

## ASRC COVID-19 Public Health and Safety Policies

### Introduction

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

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

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

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

## COVID-19 Public Health and Safety Policies

### COMING TO CAMPUS

#### **Obtain your Cleared4 Access Pass**

All CUNY faculty, staff, students coming to campus must be either fully vaccinated OR have obtained a negative COVID-19 PCR test within the last 7 days. Please see our [Visitor Policies](#) for any guests not formally affiliated with CUNY.

Note: Vaccine mandates are in place for some populations of our community. Please see our [Vaccine Requirements](#) section to confirm if you fall into any of these populations and confirm you have the correct vaccine status before coming to campus.

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

- **CUNY faculty, staff, and students** must:
  - Upload their vaccine records to CUNYfirst if vaccinated, OR
  - Enroll and participate in Cleared4 surveillance testing program if unvaccinated. All tests must be taken at a [CUNY SafeCircle testing site](#).
- **RF employees** must:
  - Upload your vaccine records to your [RFCUNY portal](#), OR
  - Enroll and participate in Cleared4 surveillance testing program, if unvaccinated. All tests must be taken at a [CUNY SafeCircle testing site](#).
- **Guests and Visitors:**
  - Please see [Visitor Policy](#) for access requirements and instructions.

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

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

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

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

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

## Vaccine Requirements

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

### 1. Students

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

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

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

### 3. Executive Compensation Plan (ECP) employees

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

### 4. Research Foundation of CUNY (RF) employees

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

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

## When to Stay Home

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

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

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

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

## **ON-SITE REQUIREMENTS, SAFETY, AND ACTIVITIES**

### **Entry Requirements**

All persons must enter through the main entrance through the plaza.

**CUNY affiliated staff, students, and/or faculty and RF employees** must meet one of the following requirements for entry:

1. Have a Cleared4 access pass and a valid ASRC ID card.
2. Have a Cleared4 access pass and a valid CUNY ID card (all other college ID's are accepted).

**Guests** must be on the visitors list and present government issued ID to the officer.

**Regular guests** (e.g. core facility users) must be on the visitors list, present government issued ID to the officer, and Cleared4 pass.

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

### **Mask Requirements**

Masks are no longer mandated at the ASRC, unless:

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

Masks will continue to be encouraged.

### **Social distancing**

Physical distancing is no longer a required safety measure.

### **Developing COVID-19 symptoms on-site**

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

### **Contact Tracing**

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

### **Personal Protective Equipment**

- Masks, gloves, cleaning supplies, hand sanitizer and soap will continue to be available throughout the ASRC.
  - Hand sanitizer stations will be posted outside of elevators
  - Hand sanitizer will be available in meetings and events spaces.
  - Hand soap will be available in all restrooms. Signage on hand-washing etiquette will be posted in bathrooms.

- Any disposable masks worn inside laboratory spaces should be disposed of at the end of each day, or when soiled.
- PPE required for research procedures or any other safety requirement, will continue to be available and must be used per industry standard or OSHA requirements.

### **General Safety Considerations**

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

### **On-Site Scheduling**

#### **1. ASRC Staff**

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

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

#### **2. Students**

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

#### **3. Considerations regarding flexible scheduling**

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

### **Onsite Activities**

#### **1. Research Activities**

- All restrictions for research activities have been removed.

#### **2. Mail Room Operations**

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

#### **3. Classes, Events, and Outreach Activities**

- All participants must comply with all current ASRC COVID-19 health and safety policies.

## **RETURN TO WORK GUIDANCE**

### **Isolation, Quarantine, and Return to Campus Requirements**

If you:

#### **1. Test positive**

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

#### **2. Become symptomatic**

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

#### **3. Have close contact with a positive case**

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

## **TRAVEL POLICY**

CUNY students, faculty, and staff should follow the CDC [domestic travel recommendations](#) and [international travel recommendations](#) before reporting back to work or campus. They will also need to notify their manager in advance of the travel dates should quarantine be required upon return.

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

## **VISITORS POLICY**

### **Information for Visitors**

Visitors and guests will be added the ASRC Visitors list by the person they are visiting. All visitors should bring ID to access the ASRC.

Effective February 1<sup>st</sup> 2023, only *regular* visitors, such as core facility users, should obtain their Cleared4 pass for entry to the facility. If you are required to obtain and show a Cleared4 pass, instructions will be sent to you prior to arrival on site.

For access to the ASRC:

1. Enter through the ASRC main entrance (via the plaza).
2. For entry, you must meet one of the following criteria:
  - a. **VISITORS**, defined as anyone *not affiliated* with CUNY or RFCUNY, must either:
    - i. Be on the visitors list **and** present a government issued ID.
    - ii. Be on the visitors list, present a government issued ID, **and** have a Cleared4 pass. NOTE: those requiring a Cleared4 pass will be sent information on how to obtain their pass prior to their arrival on campus.
  - b. **ANY CUNY OR RF-CUNY AFFILIATED** staff, students, or faculty whose primary affiliation is not at the ASRC, must show your CUNY ID and Cleared4 pass.
3. Comply with all/any social distancing, PPE requirements, and/or other COVID-19 safety measures which are in place at the time of your visit. Please refer to ASRC COVID-19 [Public Health and Safety Policies](#) for current restrictions.
4. **You must not come to the ASRC if you meet any of the conditions for isolation or quarantine** per the [CDC website](#).

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

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

### **Visitor Information for Staff, Researchers, and Students**

Please notify Meghan Hughes ([mhughes1@gc.cuny.edu](mailto:mhughes1@gc.cuny.edu)) of any visitors by 4pm previous business day for addition to the visitors list. Include full name and email address of your visitor on the notification and the date of planned visit in the [template](#). Please ensure:

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

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

Instructions on how to claim their Cleared4 account will be emailed to relevant visitors when added to the access list and include the current Visitors Policy. Guest Cleared4 applications will be monitored daily.



## **UPDATES AND COMMUNICATION**

### **Communication**

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

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

### **COVID-19 Health and Safety Policy Contacts**

#### **Coronavirus Campus Liaison:**

Brian Peterson: [bpeterson@gc.cuny.edu](mailto:bpeterson@gc.cuny.edu)

#### **Coronavirus Campus Coordinators:**

Meghan Hughes: [mhughes1@gc.cuny.edu](mailto:mhughes1@gc.cuny.edu)