10 for two weeks. Ramp down to Phase 4: evidence of increased COVID-19 risk based on percent positivity (>1%) and/or case numbers (>5/100K).
Phase 5	Full access for all activities, with evolving infection-prevention measures, which may continue to include a combination of staggered hours, physical contact barriers, use of PPE and increased cleaning protocols.	All employee and facility user building access under new normal rules	Ramp up to Phase 5: CUNY testing policy in effect; NYC vaccination rate >70%* AND 7-day percent positivity below 1% and new cases/100K below 5 for two weeks.

*70% of NYC adults with at least one vaccine dose.

Allowable activities for each phase are detailed in [Phased Reopening Activities](#) (see below). Occupancy limits for specific spaces with current social distancing requirement is detailed in the [Occupancy Guidelines](#) (see below).

NYS and local metrics will be monitored by ASRC administration. Should metrics indicate a change in Phase and/or occupancy, ASRC participants will be notified as soon as possible per the ASRC [communication](#) plan to prepare for any changes. There may be conditions where we have to scale down activities.

Phased Reopening Activities

Phase 1

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

Conference rooms can be used for essential in-person meetings that cannot be held virtually. **Six feet social distancing and a 10% total occupancy restriction apply.**

Phase 2

Occupancy limitations (maximum):

- Building: approximately 10-20%
- Laboratories: maximum occupancy is determined by 1 per 100 sq. ft. of laboratory space. **Six feet social distancing must be maintained.**
- Offices/Cubicles: maximum occupancy per quad (4 desk cluster) is determined by current social distancing requirements. Please see Occupancy Guidelines.
- 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 and flexible schedules approved by your supervisor. Open-plan office spaces are subject to occupancy time limits. See [Occupancy Guidelines](#) for full details.

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

- b. Seasonality
- c. Approaching deadline (contract, grant deadline/ending, article resubmission)
- d. Graduate student nearing completion of their degree
- e. 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. Social distancing must be maintained.

Core facilities will be open to users on a limited basis, primarily to ASRC members. External users may mail samples for analysis or use 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.

Access to a core facility must be coordinated by the Core Facility Director. Occupancy limits of core facilities follow laboratory occupancy limits. There must be no overlap of users. All cleaning requirements must be completed. 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.

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

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.

Undergraduate students, high school students, and visitors are not permitted during Phase 2.

Engineers, contractors, construction workers, or vendors required on-site for critical maintenance of instrumentation or equipment or construction work 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.
- Part of an ongoing construction/renovation project under supervision by ASRC Leadership.

Service visits can be requested here:

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

Phase 3

Occupancy limitations (maximum):

- Building: approximately 20-50%
- Laboratories: maximum occupancy is determined by 1 per 100 sq. ft. of laboratory space. **Social distancing, as defined by CUNY at the time, must be maintained.**
- Offices/Cubicles: maximum occupancy per quad (4 desk cluster) is determined by current social distancing requirements. Please see Occupancy Guidelines.
- Shared, closed-door office: maximum occupancy is determined by social distancing limitations. **Social distancing, as defined by CUNY at the time, must be maintained.**

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. 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.

Core facilities may begin accepting new users 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. There should be no overlap of users. All cleaning requirements must 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 may continue to work remotely for tasks suitable for remote working.

Undergraduate student research can resume, with pre-approval from the Executive Director.

High school students and visitors are not permitted during Phase 3.

Engineers, contractors, construction workers, or vendors required on-site for critical maintenance of instrumentation or equipment or construction work 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.
- Part of an ongoing construction/renovation project under supervision by ASRC Leadership.

Service visits can be requested here:

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

In-person instruction, lab/core facility training and other strategic in-person activities, such as critical meetings, events, and building tours, 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

Occupancy limitations (maximum):

- Building: approximately 50-80%
- Laboratories: maximum occupancy is determined by 1 per 100 sq. ft. of laboratory space. **Social distancing, as defined by CUNY at the time, must be maintained.**
- Offices: maximum occupancy per quad (4 desk cluster) is determined by current social distancing requirements. Please see Occupancy Guidelines.
- Shared, closed-door office: maximum occupancy is determined by social distancing limitations. **Social distancing, as defined by CUNY at the time, must be maintained.**

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 can continue to work remotely for all tasks suitable for remote working.

High school student field trips to the IlluminationSpace and high school research interns can resume, with pre-approval for specific outreach and research activities from the Executive Director.

Phase 5:

A return to business as “normal” with full operations and building occupancy (up to 100%). The ASRC may choose to impose some of the policies and/or restrictions described in this plan, based on the public health and scientific information available. Any restrictions or policies will be communicated via email to the ASRC community and posted on the ASRC’s website.

Contacts

Coronavirus Campus Liaison:

Brian Peterson: bpeterson@gc.cuny.edu

Coronavirus Campus Coordinators:

Annette ‘Nina’ Gray: agray@gc.cuny.edu

Meghan Hughes: mhughes1@gc.cuny.edu

Reishma Kistow: rkistow@gc.cuny.edu

Occupancy Guidelines

	Phase 1	Phase 2	Phase 3			Phase 4			
Building Occupancy	< 5 %	10-20 %	20-50%			50-80%			
Social distancing requirements	6 ft.	6 ft.	6 ft.	3 ft.	0 ft.	6 ft.	3 ft.	0 ft.	
Open-plan laboratory Occupancy (total = per 100 sq. ft.)	Essential personnel only	1	1	1	1	1	1	1	
Laboratory rooms Occupancy (total = per 100 sq. ft.)	Essential personnel only	1	1	1	1	1	1	1	
Open-plan offices Occupancy (people per 4 desks)	Essential personnel only	1	2	4	4	4	4	4	
Shared closed-door offices	Occupancy	1	2	4	unrestricted**	2	4	unrestricted**	
	Minimum vacancy time between occupants (hr)	1	0.5	none			none		
Conference Rooms (floors 2 - 4) Occupancy (people)	1	3	3	8	unrestricted**	3	8	unrestricted**	
Conference Rooms (1st floor) Occupancy (people)	1	3	5	10	unrestricted**	5	10	unrestricted**	
Conference Rooms (ground floor) Occupancy (people)	1	2	3	6	unrestricted**	3	6	unrestricted**	
Tea Rooms Occupancy (people)	1	2	2	4	unrestricted**	2	4	unrestricted**	
Café	Occupancy (people)	10	10	25	50	67	25	50	134
	time limitation per person (min)	30	30	N/A			N/A		
Auditorium* Occupancy (people)	0	0	30	50	50	30	75	100	
Seminar room* Occupancy (people)	0	0	10	18	23	15	18	45	
Data-visualization Occupancy (people)	0	0	16	30	35	16	30	45	
IlluminationSpace Occupancy (people)	0	0	0			20	20	20	
Bathroom suites Occupancy (people)	1	1	2	4	8	3	6	12	
Passenger Elevators Occupancy (people)	2	2	2	4	8	2	4	unrestricted**	
Freight Elevator Occupancy (people)	2	2	2	6	unrestricted**	2	6	unrestricted**	
Vestibule Occupancy (people)	2	2	3	6	12	3	6	12	

* unless in use as office

**within fire code