CUNY Campus Reopening Checklist

Campus: _____

Higher education institutions must develop and submit a plan for reopening and operating for the duration of the COVID-19 public health emergency. Each CUNY campus must develop and submit a plan that, at a minimum, covers the topics included in this checklist and outlined in the CUNY Guidelines for Safe Campus Reopening, and campuses are accountable for staying current with any updates to local, state and Federal higher education requirements and incorporating those changes into their operations.

Please review each item below and confirm that your Campus Reopening Plan addresses each of the listed minimum requirements. Please also provide the relevant page references to the content in your Plan that addresses each requirement to facilitate review and approval by the Chancellery/COO's Office.

Reopening: Plans for restarting campus operations including student, faculty, and staff return		
Capacity	Does your plan describe: ☐ how you will phase a reopening, and how many students, faculty and staff (percent of total capacity) will return to campus, considering factors such as: ☐ ability to maintain social distance in public spaces and residence halls, ☐ testing capabilities, ☐ PPE availability, ☐ quarantine and isolation capacity, local medical capacity, and availability of safe transportation?	Campus Plan Page Refs: ———— ———— ———— ———— ————	_See CUNY Guidelines for Safe Campus Reopening, Section II.C, in particular, as well as Sections I.A., I.B, I.C., II.A., III.B., and Supplemental Guidelines Sections 1, 3 and 5._
PPE	Does your plan indicate: ☐ how you will obtain and provide acceptable face coverings to all employees of the institution? ☐ whether your campus will be providing face coverings or other PPE to students? ☐ what PPE is required where and when for employees, students, and other individuals on campus, in accordance with state and local public health laws, regulations, and policies?	Campus Plan Page Refs: ———— ———— ————	_See CUNY Guidelines for Safe Campus Reopening, Sections I.A, I.B, II.A, II.C, and Supplemental Guidelines Sections 3, and 4._

Testing	Does your plan indicate: ☐what screening and diagnostic testing your campus will conduct of students, faculty and staff for COVID-19 upon return, especially any individuals with recent travel, particularly from areas with widespread community transmission of the virus? ☐whether individuals will be tested, who will be tested, the frequency of testing, the method of testing, notification of test results, and the process for those arriving to campus untested? ☐whether your campus will quarantine residential students upon arrival until they receive testing and a negative test result?	Campus Plan Page Refs: _____ _____ _____	*See CUNY Guidelines for Safe Campus Reopening, Section III.A.*

Residential living	If your campus has residential living, does your plan include protocols for:
	    ☐capacity limits,
	    ☐enhanced cleaning and disinfection,
	    ☐appropriate social distancing,
	    ☐use of acceptable face coverings in common areas,
	    ☐restrictions on non-essential gatherings and activities,
	    ☐limited access by students to other residential facilities (e.g. dormitories),
	    ☐restrictions of visitors,
	    ☐special housing considerations for students who are immunocompromised or who have an underlying health condition,
	    ☐separate living spaces for persons undergoing isolation or quarantine, and
	    ☐a modified set of rules for students to follow?
	    ☐N/A: Campus does not have residential living.
		Campus Plan Page Refs:
		_____
		_____
		_____
		
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		_____
		
		_____
		
		_____
		
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		_____
		
		_____
			Specific guidance is offered throughout CUNY Guidelines for Safe Campus Reopening in sections I.A., I.B, II. B., III.A.

Operational activity	Does your plan determine: ☐how classes, shared spaces, and activities may be adapted in various phases of return and operations? ☐how the considerations presented in the guidance document on instructional modalities and course scheduling will be addressed? ☐whether your campus will rollout appointment-only use of shared spaces, limiting number of individuals participating in in-person activities at any given time?	Campus Plan Page Refs: _____ _____ _____	*See CUNY Guidelines for Safe Campus Reopening, Section I.C.*

Restart operations	Does your plan describe:
	☐how you will safely reopen buildings? Does it address:
	    ☐cleaning and disinfection,
	    ☐restarting ventilation,
	    ☐water systems, and
	    ☐other key facility components (as applicable)?
		Campus Plan Page Refs:
		_____
		_____
		_____
		_____
		_____
			See CUNY Guidelines for Safe Campus Reopening, Section I.B. and II.B.

Extracurriculars	☐Does your plan have policies regarding extracurricular programs and which activities will be allowed, considering social distancing and risk of COVID-19 transmission?	Campus Plan Page Refs: _____	*See CUNY Guidelines for Safe Campus Reopening, Sections I.B., I. C., and II. C., and Supplemental Guidelines Sections 2 and 5.*
Vulnerable populations	☐Does your plan consider and accommodate vulnerable populations on campus and individuals who may not feel comfortable returning to campus? Specifically, for: ☐ Students to allow them to safely participate in educational activities and receive necessary support services? ☐ Faculty and staff member's specific circumstances?	Campus Plan Page Refs: _____ _____	*See CUNY Guidelines for Safe Campus Reopening, Sections I.C. and II.C*

Hygiene, cleaning and disinfection	Does your plan establish campus-wide cleaning and disinfection protocols for:
	    ☐classrooms,
	    ☐residence halls (if applicable),
	    ☐restrooms,
	    ☐dining halls,
	    ☐computer labs,
	    ☐food pantries, and
	    ☐other facilities?
	
	☐Does your plan promote hand and respiratory hygiene among all individuals on campus?
		Campus Plan Page Refs
		_____
		_____
		_____
		_____
		_____
		_____
		_____
		
		_____
			See CUNY Guidelines for Safe Campus Reopening, Sections I.A, I.B and II.B.

Monitoring: Policies to track health conditions on campus.			
Testing responsibility	Does your plan: ☐identify who is responsible for purchasing and administering testing, and notification of test results? ☐offer contingencies for continual screening of symptoms and temperature checks without testing, if needed?	Campus Plan Page Refs: _____ _____	*See CUNY Guidelines for Safe Campus Reopening, Sections III.A and III.B.*
Testing frequency and protocols	Does your plan: ☐determine the testing frequency and process? And include (as appropriate): ☐how you might test for cause (e.g. symptomatic individuals, close or proximate contacts, travel), ☐how you might test for surveillance to proactively monitor for symptoms of influenza-like illness, and ☐any protocols around group testing?	Campus Plan Page Refs: _____ _____ _____ _____	*See CUNY Guidelines for Safe Campus Reopening, Sections III.A and III.B.*
Early warning signs	Does your plan define: ☐metrics that will serve as early warning signs that positive cases may be increasing necessitating a change in the reopening plan, and ☐method(s) to monitor such metrics?	Campus Plan Page Refs: _____ _____	*See CUNY Guidelines for Safe Campus Reopening, Sections I.C and Supplemental Guidelines Section 5.*
Tracing	☐Does your plan describe contact tracing in close coordination with state and local health departments using the protocols, training, and tools provided through the NYS Contact Tracing Program?	Campus Plan Page Refs: _____	*See CUNY Guidelines for Safe Campus Reopening, Part 1.B, Sections III.A, III.B and Supplemental Guidelines Section 1.*
Screening	Does your plan describe approaches for regular health screening of: ☐staff, ☐faculty, ☐students, and ☐visitors?	Campus Plan Page Refs: _____ _____ _____ _____	*See CUNY Guidelines for Safe Campus Reopening, Section III.A.*

Containment: *Plans for how to respond to positive or suspected cases, as well as preventative policies and practices.*			
Isolation	Does your plan identify: ☐ how to isolate symptomatic individuals, who are residential (if applicable) and non-residential? ☐ where individuals will be residing (e.g. residence halls, hotels, home) throughout the duration of their isolation, and ☐ the support system that will be provided including food, medicine, psychosocial, academic and/or other support, as needed?	Campus Plan Page Refs: _____ _____ _____	*See CUNY Guidelines for Safe Campus Reopening, Sections I.A, I.B and III.B.*
Quarantine	Does your plan identify: ☐ how exposed individuals (residential and non-residential) will be quarantined away from others, ☐ the support system that will be provided including food, medicine, psychosocial, academic and/or other support, as needed?	Campus Plan Page Refs: _____ _____	*See CUNY Guidelines for Safe Campus Reopening, Sections I.A, I.B and III.B.*
Students confirmed or suspected to have COVID-19	☐ For residential campuses, does your plan include how you will monitor and provide medical care and other health services to residential students who test positive and are in isolation, need more advanced medical care, or are awaiting test results?	Campus Plan Page Refs _____	*See CUNY Guidelines for Safe Campus Reopening, Sections I.A, I.B and III.B.*
Hygiene, cleaning and disinfection	☐ Does your plan include implementation strategies for cleaning and disinfection of exposed areas, and appropriate notification to occupants of such areas?	Campus Plan Page Refs: _____	*See CUNY Guidelines for Safe Campus Reopening, Section I.B and III.B.*
Communication	☐ Does your plan describe how you will share with your campus community the protocols and safety measures taken by the institution?	Campus Plan Page Refs: _____	*See CUNY Guidelines for Safe Campus Reopening, Section II.D and III.B.*

Shutdown: *Contingency plans for decreasing on-campus activities and operations and/or closing the campus.*			
Operational activity	Does your plan: ☐Indicate which operations will be decreased, scaled back, ramped down, or shutdown and which operations will be conducted remotely, and ☐Describe a process to conduct orderly shutdown which may include phasing, milestones, and involvement of key personnel?	Campus Plan Page Refs: _____ _____	*See CUNY Guidelines for Safe Campus Reopening, Supplemental Guidelines Section 5.*
Move-out	For residential campuses, does your plan describe: ☐how students would safely depart campus? and ☐any necessary policies for students who may not be able to depart campus quickly?	Campus Plan Page Refs: _____ _____	*See CUNY Guidelines for Safe Campus Reopening, Supplemental Guidelines Section 5.*
Communication	☐Does your plan comprehensively describe how to communicate internally and externally throughout the shutdown process?	Campus Plan Page Refs: _____	*See CUNY Guidelines for Safe Campus Reopening, Supplemental Guidelines Section 5.*

If your campus reopening plan does not include any of the minimum requirements listed above, describe why that is the case in the box below.

As the Coronavirus Campus Coordinator, I certify that the Campus Reopening Plan submitted to the CUNY Chancellery/COO's Office for review, meets the minimum requirements as checked off on the list above.

Name: _____

Title: _____

eSignature: _____

Date: _____