INTRODUCTION

This document sets forth a phasing-in framework of critical onsite institutional, academic, and research activities at Brooklyn College to ensure reentry is conducted in a safe and orderly manner and in accordance with State reopening guidelines and other local, state, and federal requirements for higher education. The College also engaged our partners and colleagues in similar institutions in preparing to reopen our campus facilities.

As the pandemic evolves, guidance from public health authorities and local, state, and federal requirements are likely to change. The College is staying current with any changes to public health guidance and state and federal requirements. The College phasing in plans are staged and slow enough to ensure learning from operational issues that arise in order to adjust procedures and processes. We are considering support staffing and supplies required to support reentry and expand work and academic activities. Until an effective cure or vaccine is widely available, Brooklyn College continues to prioritize working and learning remotely wherever possible.

I. KEY GUIDING PRINCIPLES

Safety - Brooklyn College, in coordination with CUNY, adheres to local and state public health guidance to ensure safety for on-campus activity. The College continues to prioritize remote learning and work arrangements in the absence of a vaccine or cure. This protects faculty, research students, and staff and support personnel who enable research. Flexibility and accommodations for those with health-related vulnerabilities or living situations that put household members at increased risk are key to these plans.

Compliance – Guidance and standards issued from local, state, and federal public health agencies and the University inform College planning and implementation procedures. The College will establish means to monitor, report and investigate safety concerns.
Staged Resumption & Return – As we expand onsite campus activity, each phase is staged to expand at an incremental pace reaching a maximum occupancy of 25% until a vaccine or cure is widely available and effective.

Flexibility – Much remains unknown about COVID-19. Until a vaccine or cure exists, the College needs agile processes to enable the quick reinstatement of a full or partial campus closure in the event of a new wave of outbreaks or in the face of emerging exposure concerns.

II. CAMPUS REENTRY COMMITTEE & GOVERNANCE

The President’s Coronavirus Campus Reentry Committee is led by Alan Gilbert, Senior Vice President of Finance and Administration serving as the Coronavirus Campus Coordinator. Reporting to the Coordinator is the Associate Coordinator, Carrie Sadovnik, Director of Environmental Health and Safety. Together, the Campus Coordinator and Associate Coordinator oversee the preparation, review and implementation of reopening plans. These three values are the focal point for any reopening plan:

• Protecting the health and safety of our faculty, students, staff and the broader community
• Optimizing the academic success of our students and the faculty in their research and creative activities, and
• Meeting the expectations of University and New York State, with a focus on public health requirements

The Reentry Committee is organized into six subcommittees with the participation of over 30 faculty, staff, and students and in consultation with faculty leadership and the Professional Safety Council: (1) Academic Continuity; (2) Administrative Continuity; (3) Facilities Readiness; (4) Campus Community Readiness; (5) Remote Work; and (6) Communications/Accurate Information. The subcommittees are charged with developing elements of this Campus Reentry Plan. The subcommittees meet frequently to identify best practices and strategies and make recommendations to the Reentry Committee leadership.

All expansion of on-campus, in-person activity goes through a rigorous plan development, review, and approval process managed by the Reentry Review Board. The Board includes a Review Subcommittee with the participation of two HEO-series faculty members and a CLT-series employee. The Review Subcommittee receives proposals to resume research, schedule hybrid course-related in-person instruction, distribute College equipment, or hold other academic activities. The committee reviews the proposal for integration of public health best practices to keep students, faculty, and staff safe during the pandemic. The process is described in Appendix A.
The College has appointed Human Resource Director of Recruitment and Instructional Staff, Ayana Murray-Richards, the primary Coronavirus Campus Liaison. The Liaison reviews confidential information related to screening/testing and reports screening data and cases identified that need to be raised for notification to local and state officials.

Brooklyn College Campus Reentry Committee will work with the Chancellery/COO’s Office to ensure all stages of reopening meet CUNY guidance. Reopening will only follow CUNY approval of a submitted plan. Improvements on or expanded activity not reflected in the submitted and approved plan will be considered a modification. The Committee will work with the Chancellery/COO’s Office to revise and implement modifications to the reopening approach.

III. TRIGGERS TO REOPEN

Campus-wide protocols and procedures are organized around four categories: Planning, People Processes, and Places.

KEY POINTS OF READINESS

I. PLANNING

A. Reopening

Reopening Onsite campus activity is staged to expand at an incremental pace, and transitioning between stages will be subject to a periodic risk analysis, as guided by the CUNY Supplemental Guidelines for Staged Reopening, and discussed below under the section on monitoring. Each stage is described below.

Stage 0 (Essential personnel only) – Campus activity is at its most restricted, such as during NYS On Pause 2020 or during any subsequent outbreaks affecting the campus. Only pre-authorized, essential personnel (or researcher conducting typically COVID-19 related work) are allowed to work in person on campus. The definition of essential industries and related personnel is defined in coordination with CUNY and under local and state guidance. For research, this includes personnel required for critical research material and equipment maintenance.

Stage 1 – Stage 1 begins when NYC Region enters Phase 1. It includes limited onsite activity primarily related to developing and implementing institution- and building-level safe workplace processes and procedures to slow the spread of COVID-19, including establishing health and safety protocols, personnel training and communication, health monitoring plans, and the means to report unsafe conditions. Requests from researchers and other operational units to resume onsite activities are considered under a formal review process by the Institutional Reentry Review Board. Phasing-in of research resumption is described in Appendix B.
Stage 2 (up to 25% on site capacity in densest areas) – Stage 2 begins contingent on approval by the Reentry Review Board and following NYS, NYC, and CUNY re-opening benchmarks. Stage 2 may include expansion of on-site access to approved high-priority research and equipment and material distribution to support remote learning and work. Each space to be occupied will have capacity restrictions determined by occupants being 6’ apart in spaces with good outside air ventilation or 12’ apart in spaces without central building ventilation, as per CUNY Guidelines. This analysis results in percentages averaging 20-25% of normal occupancy for the spaces with the densest occupancy, Classrooms and Lecture Halls, all of which have good outside air ventilation. Any spaces on campus requested for use will be subject to these capacity restrictions. For any requested use of Departmental spaces such as studios, production spaces and labs, in addition to the restrictions noted above, teaching sessions will be limited to five students per session; occupancy in these spaces will be determined by the more stringent restriction. [See Appendix D, “Special Teaching Spaces and Typical Room Types,” “Reentry Planning Classroom and Lecture Halls,” and “Typical Room Occupancy and Designs.”]

Stage 3a - Stage 3 begins when there is no increased risk of infection associated with NYC Region’s Phase 2 reopening; Stage 3 lasts a minimum of two weeks and adheres to additional NYS, NYC, and CUNY re-opening benchmarks. It includes the expansion of onsite access for approved research.

Stage 3b - Expands on-site access to include undergraduate and high school students. The campus provides access to highly valued resources such as the library and research materials, study space, and computer or internet access. In-person instruction under Phase 4 of the NYS reopening plan will happen under this reopening Stage, with the overwhelming majority of academic activity remaining remote. Initiation of in-person instruction can only begin after CUNY and NYS approve the resumption of onsite educational activity; expansion up to 25% occupancy can only occur with adequate monitoring of public health metrics. As of the writing of this plan, the College is in Stage 3 or reopening.

Stage 4 –Stage 4, representing a return to business as usual will full operations and building occupancy up to 100%, can only be triggered once there is broad access to an effective vaccine, mass immunity confirmed by anti-body testing, and effective and widely available treatment, and/or by executive order of the NYS Governor, NYC Mayor or CUNY Chancellor.

B. Monitoring

Metrics that serve as early warning signs that positive cases may be increasing beyond acceptable levels will be reported to the Campus Reentry Committee on a weekly basis.

1. Key Local and Regional Metrics: Campus Coordinators work closely with the Chancellery/COO’s Office and the Campus Reentry Committee to determine relevant local and state data and health metrics, including:
• **NYC COVID-19 Data by Zip Code** to track cases, hospitalizations and deaths in 11210 and surrounding zip codes.
• **NYC COVID-19 Daily Data by Borough** to track week-to-week changes at the borough level.
• Data will be compared to the NYC public health indicators to assess what is happening in the surrounding community and to support reopening or reclosing decision-making.

2. **Daily Health Screenings**: The Coordinator will review daily data on screenings, including percentage of daily screenings that result in access being denied and the underlying reasons. Upward trends will indicate a potential increase in risk level among individuals accessing campus.

3. **Symptom Self-Reports**: The College uses the [COVID-19 Case Collection Form](#) for all self-reports by campus community members who suspect that they have been exposed to a positive case or are experiencing COVID-19 symptoms. Reports do not have to be associated with time spent on campus and will provide an additional early warning sign of increasing transmission.

4. **Positive Tests**: All individuals who report testing positive for COVID-19 are tracked and reported to the Coordinator. Cases associated with time recently spent on campus or in off-campus research or curricular activity will be reported to the Campus Reentry Committee for a review and determination of the need to implement Reclosing Plans.

5. **COVID-19 Conduct Compliance**: The College has appointed Don Wenz, Director of Campus and Community Safety and Services, and Carrie Sadovnik, Director of Environmental Health and Safety, as Site Safety Monitors to ensure compliance with this plan. Compliance is promoted through various means, including email, universal signage, formal workforce attestations and visitor notification, and posting of plans around campus, to announce campus policies. Adherence to policy and protocol is consistently monitored with compliance incorporated into existing safety and security inspection procedures. In addition, personnel are encouraged to:
   - Report any unsafe conditions, including signage, occupancy limit concerns, disinfecting protocols, to ehs@brooklyn.cuny.edu and to report non-compliance with face covering or social distancing rules to CCSS at x 5511
   - Report issues to their supervisor and/or their Senior Vice President or Provost, and/or
   - Submit concerns anonymously via either through CCSS or through a web form: [http://www.brooklyn.cuny.edu/web/about/offices/studentaffairs/health-wellness/coronavirus/form.php](http://www.brooklyn.cuny.edu/web/about/offices/studentaffairs/health-wellness/coronavirus/form.php)
   - Observations or reports of individuals not adhering to Brooklyn College COVID-19 protocols will be gathered by the Site Safety Monitors for follow up and reporting to the Campus Coordinator. Brooklyn College follows the CUNY Covid-19 Student Conduct Protocol (Appendix J) to guide follow up on instances of students not adhering to responsible behavior.
• Upon increased or widespread disregard for COVID-19 protocols, the Coordinator may recommend the Reentry Committee consider implementing Reclosing Plans.

C. Containment

Brooklyn College is a non-residential campus. Faculty, staff, students, and visitors must be screened on every day prior to accessing campus or participating in off-site College activities. The screening process identifies individuals who may be subject to quarantine requirements or who are symptomatic and require isolation. In both cases, quarantine and isolation occur off-campus at the individual’s place of residence or other non-College location. The College responds to a positive or suspected case associated with time spent on campus in close coordination with the Coronavirus Campus Liaison, the Chancellery/COO’s Office, and State and local public health officials. See Section 2.IV.B for additional details.

D. Reclosing

The College uses the same governance structure to close down operations as was in place for reopening. Stages of research ramp down will follow CUNY guidance and institutional priorities. College closures may be localized to a building or operational unit associated with internal monitoring data. All such decisions will be made in consultation with the Chancellery/COO’s Office and local/State officials. See Appendix C for reverse shutdown checklist which includes return to Stage 0 essential services only and workforce restrictions.

Description of Reclosing: The order of shutdown will proceed by temporarily moving the following activities to a remote environment or temporarily suspending:

1. SCENARIO I. Campus Shuts Due to Positive Case Associated with Campus
   (a) If only a few rooms or single building is involved, the affected building will be closed for at least 24 hours for assessment and response planning. In this case, essential support personnel such as Custodial Services and Environmental Health and Safety may be asked to report to campus to an unaffected location.
   (b) If multiple locations on campus are associated with the positive case, the entire campus will be closed. Key personnel who will continue to report to the campus include Public Safety Officers and Stationary Engineers.

2. SCENARIO II. Campus Ramps Down Due to Public Health Triggers at the Local or State Level
   (a) NYS Phase IV Closes:
      i. In person hybrid classes.
         All faculty, student, and staff associated with classes will be denied campus entry.
      ii. In-person externships, internships and practicums.
         Faculty advisors will arrange for a transition to remote work.
iii. Student access to on-campus resources e.g. computer labs, equipment. College administration and Academic Affairs will arrange for increased support for remote learning such as additional device distribution and remote log in software.

(b) NYS Phase III Closes:
   i. Reduced Essential Workforce.
      Non-essential staff will be transitioned to remote work. Skeletal staff scheduling will resume for Public Safety, Trades, Custodial Services and other essential staff.
   ii. Research Ramp Down.
      Research labs will ramp down Stage 2 staffing levels.

(c) NYS Phase II Closes:
   i. Research Expanded Ramp Down.
      Research labs will ramp down Stage 1 staffing levels.

(d) NYS Phase I Closes:
   i. Non-essential construction.
      Construction and Project Managers will also be transitioned to remote work.
   ii. Research Ramp down.
      Non-essential research activities will be suspended. Access will be limited to essential personnel staff conducting research animal or material maintenance.

II. PEOPLE

A. Physical Distancing

1. Distancing and Masks
   Physical distancing of 6 feet or more between individuals and consistent and correct use of face coverings are critical public health mitigation strategies which guide all reopening efforts and College operations and associated activity. Brooklyn College policy is that all faculty, staff, students, visitors, or contractors seeking to enter the campus adhere to these practices at all times while on campus. The provision to practice social distancing and use of face coverings has limited exceptions as outlined in Section II.A. The policy is clearly stated on banners and posters at the campus gates and throughout the campus. Additionally, the policy is posted on the College website and is reiterated directly in communications between the entrant and their main point of contact in the College.

2. Limiting Occupancy and Congestion
   The College Facilities Planning Department is engaged in analyzing key spaces on campus which may be critical to reopening, including classrooms, computer labs, common spaces, and outdoor green spaces [Appendix D. Facilities Planning Space Analysis - WEB Computer Lab workstations]. Diagrams provided show occupancy of restrooms, offices, elevators, dining areas, locker rooms, with occupancy determined by minimum 6’ distance in buildings with
central ventilation and 12’ distance in buildings with natural ventilation, or 25% occupancy, whichever is fewer. Spaces smaller than 250 sf may only have one occupant.

(a) Restrooms: Typical public and staff restrooms: SK-201, SK-202, SK-203, SK-204. Please note: Each building on campus has restrooms designated for public use which are identified by signage and which are serviced following NYS Health’s “Interim Guidance for Cleaning and Disinfection of Public and Private Facilities for COVID-19.” The list of designated restrooms will expand with campus occupancy in the specific buildings/floors. List of designated restrooms is below.

(b) Offices: Typical department office: SK-137

(c) Elevators: Typical small and larger/ freight elevators: SK-205

(d) Dining Areas: Main public cafeteria seating: SK-134, SK-135, SK-136

(e) Locker Rooms: Typical essential staff locker rooms: SK-138

Occupancy capacity is dependent on building max load levels, presence of fixed furniture, bottlenecks associated with entrances and egress. Additional considerations is presence of central air ventilation with high levels of filtration, operable windows, and potential for increased air flow. In addition to supply air, increased occupancy in research laboratories, involving storage and use of hazardous substances, is dependent on presence of working chemical fume hoods. In all cases, reopening and occupancy plans requires a minimum of 6 feet social distance between occupants.

A minimum square footage of 250 square feet per person or 12 feet margins between individuals is applied for spaces having poor ventilation. These criteria are also used for spaces involving high-risk activity e.g. singing, clinical settings, playing wind instruments.

Congestion is also avoided by ensuring reentry plans determine preferred access points and unidirectional flow routes for rooms, equipment and amenities.

Tight, enclosed spaces such as elevators, small offices, equipment and storage closets, especially poorly ventilated spaces, must be a minimum of 250 ft2 to support a max occupancy of more than 1 person. Common spaces e.g. elevators, and work areas must deactivate the room or post signage indicating maximum occupancy levels.

The Planning Department analysis and all departmental reentry plans account for spaces which promote gatherings, seated or standing, and reconfigure where feasible to prevent close, prolonged interpersonal contact.

3. Signage [Appendix E]
Brooklyn College-branded universal signage is posted throughout the campus and is available for printing and use by returning departments to promote personal health guidelines as well as cues to support physical distancing, such as 6 feet spacing markers, fixed seating or facilities that are out of service.

B. Gatherings in Enclosed Spaces

1. Physical preparations – Clear barriers/sneeze guards at counters and other high traffic points of interactions, e.g. food pantry, public safety stations, library, reception areas, are either available or will be installed as areas reopen.

Building systems are returned the operational levels necessary to support reentry. In preparation for reentry, domestic cold and hot water fixtures are periodically flushed, HVAC filters replaced at the beginning of the cooling season, and lighting verified. In buildings with central air, the campus is confirming supply and exhaust fans are in working order and MERV 13 or 14 filters are installed. Locations without central air are being evaluated for opportunities to reoccupy, including operable windows and functioning window exhaust fans.

Redefining spaces – In common areas, unnecessary items, especially those with soft, porous surfaces, e.g. rugs, curtains, are being removed. Furniture and tables may be relocated to provide visual cues to promote physical distancing.

2. Events/Meetings – No public events, no group lunches/catering/celebrations or other in-office group event should be planned until further notice. All personnel on campus are encouraged to communicate as needed using email, text, telephone or other technology rather than in person. Meetings should continue to be held using online collaboration tools. In-person meetings for the purpose of College business must be limited in duration and numbers. Individuals maintain 6 feet from others and use face coverings; meetings must not exceed 25% of a room’s capacity.

3. Offices – Open offices or suites must not plan for more than 25% occupancy and must allow for social distancing. For offices with contiguous workstations, one unoccupied workstation should separate co-workers. Occupants must wear a face covering at all times while in a shared workspace/room. Universal signage must be posted to clarify these protocols. Private offices should be occupied by no more than one person, especially where ventilation is poor and the square footage is 250 ft or less. If more than one person is in the space, minimize face-to-face meeting to no more than 15 minutes, wear face coverings at all times and perform pre- and post-visit disinfection protocols. Sneeze guard/clear barriers are installed in locations involving checkout counters, customer service, or other face-to-face interaction.

5. Shared workstations, equipment, spaces. Unless unavoidable, workstations and physical items should not be shared. High touch surfaces of shared workstations and physical items must be
disinfected between users. Supplies can be obtained from the College. Common area lounges and furniture are marked not for use or, where possible, are removed from service.

6. Water Fountains – Signage to deter the use of drinking water fountains are posted directing occupants to instead use touchless water bottle refilling stations. Personnel are instructed to bring their own water bottles when coming to campus.

7. Elevators and Other Small Spaces – Personnel are encouraged to take the stairs when possible to free up the elevator for those requiring its use. When riding the elevator, all are instructed to follow posted maximum occupancy signage, wear masks, avoid touching buttons or other surfaces, and practice hand hygiene upon departing from the elevator. Floor markers establish queues in elevator lobbies. Please note: Most small spaces on campus (250 sf or less) will be closed. Any small spaces which are determined as necessary for use, such as elevators, will be limited to one occupant, and will have signage stating this restriction. Private offices may be used if the occupant has been pre-approved for access to the space.

8. Restrooms – Restroom access is consolidated to predesignated locations, indicated below, to facilitate frequent cleaning and monitoring. Signage and markers are installed to ensure social distancing. For small restrooms, occupancy is restricted through vacancy flagging. Floor markers will be used to establish queues outside restrooms.

**Designated Campus Restrooms on Campus:**
- Whitehead 108, 109
- Boylan 1125, 1142
- Chiller Plant 218, 219
- James 1312, 1310
- Library 101, 102
- Ingersoll 1142, 1124
- New Ingersoll 138, 140
- Roosevelt 104, 124
- SUBO 205, 207
- WEB 109, 110
- West Quad 117, 118
- Whitman 103, 105
- TOW 151, 152

9. Stairwells/corridors/access points – Signage and floor markers are being posted to cue occupants on recommended traffic flow in corridors, stairwells, entrances and exits to minimize passing in halls and doorways. Department and unit-level management should specify designated doors and exits to minimize passing in the halls and doorways. Management should advise staff to only proceed on the right side of the corridor and on the right side of the stairway. Directional signage is posted as reminders.
10. Cafeteria/Dining Services – Until further notice, campus dining services are closed and vending machines are shut down. Face coverings are required at all times except when engaged in eating and drinking. Everyone is encouraged to eat alone and outside or in their private office. If in a common area, maintain 6 feet of distance from others. Avoid sharing food and utensils. No storage of food/beverage is allowed in shared refrigerators. Kitchens and lunch break rooms are organized to minimize duration of use and adherence to social distancing:
   - Secure and remove reusable kitchen items
   - Use signage to deter use of amenities such refrigerators, coffee makers
   - Limit the number of chairs/seating areas
   - Post signage to cue social distancing
   - Staggering or scheduling use of the space

11. Conference Rooms- The Reentry Review Board process ensures that safety plans account for physical preparation of conference rooms, including reconfiguring, operations, and cleaning and disinfection.

12. Computer Labs – The College has numerous computer labs throughout the campus. The majority of the labs, including the Library, WEB, and Whitehead buildings, are closed at this time. Computer labs associated with approved hybrid courses with occasional in-person instruction or requiring computer equipment access that cannot be obtained in a distance environment are being physically prepared for use in the Fall 2020 Semester. This includes reconfiguring to maximize physical distance between equipment users and installing equipment and supplies to facilitate cleaning and disinfection.

13. Exterior Campus Grounds – Exterior areas are available to limited use by faculty, staff, visitors, or students with authorized campus access. The campus is not open to access solely for the use of exterior seating or green spaces. Current and projected campus occupancy levels are restricted with congestion of exterior seating and green spaces not anticipated. However, Facilities Campus Planning analysis identifies physically distanced green space and seating opportunities.

14. Locker Rooms – In addition to locker rooms associated with the fitness center and Athletics, essential staff departments often have locker rooms for staff to change clothing, store personal items, or shower before leaving campus. Users are notified of safe practices through signage and reduced occupancy is ensured through scheduling and staggered shifts.

15. Vehicles – If two occupants are in the vehicle, both occupants must wear a face covering. High touch surfaces of shared vehicles must be disinfected between use.

16. Unique spaces – Reentry Safety Plans incorporate key State and CUNY guidance including physical distancing and gatherings. Those services not currently seeking or expecting to resume are noted below.
(a) Gym/Fitness Center/Pool — Currently not in operation.

(b) Student Health Clinic – At the time of this writing, all services are offered remotely.

(c) Student Activities, Clubs, Government, Orientation, and Interfaith Programs – Not expected to resume in-person on-campus gatherings or events. These and other extracurricular activities are not expected to return in person or on campus until the campus is fully open under stage 4. Instead, we will encourage student activities and clubs to continue their work virtually.

(d) Off-campus College Business – In general, the same type of standards expected on campus apply for off-campus, including research involving fieldwork. In particular, off-campus activities require a safety plan to ensure social distancing and use of face coverings can be practiced student, faculty, and staff and that group transportation is minimized. As discussed below, off campus academic activities will be regulated through the Reentry Review Board and oversight by the Deans and Provost.

C. Operational Activity

1. Appointments and Scheduling of Shared Spaces
   Appointments for shared spaces are managed using the Room Reservation System (RRS). As shared spaces (i.e., computer lab, art studio, music practice room, etc.) are adapted, in the various phases of the return, they will be available to reserve by appointments within the RRS system. Each shared space will be assigned an appropriate reduced maximum capacity, which determines the number of available appointments. Time slots will be made available for the duration in which the shared spaces are open. Individuals will make appointments online using RRS, which is available on the Brooklyn College website.

   RRS will not include shared department spaces like break and equipment rooms. Departments will continue to use group outlook calendars to stagger use of these spaces.

   For appointments of student visitors, various appointment systems are in use. Depending on the reason for the student’s visit (i.e., food pantry, device distribution and drop off, etc.), the appropriate office(s) will make in-person appointments available, through the corresponding appointment system. Appointments will be made available during the time the service is offered. Appointments will be spaced appropriately to stagger campus access and to take space capacity and social distancing into account. Students can make appointments online, using the appropriate appointment system. Instructions and reservation systems are available on our website.

2. Non-Instructional Operations
   Wherever possible, the campus will continue to operate remotely. Expansion of onsite, in-
person activity is planned and staged. The College Institutional Reentry Review Board oversees the process and approves all reentry plans. All departments and unit-level operations must develop comprehensive reentry plans based on the relevant NYS “Interim Guidance During the COVID-19 Public Health Emergency” organized around three categories: People, Places, and Processes. The plan must be gradual with ample time between implementation stages to monitor compliance and address safety concerns subsequent to reentry. Plans must account for physical distancing measures, restricted occupancy of enclosed spaces, operations that prioritize remote work and limit time spent on campus, cleaning of areas and items not addressed by custodial services, staffing notification and accommodations.

The safety of essential personnel continues to be of utmost concern. From the beginning, essential personnel have received regular communication on health and safety requirements. The College conducted multiple trainings and issued topic- or task-specific guidance. The College is in the process of drafting essential personnel safety plans for facilities, custodial services, public safety, and environmental health and safety, which include up-to-date safety requirements. Essential personnel are required to complete the same or similar training as other staff, including social distancing and use of face coverings.

During Stages 1 and 2 of expanded onsite activity, the College is approving research resumption reentry plans. Researchers have received safety guidance [Appendix B] and an overview of the institutional reentry review board process. Reentry for researchers is predicated on completing additional safety and operational prerequisites. The College is also approving expanded support operations to support research resumption, including PPE distribution, central routing, increased custodial services.

During Stage 3 of expanded onsite activity, the College is approving operations in support of expanded Instructional and Academic Affairs operations. These services include ITS device maintenance, access to library materials, and equipment distribution.

All faculty, staff, and research personnel accessing/returning to campus are required to complete training that communicates expectations and standards of conduct. The training includes directions on how to safely wear, store, and dispose of face coverings. Supervisors should discuss this requirement with their staff and provide additional details on completing the training.

The following departments and units have approved reopening plans in place following the guidance issued by the Brooklyn College Reentry Review Board.

- Essential staff offices and shops – Operational plans adhere to State guidance for essential business during the State On Pause Spring 2020 period.
- Research Labs – Individual operational plans are submitted to the review board for review and approval.
3. Instructional and Academic Affairs Operations

Fall 2020 – Summer 2020 courses were all delivered in remote format. Nearly all courses in Fall 2020 will also be remote. A very limited return of in-person instruction and academic activity is planned for the semester. [Appendix K for listing of approved courses.] Hybrid learning environments are allowed where the full curriculum cannot be delivered remotely. Only a small number of hybrid courses must occasionally be conducted face-to-face as they are based on experiential learning or require equipment that cannot be obtained in a distance environment. Most of the hybrid course class meetings will be remote. The in-person class meetings will employ an A/B schedule for on-campus meetings to limit the number of in-person participants in in-person instruction. In order to minimize interpersonal contact, in-person instruction is limited to a total of five sessions per hybrid class per semester with a total of five students per session. Overall density on campus and in buildings is being monitored through a master schedule to ensure classes are staggered.

The few departments hosting hybrid courses in the fall term each followed a rigorous review process, developed and managed by the Reentry Review Board. Proposals were required to demonstrate a need for in-person instruction and for scheduling five sessions with no more than five students in each session. Each proposal included a plan to ensure social distancing and CDC guidelines were followed. Any changes to approved hybrid course plans need to be reviewed by the Reentry Review Board. Future expansion of on-site amenities and/or classes will similarly go through a rigorous review process through the Reentry Review Board. The Reentry Review Board will continue to rely on local and state guidance, as well as CUNY guidance, in its decision-making.

On campus presence is extended to degree-conferring programs with established clinical practice requirements, externship programs, or with accreditation dependencies e.g. Speech Language and Hearing Center and Early Child Care. Reopening plans integrate strategies to reduce time spent on campus and interpersonal contact including A/B scheduling of staff, faculty, and students as well as over 50% reduction in clinic occupancy to account for space limitations.

For off-campus work in the academic program, the College has established a rigorous process for review of any proposed off-campus academic activities related to courses at the college. Virtual experiences are recommended to all and supported. Academic department Chairs and program directors who seek the “restart” of such activities--including internships and externships, student teaching, and clinical placements--propose to their Dean a plan using criteria for restart that has been established by the University as per the current Academic Continuity guidance memorandum from the Executive Vice Chancellor for Academic Affairs. (To ensure that everyone is apprised of the most up-to-date information, the current University
guidance is routinely provided to all chairs and program directors directly via email and posted on the college’s own COVID 19 update webpage as well as the University site.) The Dean forwards the proposed plan and review to the Provost who undertakes a review based on the application of the criteria as set forth by the University and academic program requirements and brings the plan for consideration to the college-wide Reentry Review Board. A subcommittee of the Reentry Review Board undertakes a full review of the proposal and makes a recommendation to the full Reentry Review Board, which makes a final determination.

A limited number of students in the Visual Medial and the Performing Arts programs are granted campus access to disciplinary-specific equipment, materials, or space e.g. art studios or 3-D printers, for on-campus use.

Brooklyn College Academy – This NYC DOE high school on campus plans for in-person instruction for the fall semester. It is required to meet local Department of Education guidance for reopening. Additional details on operational strategies are pending.

Library – Direct patron support continues remotely, including online reference and instructional services. Limited access to library resources such as books, journals, and equipment, resumes using contactless methods. Circulation services are by appointment only with no stack or special collections access. Librarians retrieve and stage library materials for borrowing. Similarly, scanning and copying services of non-circulating interlibrary loan materials will be by appointment. The circulation process involves quarantining returned materials.

4. Other Operational Considerations

(a) Adaptations of Classrooms, Shared Spaces, Activities - Adoptions have been made to facilitate no-contact processes. For example, the PPE storage and distribution room relocated to a centrally-located space close to the building entrance with a folding table and plastic barrier placed at the doorway to create a temporary counter. Operations are organized by designated individual work areas with queue markings leading to the counter. This adaptive setup minimizes the need for further access in the building and prevents unnecessary gatherings inside the room. A similar set-up is in use by the Food Pantry, Device & Equipment Distribution events, and Library Access Services. In locations of poor ventilation, activities, including classrooms, are relocated to other spaces with central ventilation and recommended filtration levels. Where activities cannot be relocated, the space is evaluated for placement of portable air filtration units to improve ventilation. Where ventilation cannot be improved and the proposed use cannot be relocated, the reentry is denied.

(b) On-Campus Resources (Equipment / Instruments / Studios) – The College owns specialized equipment and is home to unique disciplinary spaces. For students to access these
resources, the College is holding various equipment, device, instrument, or material distribution events. Distributed or loaned materials and equipment are disinfected before distributions and upon return of the item. Items may also be quarantined before being placed back into circulation. Pick up and drop off events are contactless wherever possible and scheduled to minimize congestion on campus.

Campus resources unique to research support such as autoclaves or microscope rooms, or creative activities such as music practice spaces or art studios must be managed through the use of a scheduler or calendar to limit the number of in-person individuals seeking to use the resource at any given time. Access to these resources is by appointment only.

(c) Early Child Care Center – At this time, the Center remains closed.

(d) Athletics – At this time, Brooklyn College is not competing in Fall 2020 sports. Any decision to modify this plan will require the adoption of the CUNYAC COVID-19 Athletic Training Protocol including daily and game day temperature and health screenings.

5. Operational Considerations Involving Individuals on Campus [Appendix F. Campus Access Protocols]

Phased reopening will be integrated into all reopening plans with physical access controlled and monitored through Campus and Community Safety Services (CCSS). Controlling access helps verify campus buildings do not exceed occupancy limits, ensures workforce screening and training, and helps log close contacts of every person on campus, such that all contacts may be identified, traced, and notified in the event an employee or visitor is diagnosed with COVID-19.

(a) Personnel accessing campus must either be part of an operational unit reentry safety plan or be pre-approved for entry by their supervisor, Vice President or Provost. Personnel identified as part of reopening are notified by the Reentry Committee in coordination between the Office of Human Resource Services and the Campus Coordinator. The notification communicates details of the reentry procedures including training and daily health screenings and includes guidance on steps to take if an individual does not feel it is safe to return to work. Individuals who self-identify being at increased medical risk are verified for reasonable accommodation and arrangements are made for specific protections to minimize risk, including remote work or teaching.

(b) Students must be part of a registered hybrid course with scheduled in-person instruction, have an appointment for an on-campus resource, or have an appointment to pick up or drop off borrowed College equipment or materials. Here too, students registered for a hybrid course who self-identify as being at increased medical risk will be verified for accommodations to include, but not limited to, remote learning.
(c) Campus access will be approved once faculty, staff, or student completes State Return to Work training and College attestation. Once completed and verified by the College, the individual is required to submit a daily health screening. The attending gate officer confirms authorization and obtains destination.

Once on campus, all individuals must abide by safety protocols. All are instructed to follow signed building access points and unidirectional signage to prevent unintended congestion.

(d) Contractors must work through their campus point of contact to request access. Students not registered for hybrid courses, visitors and guests are not allowed on campus at this time.

D. Campus Mailing Services, Deliveries and Drop-Offs

All access to campus requires prior, remote authorization and coordination. Deliveries occur at the Roosevelt Hall loading dock. Interpersonal contact is limited by delivery to temporary storage areas with contactless pick up scheduled with departments. Hand sanitizer is available where unloading occurs, and signs are posted to cue face covering use.

Contactless drop zones for all mailing/delivery services should be set wherever possible. The Offices of Central Routing and Mailing Services requests on-site personnel:

- Limit the amount of mail and packages being delivered to the College as much as possible
- Communicate with the Offices of Central Routing / Mailing Services if you expect to receive large or perishable deliveries
- Schedule deliveries when feasible with vendors beforehand to ensure personnel are on-site for receipt
- Notify Public Safety if deliveries are expected outside the posted hours of operation

III. PLACES

A. Protective Equipment

The College maintains a three-month stock of essential COVID-19 supplies. Sourcing, purchasing and distribution of face coverings, COVID-19 related personal protective equipment (PPE), and cleaning materials is centralized. Personnel must arrive to campus wearing a face covering; thereafter, reusable face coverings are issued.

Distribution of COVID-19 related supplies is managed by EHS. A weekly supply of disposable masks and PPE (gloves, coveralls) is issued to staff depending on job task and work environment. Prior to being authorized to access campus, contractors, visitors, and students are notified of the campus policy to wear face coverings while on campus. College-provided face coverings will be available should non-employees, including students, require a replacement.
Issuance of face covering includes instruction on how to properly wear, store, and dispose of face coverings. Signage reinforces this message.

PPE requirements for staff are as follows:

1. General Employees
   - Disposable masks or reusable cloth-based face coverings.
   - Disposable chemical-resistant gloves for use with EPA-registered disinfectant sprays or wipes.

2. Campus Peace Officers
   - Routine rounds – Officers have access to N95s.
   - Aided cases - Officers trained as EMTs are provided N95 respirators, splash-resistant gowns/Tyvek coveralls, goggles, face shields, and disposable gloves. Respirator medical clearance, fit testing, and training is provided.

3. Custodial Service Staff -
   - Routine cleaning and disinfection using manual spray and wipe method with an EPA-registered disinfectant - Custodians are provided eye protection (safety glasses or goggles) and disposable chemical-resistant gloves, in addition to disposable surgical masks / reusable fabric type face coverings.
   - Routine cleaning and disinfection using powered spray equipment with an EPA-registered disinfectant – Custodians are provided a N95 or half-face respirator with P100 filter cartridges (if disposable N95s are unavailable due to supply chain shortages), splash-resistant gowns/Tyvek coveralls, goggles, face shields, and disposable chemical-resistant gloves. Respirator medical clearance, fit testing, and training is provided.
   - Enhanced cleaning when disinfecting an area where a suspected or confirmed COVID-19 case spent time on campus using manual or powered spray equipment with an EPA-registered disinfectant – Custodians are required to wear a N95 or half-face respirator with P100 filter cartridges (if disposable N95s are unavailable due to supply chain shortages), splash-resistant gowns/Tyvek coveralls, goggles, face shields, and disposable chemical-resistant gloves. Respirator medical clearance, fit testing, and training is provided.

1. Screeners
   - Provided with and required to wear a disposable mask and disposable gloves.
   - Face shields and gown are also available upon request.
2. Plumbers

- Provided with and required to wear N95 and face shield or half-face respirators with P100 filter (if disposable N95s are unavailable due to supply chain shortages) and splash resistant coveralls during work on sanitary sewer lines. Respirator medical clearance, fit testing, and training is provided.

- Provided with and required to wear N95 respirators and face shield of half-face respirators with P100 filter (if disposable N95s are unavailable due to supply chain shortages) during flushing of stagnant water. Respirator medical clearance, fit testing, and training is provided.

B. Hygiene, Cleaning and Disinfection

1. Cleaning and Disinfection - Campus cleaning procedures are determined by facility type, occupancy levels, presence of electronic equipment and cleaning responsibility.

Facilities Custodial Services is responsible for all restrooms, classrooms and high-touch point surfaces. High touch surfaces are disinfected four times daily, bathrooms twice daily, and classrooms beginning and end of the day and between use following NYS Health’s “Interim Guidance for Cleaning and Disinfection of Public and Private Facilities for COVID-19”. Custodial disinfection procedures are specific to the disinfectant and equipment type used. Effectiveness is monitored both through supervisor review of cleaning logs and weekly reporting of cleaning regimen to the Coronavirus Campus Coordinator. The log and disinfection procedures are available in Appendix G.

Departments responsible for managing computer labs and computer classrooms will be responsible for overseeing cleaning and disinfection of computer equipment used by students and faculty. Department staff will ensure computer users have access to disposable disinfectant wipes and gloves to clean high-touch surfaces e.g. keyboards and mouse, between users. See computer disinfection procedures available in Appendix G.

In addition, all members of the campus community with access are instructed to help keep their individual work area clean. Commonly shared tools, equipment, and workstations must be disinfected before and after use. Disinfectant and cleaning supplies, including multi-surface cleaner and disinfecting wipes, are provided so individual workspaces can be wiped down at the beginning and end of the shift.

2. Promoting Hand Hygiene - Hand sanitizer stations (at least 60% alcohol) are available at the entrances to all buildings with additional stations installed as supplies become available in high-occupancy locations such as CCSS, trade shops, main elevator lobbies, and locations associated
with in-person instruction. Frequent and vigorous hand washing is promoted, including through signage at sanitizing stations. Signage promotes hand washing when hands are visibly soiled. The Custodial Services log regular inspections of restrooms throughout the day to ensure availability of warm running water, hand soap, disposable hand towels, and lined garbage cans. Additional lined receptacles are available throughout occupied areas for disposal of soiled PPE and paper towels.

3. Receptacles. Across campus, there are receptacles placed around the institution for soiled PPE and paper towels. Where possible, the College has eliminated touch-free amenities, such as water fountains. Hand hygiene stations will be stocked with soap, disposable paper towels, and a lined garbage can. Each service to the space will include a stock check, and replenishment where needed. In hallways, common areas, and public spaces, touch-free hand-sanitizer dispensers were installed where possible. Training to access campus reinforces proper hand hygiene, and signage specifies that visibly spoiled hands should be washed with soap and water for at least twenty seconds.

4. Disinfecting Protocol: The College will adhere to disinfection, cleaning, and hygiene requirements as advised by the CDC and NYSDOH. These services will be logged, keeping track of the date, time, and scope of work.

(a) Materials and tools used by employees are regularly cleaning and disinfected using registered disinfectants. Where cleaning and disinfectant products cause irritation, staff will be provided with gloves and appropriate mask for the tool(s) in use.

(b) Glove usage for cleaning purposes is based on the campus size, considering the number of spaces in use and public spaces that require deep cleaning. Single-use for cleaning and sanitization staff will be Vinyl or polyethylene. The quantity of gloves in stock will be equal or greater to the # of classroom spaces + # of restrooms + # of public spaces x frequency of cleaning x 30 days.

(c) Restrooms:
- Doors to multi-stall restrooms are able to be opened and closed without touch, or there is a trash can placed by the door.
- Signage is posted to promote safe habits (closing the lid before a flush, wash hands before and after use, etc.).
- Preferred bathrooms cleaned and disinfected – 2 times/day
- Log sheets (1) detail/matron + (2) specific to sprayer equipment
- Physical barriers between fixtures if 6 feet of distance cannot be maintained; enforcement of social distancing to reduce restroom capacity where possible
- Paper towel dispensers in lieu of air dryers
- Designated preferred communal bathrooms for use by specific occupants within a building to minimize cross-contamination
(d) Cafeterias/Dining Halls: Currently, these spaces are closed and not being maintained. There are automatic sanitizing dispensers near doors and stairwell handles with visual cues/reminders. All chairs have been wrapped up and sealed to discourage congregation in these spaces. When these spaces reopen, we will consult CUNY guidance and implement deep cleaning and sanitization between employee shifts.

(e) Computer Labs: See corresponding section. Where support is needed, Building and Grounds will help disinfect and clean as needed until use is expanded.

(f) Conference Rooms: Currently, these spaces not being maintained. At this time, departments and officers self-clean. Where applicable, chairs will be removed or covered to ensure social distancing. However, BC staff is advised that meetings should continue to be held remotely. If the meeting must occur in person, it will be conducted in a quick manner and limited to 10 people or less. There are hand sanitizers and wipes available for distribution. Departments are responsible for limited the use of conferencing spaces, and for requesting disinfection.

(g) Isolation/Quarantine Spaces:
If someone is suspected or confirmed to have COVID-19, a heavy deep cleaning will be conducted (with appropriate coveralls and PPE):
- The affected area(s) will be closed off, and outside doors and windows will be opened to increase air circulation (where possible).
- The spaces in question will be cleaned and disinfected at least 24-hours after being closed off.
- In the event of a positive testing, proximal restrooms, offices, or other suspected contact points will be cleaned and disinfected before they are reopened for use.
- Elevators- Elevator touchpoints with an HD20 sani-sprayer or manual spray– 4 times/day/AM/PM. Occupation is limited with proper signage, and users are encouraged to press buttons with objects such as keys or pens.

(h) Exterior Campus Grounds- Regular Maintenance (cleaning, sweeping, waste removal, etc.) of ingress and egress continues. Doorways are sanitized daily 2-4 times, daily. Gates available for entry are limited, and a traffic flow pattern has been implemented.

(i) Gyms and Fitness Centers, including pools
Currently, these spaces are closed and not being maintained. The rooms are closed to the public, and there is no congregation in these spaces. The pool is empty.

(j) Hallways and Stairwells: Handrails are disinfected 2-4 times a day, with a high concentration in areas with high foot traffic and egress. (near active research spaces, for example). Hallways are routinely swept and cleaned, per usual, and disinfected once per
day where possible. Foot traffic is used to focus resources and staff. Hallways were marked for bi-directional flow.

(k) Lecture/Classrooms
The Administration will provide a detailed schedule of shared space use (locations, number of occupants, entry/exit times, etc.). The schedule of classes will advise to the frequency of cleaning and disinfection. In-use spaces will be disinfected after each class. Cleaning will be done before and after each class. Students will have wipes and hand sanitizer available to self-clean in between disinfection of the spaces.

(l) Lobby and Common Areas
Building common areas (e.g., seating in the hallways) will be cleaned and disinfected sporadically, based on the population density in the area. Surfaces that are difficult to clean, such as cloth seating, will be removed or sealed off where possible. High touch surfaces will be disinfected and cleaned 2-4 times/day (AM and PM). Break rooms, or other conference areas, are restricted to ensure social distancing. Staff is encouraged not to linger or socialize in common areas.

(m) Office/Individual Space
Access to campus is strictly limited. Those who can work remotely are doing so. Those who wish to request access must present justification for entry. All visitors must not screen positive, via the health screening questionnaire. Occupants are notified of their responsibility for cleaning individual work spaces and waste removal. The college provides hand disposable wipes for staff and faculty to wipe down commonly used surfaces (e.g., keyboards, door handles) before and after use. Disinfectant wipes are also stored in college-owned vehicles for high-touch points before and after use.

(n) Available Equipment:
- HP20 Sanisprayer w/Lemon Quat – PPE (P100 half face mask, goggles or face shield)
- HP65 – Non-occupancy overnight (disinfect hallways, bathrooms and classrooms)
- P100- half face, coveralls, goggles or face shield and gloves
- HP20 – Occupancy (disinfect classrooms between classes, common areas, elevator touchpoints and preferred bathrooms).
- Disinfectant – Graco says product needs to run off/ wipe down
- Knight marketing, NYSD, - Enviro-Care for manual disinfecting, Lemon Quat for spray disinfecting and Bioesque for sensitive areas (ECC).
- PPE – P100 half face (N95 on order), face shield, goggles.
- Designated crew based voluntary – 12 staff fit tested for P100 and sprayer use.
- When routine disinfecting without sprayer, surgical mask is optional w/ goggles or face shield and gloves.

C. Phased Reopening
Campus Safety Monitors are appointed to oversee continuous monitoring of compliance with the reopening plan. [See Section I.A.] In addition, the Campus Safety Monitors works closely with program and operational unit points-of-contact, advising the location to conduct periodic self-monitoring for compliance.

The Safety Monitors also ensure that all reentry plans building in sufficient time, usually two weeks, between stages of expanded activity to allow for feedback and prompt addressing of operational issues that are identified.

D. Communications Plan

Various media is used to communicate the relevant safety procedures to members of the campus community. This includes, but is not limited to:

- Email
- Website
- Social Media
- Common-space Screens on Campus
- Oral announcements
- BC Navigator Application
- BC WebCentral & Bulldog News
- Universal Signage [Appendix E]
- Posting of Plans - Per relevant NYS “Interim Guidance During the COVID-19 Public Health Emergency”, the College Campus Plan along with department or operational-unit specific plans will be conspicuously posted for employees to view once approved.

IV. PROCESSES

A. Screening & Testing

1. Return to Campus Process [Appendix H]

   The College has a return-to-campus process for all faculty, staff, and students who plan on accessing campus or engaging in in-person field research or other off-site College-related in-person activity. This includes

   (a) CUNY COVID-19 Training / Attestation (One-Time Requirement) - A BlackBoard organization has been created by CUNY Central for general COVID-19 training / attestations. Includes the State Return to Work training video and attestation.

   (b) Brooklyn College COVID-19 Training / Attestation (One-Time Requirement) - A form has been created to codify specific Brooklyn College campus requirements and procedures around COVID-19. It also includes a video on how to properly wear a face covering.
(c) Daily COVID-19 Health Screening (DAILY requirement)

All faculty, staff, and students coming to campus or participating in in-person instruction, productions, or field-work off campus must complete the COVID-19 screening questionnaire on a daily basis, or on the days they plan to access campus.

2. Health Screening- [Appendix I]

All faculty, staff and students authorized to access campus are required to complete a remote health questionnaire (see link and questions in Appendix I) as a daily prerequisite before entering. The screening will ask individuals about recent travel to areas with widespread community transmission. Any person who screens positive for COVID-19 symptoms or other risk factors will not be allowed to enter the campus.

Positive screening and testing results and related data, including vulnerable medical conditions, are treated as confidential and separate from an employee’s personnel or student’s academic files. The Coronavirus Campus Liaison, Ayana Murray-Richards, will follow up with individuals screening positive for COVID-19 symptoms and will provide the individual with healthcare and testing resources. Screening is implemented on a nondiscriminatory basis, and all information is treated as confidential medical information. The identity of any worker exhibiting a fever or other COVID-19 symptoms is shared only with members of College administration who have a true need to know. Supervisors and Deans/advisors only receive information on whether the screening was completed and/or whether the person subject to the process is advised not to access the campus. Individual answers are not accessible.

The College is developing an alternative protocol for individuals who are unable to complete a remote screening prior to arrival. Health professionals or supervisory staff are trained on the screening process and how to conduct remotely. The Offices of Human Resource Services and Environmental Health and Safety train the screeners on CDC, DOH, and OSHA protocols. Personnel screening protocols may change dependent upon guidance received from CUNY.

If the health screening is in-person, and an individual screens positive for COVID-19 symptoms, the Campus Screener (provided with a mask and gloves) will immediately isolate the person from others, and advise that they go to their place of residence or to a healthcare facility. If the person cannot return home safely without assistance or requires an ambulance, the screener will report the incident to CCSS. Screeners will be instructed to maintain a distance of at least 6 feet, if possible; not to touch faces with unwashed hands; to practice proper hand hygiene.

CCSS staff received a document with general, consolidated guidance for possible contact with individuals who have or may have COVID-19. This document is found on the Brooklyn College Website, and is printed for display in work spaces and security check-points. It specifies that Campus Safety Officers who must make contact with individuals confirmed or suspected to
have COVID-19 should follow CDC Guidance for EMS, including personal protective equipment (PPE): Disposable nitrile / latex gloves Disposable gown or single use coveralls. If unable to wear, duty belt and gear should be disinfected after contact with individual.

3. Testing - Brooklyn College does not have the ability to perform COVID-19 infection or antibody testing. Diagnostic testing is not required except for those individuals covered by other industry-specific State guidelines requiring testing e.g. media production crew and talent. Brooklyn College community members are encouraged to obtain FREE COVID-19 infection testing provided through New York City Department of Health and Mental Hygiene. The Liaison will provide information to campus community individuals regarding testing site locations found here and will advise on State guidance and testing protocols.

4. Mandatory Reporting - If an employee, student or visitor begins to experience symptoms consistent with COVID-19 during or outside work hours, or if the employees or visitor tests positive for COVID-19 while on campus or subsequently, the College requires the individual to immediately disclose this information to the Coronavirus Campus Liaison.

5. Isolation and Transport of Those Who Are Sick - A cohort of CCSS officers are EMT certified and are trained on the College procedure for Aided Cases Suspected of Having COVID-19. In this situation, officers isolate individuals until safe and appropriate transportation is available to take the person to their home or location where the individual will be residing throughout the duration of their isolation.

CCSS EMTs will report to the location and assess the situation. When responding to an aided case exhibiting COVID-19 symptoms, Public Safety will be instructed to maintain a distance of at least 6 feet, if possible; not touch faces with unwashed hands; Practice proper hand hygiene (review “Protecting Yourself” guidance). Visitors are asked to wear proper face coverings; If the person does not have their own face mask, and if available, provide a face mask (not an N-95 respirator).

If the person is ambulatory, Public Safety will escort and isolate the non-residential symptomatic individual (there are no residencies on the college campus) into a solitary, private space via external walkways and paths. The college plans on purchasing GEM dividers for vehicles that will be allocated for the transportation of individuals who are unable to walk to isolation spaces. On the West side of campus, the designated isolation space is the Health Clinic in Roosevelt Hall (Room 114 Roosevelt Hall). On the East side of Campus, the designated isolation space is the BC EMS Office (021 Ingersoll Hall Extension). Both locations have direct access to the D-parking lot. Separate bathroom facilities are available for each of the designated isolation spaces. These spaces will be stocked with a thermometer, sanitizing wipes, tissues, soap, hand-sanitizer, and toiletries. Isolation spaces will be labelled with signage that
reads “Authorized Personnel Only,” both to restrict unwarranted access and to protect against FERPA/HIPAA violations.

CCSS will call for Outside EMS Assistance, as the Brooklyn College Emergency Medical Squad is student-volunteer run and will not respond to cases. If the person refuses medical attention (RMA’s), CCSS keeps record of person’s identity and the isolation area. If the person RMA and won’t leave campus, CCSS will isolate person and area, and keep a record of where the person was and is on campus. All such cases are reported to the Campus Liaison immediately.

Guidance on what to do if someone becomes symptomatic or ill while on campus is also issued to faculty, supervisors, and others on campus.

6. Support – Employees in isolation or quarantine are supported if needed through Human Resource Services Benefits Office and Employee Assistance Programs. Students are similarly supported through a combination of their academic advisor for academic accommodations and the Office of Student Engagement for psychosocial, medical and day-to-day support needs. The Office offers numerous student support services from telemedicine with Student Health Clinic providers, free food through the Food Pantry, and accommodations and counseling through the Center for Student Disability Services, Women’s Center, Black and Latino Male Initiative, and Veteran and Military Programs.

B. Tracking and Tracing

1. Tracking – To assist contact tracing and decontamination in the event of a confirmed or presumed COVID-19 case on-site, faculty, staff, and researchers must fill out Brooklyn College’s COVID-19 Case Collection Form. Submissions to the form are treated as confidential. Brooklyn College’s administration utilize the information submitted to trace contacts and alert them to possible COVID-19 exposure. The information is also utilized to identify spaces that must be restricted and undergo applicable cleaning and disinfection. Summary information will be provided to the Brooklyn College community.

2. Tracing – The Coronavirus Campus Liaison follows up with individuals reporting symptoms, risk factors, or positive test with information on healthcare and testing resources. The Liaison reviews health screening data, campus access logs, and other data to confirm the following information and assist local and State health officials with tracing, if possible:

(a) When was the individual last on campus? Where—building, room/s, route—were they and for what period of time where they in the building?

(b) When did they first develop symptoms?

(c) What common areas in the building and within the premises did they visit? What meetings did they attend?
(d) What individuals were in recent close contact with them (i.e., within six feet for more than 10 minutes)?

1. Confirmed Case Communications & Notification – When a COVID-19 case associated with time spent on campus is confirmed, personnel receive an email similar to the following:

(a) “We have been alerted to a confirmed case of COVID-19 (Coronavirus) on campus in [building]. This individual was last in the building on [date]. The building will be closed for 24 hours to enable us to provide enhanced cleaning and disinfection to common and affected area(s). Detailed cleaning protocols and additional safety measures are available upon request. The rest of the campus will remain open under normal operating conditions. At their discretion, and in consultation with their supervisor, individuals may elect to work remotely. If you learn of any other confirmed cases within the building, please alert the TBD immediately so that appropriate measures can be taken. We appreciate your cooperation and patience during this time.”

(b) The Liaison immediately notifies the Campus Coordinator, Brooklyn College/President’s Response Team, and CUNY administration to ensure notification of health officials.

2. Confirmed case cleaning - When notified of a confirmed case of COVID-19 in the building, Facilities perform enhanced cleaning and disinfection to the affected common areas of the building per CDC guidelines on “Cleaning and Disinfecting Your Facility”, focusing on high touch surfaces. In accordance with the CDC, if it has been more than 7 days since a person with suspected/confirmed COVID-19 visited or used the facility, treatment above standard cleaning and disinfection is not necessary. However, requests for above standard cleaning can be made.

3. Return to Campus Post-Illness or Quarantine - The Coronavirus Campus Liaison refers to the “Interim Guidance for Public and Private Employees Returning to Work Following COVID-19 Infection or Exposure” in assisting the College to develop protocols and policies for individuals seeking to return to work after a suspected or confirmed case of COVID-
APPENDIX A. Campus Reentry Safety Program and Template Safety Plan

BROOKLYN COLLEGE COVID-19
CAMPUS RE-ENTRY SAFETY PROGRAM

I. Guiding Principles
☐ The health and safety of the Brooklyn College community is our primary consideration. Additionally, we must adhere to all federal, State, City, and CUNY directives and guidance.
☐ At this time, work that can be done remotely should continue remotely. Likewise, onsite work will be limited to what is required and necessary. No one should be compelled to work on campus.
☐ Re-entry to our campus will be sequenced based on priority of work, risk versus reward, obligated deliverables, and ties to degree requirements.

II. Re-entry Approval and Implementation Process
Step 1. In order to prepare for re-entry and increase onsite activities, faculty members and staff departments must complete written safety plans. Academic programs will begin the process with the COVID-19 Job Safety Analysis and Risk Exposure Assessment tool and then complete a written safety plan using the template below. Research labs must meet additional safety prerequisites, as described below.
Step 2. Completed safety plans must be reviewed and approved by supervisors/deans.
Step 3. Once approved, the safety plan will receive institutional review on a rolling basis by the Brooklyn College Review Board, operating under the advisement of Environmental Health and Safety (EHS).
Step 4. The Review Board will then sequence plans for re-entry, when it is authorized, through a phased implementation based on College priorities and facility readiness.
Step 5. Wait for authorization to implement the safety plan and re-enter the campus as sequenced.
Step 6. The safety of onsite activity must be continuously monitored and improved, given the changing nature of the pandemic and the need for flexibility.

III. Roles and Responsibilities
☐ The Review Board is responsible for ensuring the implementation and overall effectiveness of the COVID-19 safety and health program. It will also receive reports of failure to follow safety plans. The Review Board has the authority to restrict programs for such failure, up to and including immediate shutdown of the offending area.
☐ EHS is responsible for leading the development of the COVID-19 safety program to be implemented by the campus and ensuring (with guidance from the Review Board) that the College complies with all applicable local, state, and federal requirements and official public health guidance. EHS trains, provides assistance with hazard assessments, and consults on hazard control.
☐ Deans, Chairs, Directors have overall responsibility for:
  o overseeing the development of their Re-entry Safety Plans, including the Risk Exposure Assessment tools, schedule, and staffing plans; its review and initial approval; and implementation;
  o promoting a culture of safety, assessment, and continuous improvement;
  o communicating the Safety Plans to all personnel slated to engage in onsite activities; and
  o explicitly delegating, as appropriate, details of program implementation to relevant personnel.
☐ Managers, supervisors, or other authorized persons are responsible for ensuring day-to-day compliance; implementing daily controls; communicating safety requirements to individuals in their operation; ensuring individuals have access to safety equipment, face coverings, and appropriate training and information; and prompt reporting of safety concerns.
BROOKLYN COLLEGE COVID-19
CAMPUS RE-ENTRY SAFETY PROGRAM

☐ College personnel are responsible for adhering to all safety requirements, including use of appropriate face coverings and safety equipment, and for reporting safety concerns through their supervisor or other existing channels of communication.

IV. FMLA and Reasonable Accommodation Requests
As we begin to prepare the campus for onsite operations, Brooklyn College remains committed to promoting a safe environment for everyone. The ability to staff the area of operation to appropriate levels is an important planning consideration. Some staff will have concerns about health conditions that prevent them from returning to work. In these cases, the employee should be prepared to submit medical documentation to the Office of Human Resource Services from their Health Care Provider. The information provided will help the College to determine if a reasonable accommodation can be made in the work assignment, or if FMLA related leave should be applied.

Additionally, employees are entitled to take leave if the child's school or place of care (including elder care for parents) is closed due to COVID related reasons.

V. Research Lab Activities
Research labs must meet additional safety pre-requisites before re-entry requests receive final approval:

☐ Review and Incorporation of CUNY Research Lab Resumption Guidelines

☐ Safety Clearance of Lab
   EHS will conduct rudimentary inspection of premises and safety equipment.

☐ Lab Registration via CUNY-licensed BioRaft
   CUNY uses BioRaft to maintain chemical inventories. Labs must review and confirm information about the lab in the system as part of the review and approval process.

☐ Lab Safety Training
   All personnel, including faculty and Principle Investigators, who are part of the re-entry plan must have received lab safety training in the last 12 months. Working alone additionally requires a FDNY C-14 certificate of fitness.
**BROOKLYN COLLEGE COVID-19 CAMPUS RE-ENTRY SAFETY PROGRAM**

**Reentry Workflow**

**I. Draft Written Safety Plan**
- Academic programs complete COVID-19 Job Safety Analysis and Risk Exposure Assessment
- All Areas Draft Written Safety Plan
- Labs Initiate and Report on Pre-Requisites
- Submit Draft Plan to Dean / Supervisor

**II. Dean / Supervisor Review & Approval**
- Review Staffing Assumptions & Resource Needs & Consult with Appropriate Parties as Needed
- Review Plan Elements for Programmatic or Professional Standards & Priorities
- Notify Program of Recommended & Required Revisions
- Submit Approved Plan to Review Board for Institutional Review

**III. Institutional Review by COVID-19 Review Board**
- Verify Adherence to Public Health and Safety Standards & Recommended Best Practices
- Assess COVID-19 Risk vs. Mission-critical or Economic Impact
- Determine sensitivity of work; involvement of vulnerable populations; legal obligations; other externalities
- Board Recommendation: Approval - no changes; Approval - changes; or Disapprove

**IV. Review Board Sequences Re-entry Based on:**
- A. Risk vs Reward COVID-19 Risk vs Mission-critical or Economic Impact
- B. Facilities Readiness
  1. Ventilation / Utilities
  2. Pest Control
  3. Custodial Services
  4. Water Damage
  5. Gate Access
- C. Safety Readiness
  1. Lab Pre-Requisites
  2. Masks/Supplies
  3. Installed Barriers
  4. Posted Signage
  5. Disinfection
- D. Procedural Readiness
  1. Health Screening
  2. Logs of Contact
  3. Training

**V. Review Board Grants Re-entry**
- Board Issues Program Re-entry Date
- Program Communication of Approved Plan & Schedule to Personnel
- Program Engagement with HR on Accommodation Requests & Related Cases

**VI. Re-entry Continuous Monitoring**
- Ongoing Administrative & Facilities Systems to Enable Campus Operations
- Systems include: *Inspections
  *Replenish Supplies
  *Record Keeping
- *HR-approved Health Screening
  *Custodial Disinfection
  *Campus Signage
## COVID-19 Template Safety Plan

<table>
<thead>
<tr>
<th>Responsible Faculty/Staff Member:</th>
<th>School/Division:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Phone:</td>
<td>Department/Center:</td>
</tr>
<tr>
<td>Email:</td>
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</tr>
</tbody>
</table>

This person is the responsible party for monitoring, updating and communicating changes to personnel, including ensuring each individual signing below has completed & initialed this and any subsequent required COVID-19 training. This person is responsible for ensuring compliance with this Plan. Failing to follow this plan will result in restrictions up to and including immediate shutdown of the offending area.

### Location(s) to which this Safety Plan applies (specify applicable Building/Floor/Room Numbers):

### I. People (steps to keep people safe)

Describe the steps that will be taken to (1) maximize physical distancing; (2) minimize gathering in enclosed spaces; (3) reduce interpersonal contact; (4) reduce transmission via deliveries/contact. These steps must be consistent with CDC guidelines, state guidelines, and applicable University & College health and safety policies, including CUNY Working Alone guidelines and FDNY C-14 requirements. The steps/plan must be specific for your research area or situation. The description should include, but is not limited to, the following:

1. A description of the of areas or locations (size, configuration, shared or single space, etc.) where people may be present, such as the lab, project space, and areas with common equipment. Describe how gathering spaces e.g. meeting/break/lunch/locker rooms, will be addressed;
2. The number of people that will be in the area/spaces at any one time and how that number minimizes personnel density and will generally provide for distancing of 6 feet.
3. A description of anticipated work schedules, including staggering, alternate days, partial days or other adjustment and how work schedules minimize personnel density and provide for general distancing of 6 feet.
4. State if coordination with other teams or labs also using the space or area is required and if so how will you coordinate access to minimize personnel density;
5. State if certain rooms or areas involve tightly confined spaces e.g. storage/stock/equipment rooms, and whether ventilation is adequate and how you will control access & use.
6. A description of situations or conditions where individuals will need to be in close proximity to perform work, operate equipment, travel, etc. and what steps will be taken to minimize contact time and lessen transmission risk.
7. A description of any work that cannot be done while wearing PPE or a cloth face covering and steps that will be taken to minimize the potential for viral spread.
8. Other area/location specific steps or considerations

### II. Places (facilities readiness and safety)

1. Describe the phased return to full capacity
V. Other Plan Considerations

Resources
Center for Disease Control
New York State
New York City
CUNY Covid-19 Updates
Brooklyn College

Human Resources Related Questions
Brooklyn College Human Resources
Brooklyn College Environmental Health & Safety

Plan Review and Approval
Supervisor / Program Lead

<table>
<thead>
<tr>
<th>Signature / Title</th>
<th>Date</th>
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</table>

Senior Vice President / Provost

<table>
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<tr>
<th>Signature / Title</th>
<th>Date</th>
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</table>

Personnel Sign-Off
Once the Safety Plan is fully approved by the Review Board, all personnel, graduate students, postdoctoral researchers, staff, and faculty must be documented below. Note: Undergraduate students are not allowed to participate in work at this time. By signing below, I acknowledge that I have read, understand, and agree to comply with this COVID-19 Safety Plan.

<table>
<thead>
<tr>
<th>Name (print)</th>
<th>Name (signature)</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
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</tbody>
</table>
2) Protective Equipment: Beyond reusable face coverings provided by the College, describe the need for protective equipment.

3) Communications: Describe how requirements and personal protective measures will be communicated to those returning (both signage and ongoing communication).

4) Hand Hygiene: Describe how the area will provide access to hand hygiene or sanitizing products (at least 60% ethanol or 70% isopropanol) and how good hand hygiene will be promoted.

5) Hygiene & Cleaning: Describe the process that will be used to clean common touch points and equipment that will not be cleaned by Custodial Services. CDC and state guidelines must be followed. The minimum standard that must be used by all areas is to at least daily clean/disinfected using an EPA-registered cleaning product or alternative disinfectants (1/3 cup bleach to 1 gallon water; or 70% alcohol solutions). Examples of common touch points include:
   - Benchnots, desktops, sinks, and other work surfaces;
   - Equipment & tools handles, latches, controls, touchpads, keyboards, and mice;
   - Drawer and cabinet handles;
   - Area-specific products & equipment e.g. shared pipettes; hood sashes, chemical containers
   - Non-fabric chair backs and armrests (NOTE: Soft porous materials, such as rugs and seating, may be removed or stored to reduce the challenges with cleaning and disinfecting.);
   - Doorknobs and light switches.

III. Processes and Procedures
1) Describe the process that will be used to conduct daily health screenings prior to starting work (see https://forward.ny.gov/), either remotely or onsite.
2) Procedures for screening must account for protection of screening personnel, data management, and process for positive screens.
3) Describe how your area will log personnel contact to facilitate Public Health contact tracing up to 48 hours prior to last time on campus.

IV. With an understanding of the College’s current budget reality, please describe the new needed resources, supplies, and facilities-related requirements beyond existing stocks, given the steps outlined above to reduce the chances of transmission.
1) Barriers, partitions or other items needed to be purchased or constructed.
2) Any special PPE requirements beyond required cloth face coverings that will be required.
3) Supplies or equipment not listed above.
4) Space requirements not listed above.
5) Other resource or facilities considerations.
APPENDIX B. Phasing-In of Research Resumption

This document supplements CUNY’s Phasing-In Framework of on-site research in Natural and Behavioral Sciences at CUNY campuses. Research is a Brooklyn College value, helping to drive innovation in industry, advance medical and public health, and generate economic prosperity. Following CUNY’s research priorities and safety guidance and the recently issued NYS research reentry guidelines, Brooklyn College is actively engaged in planning to phase-in on-site research projects and reopening research facilities.

Researchers received an overview and instructions on preparing to resume research [mentioned in June 4th President’s Message and here]. In addition, a hazard exposure assessment checklist was shared earlier in the planning process which outlined critical elements to minimize risk and assess reentry readiness. The review and vetting process is underway and will adhere to the CUNY Framework for Phasing in of On-site Research, COVID-19 Guidance on Academic Continuity, and Guidelines for Laboratory Research Resumption. Whether research, administrative, or critical academic activities, returning to campus will be an incremental and reiterative process. In line with CUNY’s approach, research activity will involve stages of expanded activity based on institutional priorities and public health principles. In all cases, each stage must be followed by sufficient time to allow safety concerns to be identified and resolved before further expansion is allowed.

Stage 0 - (Essential only)
Pause all on-site research except for essential, approved research (typically COVID-19 related), utilizing a limited number of personnel for research material and equipment maintenance. The College and resumed research should be prepared to ramp back to this level at any point should there be subsequent outbreaks affecting the campus during Stages 1, 2, or 3.

Stage 1
Planning begins when NYC Region enters Phase 1. It includes campus administrators developing and implementing institution- and building-level safe workplace processes and procedures to slow the spread of COVID-19, including establishing health and safety protocols, personnel training and communication, health monitoring plans, and the means to report of unsafe conditions. Researchers must:

- Obtain approval prior to expanding research activity beyond essential Stage 0 activity. Researchers must complete hazard exposure assessment questionnaire and develop a comprehensive safety plan. The plan must be reviewed and approved by the Brooklyn College Reentry Review Board (RRB) before starting to conduct research on-site and for all on-site research staff and human participants if relevant. Documentation of appropriate approved protocols (e.g., IRB, IACUC) must be included in requests for campus approval;

- Complete safety pre-requisites (see below). It may also require additional temporary essential personnel (e.g., researchers/PIs) to be designated solely for the purposes of
planning and preparation of phasing-in research on-site, for Stage 2, including preparing equipment, checking supplies, safety inspections, and/or purchasing required items;

- Address considerations of the research space and any relevant particulars (e.g., ventilation, equipment cleaning, sharing of equipment and space), working in conjunction with Brooklyn College Facilities and EHS; and

- Continued emphasis on conducting research remotely wherever possible.

Stage 2 (up to 25% on site capacity)

Begins contingent on RRB approval of laboratory research reopening plans and following State, NYC and CUNY re-opening benchmarks. Includes expansion of on-site access to approved high-priority research. High-priority research may include:

- Externally funded, deadline-driven work requiring stipulated deliverables (grant/contract deadlines), that must be conducted on-site or in the field (with documentation of deadlines)

- Externally funded research that must be conducted on-site or in the field (with award documentation)

- Research by graduate students who are near degree completion (with advisor or area head support)

- Untenured faculty research (with chair support)

- Research requiring season-specific sample collections

- Planning for phasing-in of research not included in Stage 2.

Stage 3

Begins with no increased risk of infection associated with NYC Region’s Phase 2 reopening, a minimum of two weeks of Stage 2 and following additional State, NYC and CUNY re-opening benchmarks. Includes:

- Essential research, planning, and priorities of Stages 0 – 2;

- Expands on-site access to approved research;

- Recommended Stage 3 priority research may include:
  - Additional faculty (with chair support)
  - Additional graduate students and postdoctoral research associates (with advisor/mentor support)

Stage 4

Stage 4 expands on-site access to campus approved research, with recommended priority research including undergraduate and high school students.
Safety Guidance Specific to Laboratories -

In addition to the Reentry Review and Safety Plan and CUNY Guidelines for Laboratory Research Resumption:

- Complete EHS Pre-Requisites, including registering on Bio-Raft, ensuring lab safety training is up to date, and that EHS has conducted a pre-entry lab inspection.
- Address safety violations identified during pre-entry lab inspection.
- Set up a scheduling system and disinfection protocol for common equipment, dispensing areas, and work benches to avoid congregating and cross-contamination of the area.
- Where practicable and safe, change work processes such that researchers are assigned work zones or processes that avoid having to move across the laboratory and which avoid sharing work tools and equipment.
- Create and post floor plan diagram with dedicated work zones, social distancing, unidirectional foot traffic, and shared equipment/benches.
- Face coverings must be worn on campus at all times. Reusable face coverings issued to research personnel are for accessing campus and use in campus offices or common spaces.
- Disposable face coverings must be reserved for use when handing or using hazardous chemicals, biohazards, or radioactive materials. Reusable face coverings should be removed prior to starting bench work and stored in a sanitary location. Used disposable face coverings must be disposed of at the end of the shift or after tasks involving hazardous materials.
- Additional reusable and disposable face coverings can be requested through EHS.
- Face coverings are not a substitute for respiratory protection or other required protective equipment.
- Contact EHS to discuss protective equipment compatibility with lab processes.
- Use of shared refrigerators/appliances for drinking and eating is discouraged. Stagger use of break rooms, ensuring no more than 25% capacity and appropriate distancing.
- Post lab-specific signage and markers within the lab as visual cues to promote physical distancing, promote hand hygiene, etc..
- Review and revise ramp-down plan in the event that only essential research activities are allowed.
Appendix C. Shut Down Checklist

Communication

☐ Notify campus community through CUNY Alert, College internet homepage, targeted emails from campus leadership to faculty and staff, and social media.

☐ Widely communicate shutdown procedures, emergency contact information and access protocols.

☐ Suspend mail and package delivery to the building.

☐ Suspend nonessential construction per State orders.

☐ Communicate and train as necessary essential staff on changes to access protocols.

☐ Post signage at campus entries and on building entry doors about shut down.

Campus and Community Safety Services

☐ Ensure exterior and entrances remain illuminated.

☐ Ensure all emergency lighting and emergency exit signage remain illuminated.

☐ Ensure unnecessary campus gates are locked. Buildings which are closed should have all doors and windows remain locked. Install temporary locks if needed.

☐ Limit campus access to essential employees.

☐ Block off areas within buildings that are partially occupied.

☐ Conduct regular security tours of interior and exterior at least daily.

☐ Check all fire protection equipment and controls as per protocol.

Facilities Operations, Buildings and Grounds

☐ Keep all fire suppression, extinguishing and detection systems in service.

☐ Maintain heat above 55°F to prevent freezing of water-bearing equipment and piping, and cooling below 85°F to prevent high humidity and mold. If temperature control are not provided, establish monitoring of areas sensitive to water damage.

☐ Weatherize. Shut off unnecessary plumbing lines and drain piping.

☐ Ensure sump pumps remain operational and in proper working condition.

☐ Properly shut down nonessential equipment and systems. Use lockout/tagout procedures per the manufacturer.

☐ Eliminate fire hazards within buildings by removing as many combustibles as possible.

☐ Plan ahead for rain, high winds and windstorm. Move exterior furnishings inside. Close all doors, windows and vents.
Continue regular inspection and maintenance of building roofs, exterior and grounds.
Remove debris or other combustible items within 25 feet of any building.
Continue grounds maintenance and landscaping if allowed under State orders.
Maintain pest control services.

General Staff
Clean up and store items appropriately
Dispose of food and other perishables
Turn off the lights.
Turn off plumbed natural gas.
Cancel deliveries, if possible.
Shut off and unplug unused equipment and appliances.
Lock all lab doors.
Ensure means of egress and access to life safety equipment

Labs
Autoclaves: close doors or shut down completely.
Check laboratories for appropriate shutdown.
Check all gas spigots to be sure they are closed with no leakage.
Check that equipment is turned off. ● Shut down ARG developing machines and lock the doors. ● Shut down glass washing facilities.
Check shared equipment and shared facilities (chemical storage/waste areas, gas storage areas).
Communicate with all delivery personnel and set a time for essential deliveries if needed.
Animals
● Return all animals to proper housing areas to be cared for by essential science personnel.
● Implement contingency plans including stocking husbandry items (cages, food, water) as needed and review who will perform monitoring checks, and what to do if this person is unable to perform them regularly.
Biologicals
● Samples that can be stored at -80, -20 or 4 C should be frozen or stored as appropriate.
● For cultures that cannot be frozen down, ensure you have enough supplies to maintain cultures, and personnel to do the work.

● Dispose of all biological materials appropriately.

● Ensure the cryos units have enough liquid nitrogen.

● Turn BSCs off and close the sash. Disinfect biosafety cabinets and benchtops. Turn off UV light.

☐ Chemicals

● Be diligent in returning chemicals to their proper storage location immediately after use; don't leave cleanup for tomorrow.

● Move chemicals from laboratory benches and store in secondary containment with compatible chemicals.

● Label and securely cap every container.

● Move hazardous waste with completed waste tag to the proper waste storage area.

● Close sashes on chemical fume hoods.

● Store compressed gas cylinders, not in use, with their valve caps tightly secured and double chained.

☐ Radiation

● Close and secure (refrigerator with lock or lockbox) any radioactive vials in the lab. Turn off and remove batteries if the Geiger counter is inactive.

● Dispose of radiation waste appropriately. Label with isotope, amount and date for P32 items undergoing decay.

☐ Equipment

● Electrical equipment - Review proper shut down procedures to prevent surges. Check that essential equipment is on red power supply for emergency power.

● Incubators - Consider the availability of CO2, and plan to consolidate and shut down unneeded incubators to conserve supplies.

● Fridges/Freezers/-80s - Check that essential equipment is on red power supply for emergency power.

● NMR - Contact cryogen suppliers to make any special delivery arrangements/changes necessary. Do not perform fills alone. A reduction in building traffic means a reduction of odds of assistance in an emergency.

● Lasers - Turn off all lasers and remove the key from the power source.

● Shut down microscopes, hot plates, sterilizers, water baths, and all other equipment that is not being used. Unplug from energy source, if possible.
• Consider other equipment for issues regarding turning off power, providing needed maintenance/supplies, or determining additional specific needs.
Appendix D. Facilities Planning Space Analysis - WEB Computer Lab workstations
Appendix D. Facilities Planning Space Analysis - Traffic Flow Diagram

- Lab entrance from hallway
- Internal doors between labs
- Windows

Legend:
- Lab bench
- Desk

- Lab entrance from hallway
- Internal doors between labs
- Windows

- Lab bench
- Desk

- Only 1 person is permitted to enter lunch room
  At a time through this door

- Researcher 1 (Monday-Thursday 9am-2pm)
- Researcher 2 (Tuesday and Thursday 2pm-6pm)
- Researcher 3 (Monday-Friday 9am-6pm)
- PI (Friday, Saturday, Sunday 9am-6pm)
Appendix D. Facilities Planning Space Analysis - Exterior Green Space seating, Special Teaching Spaces and Typical Room Types, Classrooms and Lecture Halls, and Typical Room Occupancy Designs.
Appendix D. Facilities Planning Space Analysis – Typical Room Type Occupancy Diagram

- Occupied
- 109
- 413sf
- Women
- 110
- 430sf
- Men
- Paper towel
- Waste Bin

Brooklyn College
2900 Bedford Ave
Brooklyn, NY 11210

Campus Re-Entry
Typical Restroom

109/110 WEB
Scale: Not to Scale
Date: 8/19/2020

SK-201
Page 1 of 1
Sign:
- limit to 1 occupancy
- Maintain 6' distance while waiting
- Use stair if possible

1E-C
32sf

1E-F
111sf

Sign:
- limit to 2 occupancy
- Face away from each other inside the elevator
- Maintain 6' distance while waiting for elevator
- Use stairs if possible
Distance between tables 10' - 0"
Cafeteria total seats: 80 @ 8% occupancy
Maximum occupancy: 987
Distance between tables 10'-0"
Cafeteria total seats: 80 @ 8% occupancy
Maximum occupancy: 987
Distance between tables 10'-0"
Cafeteria total seats: 80 @ 8% occupancy
Maximum occupancy: 987
Appendix D. Facilities Planning Space Analysis – Special Teaching Spaces and Recommended Reoccupancy Level

<table>
<thead>
<tr>
<th>SK No</th>
<th>Bldg Name</th>
<th>Floor</th>
<th>Room</th>
<th>Department</th>
<th>Room Name</th>
<th>SqFt</th>
<th>Capacity</th>
<th>Re-Entry</th>
<th>Occupancy</th>
<th>More than 1 Door?</th>
<th>Ventilation?</th>
<th>Notes</th>
</tr>
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<tbody>
<tr>
<td>SK-101</td>
<td>Boylan Hall</td>
<td>04</td>
<td>4400</td>
<td>Speech Language Hearing Ctr</td>
<td>Waiting Room</td>
<td>361</td>
<td>16</td>
<td>3 occupants</td>
<td>No</td>
<td>No</td>
<td>Occupants 12' apart.</td>
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<td>4400L</td>
<td>Speech Language Hearing Center Area</td>
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<td>348</td>
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<td>SK-102</td>
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<td>04</td>
<td>4408</td>
<td>Communication Arts, Science Meeting Room</td>
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<td>225</td>
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<td>28</td>
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<td>Speech Language Hearing Seminar Room</td>
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<td>165</td>
<td>8</td>
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<td>103</td>
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<td>143</td>
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<td>Communication Arts, Science</td>
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<td>1,047</td>
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<td>4116</td>
<td>Print Making Studio</td>
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<td>709</td>
<td>14</td>
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<td>597</td>
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<td>4200</td>
<td>Studio - Art Group Studio</td>
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<td>3,157</td>
<td>9</td>
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<td>5102</td>
<td>Lab - Computer Art Graphics</td>
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<td>1,006</td>
<td>16</td>
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<td>5127</td>
<td>Art - Studio - Art</td>
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<td>Art</td>
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<td>Yes</td>
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<tr>
<td>N/A</td>
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<td>Art</td>
<td>Work Room - Art Student Studio</td>
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<td>6300F</td>
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<tr>
<th>Whitman / Tow</th>
<th>Floor</th>
<th>Room</th>
<th>Department</th>
<th>Room Name</th>
<th>SqFt</th>
<th>Capacity</th>
<th>Re-Entry</th>
<th>Occupancy</th>
<th>More than 1 Door?</th>
<th>Ventilation?</th>
<th>Notes</th>
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<tr>
<td>Whitman / Tow</td>
<td>08</td>
<td>024</td>
<td>Conservatory of Music</td>
<td>Rehearsal Room</td>
<td>1,933</td>
<td>8</td>
<td>occupants</td>
<td>Yes</td>
<td>No</td>
<td>024A, 024D, each internal rooms for storage and practice. Occupants 12’ apart.</td>
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<td>SK-109 Whitman / Tow</td>
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<td>250</td>
<td>Conservatory of Music</td>
<td>Rehearsal Studio</td>
<td>2,940</td>
<td>22 occupants</td>
<td>Yes</td>
<td>Double door.</td>
<td>Yes</td>
<td>occupants 6’ apart.</td>
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<td>3</td>
<td>349</td>
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<td>Music Studio</td>
<td>203</td>
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<td>1 occupant</td>
<td>No</td>
<td>Yes</td>
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<td>N/A Whitman / Tow</td>
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<td>357</td>
<td>Conservatory of Music</td>
<td>Practice Room</td>
<td>100</td>
<td>1</td>
<td>1 occupant</td>
<td>No</td>
<td>Yes</td>
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<tr>
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<td>079</td>
<td>Conservatory of Music</td>
<td>Percussion Studio</td>
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<td>2</td>
<td>1 occupant</td>
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<td>Yes</td>
<td>occupants 6’ apart.</td>
<td></td>
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<tr>
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<td>079g</td>
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<td>Percussion Studio</td>
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<tr>
<td>SK-111 Whitman / Tow</td>
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<td>367</td>
<td>Conservatory of Music</td>
<td>Choral/ Opera Rehearsal Room</td>
<td>1,351</td>
<td>6</td>
<td>occupants</td>
<td>Yes</td>
<td>Double door</td>
<td>Yes</td>
<td>occupants 6’ apart.</td>
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<td>N/A Whitman / Tow</td>
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<td>Several</td>
<td>Conservatory of Music</td>
<td>Practice Room</td>
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<td>1</td>
<td>occupant</td>
<td>No</td>
<td>Yes</td>
<td>occupants 6’ apart.</td>
<td></td>
</tr>
</tbody>
</table>

<p>| SK-118 Feinstein Grad S | 05 | 513 | Feinstein Grad School of Cin VFX / Animation Studio | | 753 | 16 | 1 instructor, 5 students | No | Yes | occupants 6’ apart. |
| SK-118 Feinstein Grad S | 05 | 514 | Feinstein Grad School of Cin Post Production Lab | | 530 | 16 | 1 instructor, 5 students | No | Yes | occupants 6’ apart. |
| SK-119 Feinstein Grad S | 05 | 515 | Feinstein Grad School of Cin Computer Lab | | 507 | 16 | 1 instructor, 4 students | No | Yes | occupants 6’ apart. |
| SK-120 Feinstein Grad S | 05 | 525A | Feinstein Grad School of Cin Recording Booth | | 175 | 8 | 2 occupants | No | Yes | occupants 6’ apart. |
| SK-120 Feinstein Grad S | 05 | 525A-2 | Feinstein Grad School of Cin Recording Studio | | 469 | 10 | 6 occupants | No | Yes | occupants 6’ apart. |
| SK-121 Feinstein Grad S | 05 | 531 | Feinstein Grad School of Cin Finishing Suite 4 | | 226 | 9 | 4 occupants | No | Yes | occupants 6’ apart. |</p>
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<th>Room ID</th>
<th>Location</th>
<th>Building Floor</th>
<th>Building Number</th>
<th>Room Number</th>
<th>Room Description</th>
<th>Capacity</th>
<th>Notes</th>
<th>6’ Apart</th>
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<td>Feirstein Grad S</td>
<td>06</td>
<td>603</td>
<td>Feirstein Grad School of Cine Screening Room</td>
<td>709</td>
<td>72</td>
<td>instructor, 5 students</td>
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<td>SK-123</td>
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<td>607</td>
<td>Feirstein Grad School of Cine Production Studio 1 (Stage 20)</td>
<td>1,436</td>
<td>0</td>
<td>10 occupants</td>
<td>2nd door through adj.</td>
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<td>611</td>
<td>Feirstein Grad School of Cine Sound Stage (Stage 19)</td>
<td>2,913</td>
<td>0</td>
<td>18 occupants</td>
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<td>612</td>
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<td>Ingersoll Hall</td>
<td>04</td>
<td>4400</td>
<td>Physics</td>
<td>210</td>
<td>3</td>
<td>1 occupant</td>
<td>No</td>
</tr>
<tr>
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<td>04</td>
<td>4400A</td>
<td>Physics</td>
<td>242</td>
<td>0</td>
<td>1 occupant</td>
<td>No</td>
</tr>
<tr>
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<td>04</td>
<td>4400B</td>
<td>Physics</td>
<td>429</td>
<td>8</td>
<td>2 occupants</td>
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<td>4400C</td>
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<td>4400D</td>
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<td>02</td>
<td>224</td>
<td>Film</td>
<td>1,041</td>
<td>0</td>
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<td>West End Buildi</td>
<td>02</td>
<td>230</td>
<td>Film</td>
<td>1,196</td>
<td>23</td>
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<td>007</td>
<td>Television and Radio</td>
<td>TV Studio</td>
<td>2,238</td>
<td>20</td>
<td>6 occupants</td>
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<td>01</td>
<td>101</td>
<td>Art</td>
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<td>01</td>
<td>104</td>
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<td>03</td>
<td>307</td>
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<td>0100</td>
<td>Cafeteria</td>
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<td>0100</td>
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<td>0100</td>
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<td>Chiller Plant</td>
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<td>201</td>
<td>Facilities</td>
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<td>0225c/0225d</td>
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<td>Women Locker room</td>
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<td>0225b</td>
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<td>0025a</td>
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<td>211</td>
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<td>188</td>
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<td>212</td>
<td>Restroom</td>
<td>Women-Public</td>
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<td>Whitehead Hall</td>
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<td>213</td>
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<td>Men-Public</td>
<td>163</td>
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<td>1</td>
<td>1E-C</td>
<td>Elevator</td>
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<td>1E-F</td>
<td>Elevator</td>
<td>Large</td>
<td>111</td>
<td>8</td>
<td>2 occupants</td>
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## Appendix D. Facilities Planning Space Analysis – Classroom & Lecture Hall Recommended Reoccupancy Levels

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<th>Bldg Name</th>
<th>Floor</th>
<th>Room</th>
<th>Room Name</th>
<th>SqFt</th>
<th>Capacity</th>
<th>Type Desc</th>
<th>Re-Entry Occupancy</th>
<th>More than 1 Door?</th>
<th>Ventilation?</th>
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<tbody>
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<td>1</td>
<td>Ingersoll Hall Extension 01</td>
<td>113</td>
<td>Lecture Hall - Fixed Seats - Smar</td>
<td>1,862</td>
<td>122 Lecture Hall</td>
<td>1 instructor, 19,122 students: 15%</td>
<td>Yes</td>
<td>YES</td>
<td></td>
<td></td>
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<td>2</td>
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<td>133</td>
<td>Lecture Hall - Fixed Seats - Smar</td>
<td>1,605</td>
<td>122 Lecture Hall</td>
<td>1 instructor, 19,122 students: 15%</td>
<td>Yes</td>
<td>YES</td>
<td></td>
<td></td>
</tr>
<tr>
<td>3</td>
<td>Ingersoll Hall Extension 01</td>
<td>135</td>
<td>Classroom - Smart</td>
<td>695</td>
<td>35 Classroom</td>
<td>1 instructor, 9,35 students: 25%</td>
<td>Yes</td>
<td>YES</td>
<td></td>
<td></td>
</tr>
<tr>
<td>4</td>
<td>Ingersoll Hall Extension 01</td>
<td>137</td>
<td>Classroom - Smart</td>
<td>695</td>
<td>35 Classroom</td>
<td>1 instructor, 9,35 students: 25%</td>
<td>No</td>
<td>YES</td>
<td></td>
<td></td>
</tr>
<tr>
<td>5</td>
<td>Ingersoll Hall Extension 01</td>
<td>148</td>
<td>Lecture Hall - Fixed Seats</td>
<td>3,843</td>
<td>345 Lecture Hall</td>
<td>1 instructor, 35,297 students= 12%</td>
<td>Yes</td>
<td>YES</td>
<td></td>
<td></td>
</tr>
<tr>
<td>6</td>
<td>Ingersoll Hall Extension 02</td>
<td>214</td>
<td>Classroom / Computer Lab</td>
<td>888</td>
<td>50 Classroom</td>
<td>1 instructor, 12,50 students: 24%</td>
<td>No</td>
<td>YES</td>
<td></td>
<td></td>
</tr>
<tr>
<td>7</td>
<td>Ingersoll Hall Extension 02</td>
<td>232</td>
<td>Classroom - Smart</td>
<td>637</td>
<td>35 Classroom</td>
<td>1 instructor, 9,35 students: 25%</td>
<td>No</td>
<td>YES</td>
<td></td>
<td></td>
</tr>
<tr>
<td>8</td>
<td>Ingersoll Hall Extension 02</td>
<td>234</td>
<td>Classroom - Smart</td>
<td>637</td>
<td>40 Classroom</td>
<td>1 instructor, 9,40 students: 22%</td>
<td>No</td>
<td>YES</td>
<td></td>
<td></td>
</tr>
<tr>
<td>9</td>
<td>Ingersoll Hall Extension 02</td>
<td>236</td>
<td>Classroom - Smart</td>
<td>595</td>
<td>30 Classroom</td>
<td>1 instructor, 9,30 students: 30%</td>
<td>No</td>
<td>YES</td>
<td></td>
<td></td>
</tr>
<tr>
<td>10</td>
<td>Ingersoll Hall Extension 02</td>
<td>238</td>
<td>Classroom - Smart</td>
<td>637</td>
<td>35 Classroom</td>
<td>1 instructor, 9,35 students: 25%</td>
<td>No</td>
<td>YES</td>
<td></td>
<td></td>
</tr>
<tr>
<td>11</td>
<td>Ingersoll Hall Extension 03</td>
<td>329</td>
<td>Lecture Hall / Classroom - Smart</td>
<td>1,374</td>
<td>60 Lecture Hall</td>
<td>1 instructor, 20,60 students 30%</td>
<td>Double door at front</td>
<td>YES</td>
<td></td>
<td></td>
</tr>
<tr>
<td>12</td>
<td>Ingersoll Hall Extension 03</td>
<td>330</td>
<td>Classroom</td>
<td>637</td>
<td>33 Classroom</td>
<td>1 instructor, 9,33 students: 27%</td>
<td>No</td>
<td>YES</td>
<td></td>
<td></td>
</tr>
<tr>
<td>13</td>
<td>Ingersoll Hall Extension 04</td>
<td>431</td>
<td>Classroom - Smart</td>
<td>687</td>
<td>40 Classroom</td>
<td>1 instructor, 9,40 students: 22%</td>
<td>No</td>
<td>YES</td>
<td></td>
<td></td>
</tr>
<tr>
<td>14</td>
<td>Ingersoll Hall Extension 04</td>
<td>432</td>
<td>Lecture Hall - Smart</td>
<td>1,374</td>
<td>60 Lecture Hall</td>
<td>1 instructor, 16,60 students: 26%</td>
<td>Double door at front</td>
<td>YES</td>
<td></td>
<td></td>
</tr>
<tr>
<td>15</td>
<td>Ingersoll Hall Extension 05</td>
<td>525</td>
<td>Lecture Hall - Fixed Seats (Planet</td>
<td>1,241</td>
<td>84 Lecture Hall</td>
<td>1 instructor, 12,84 students: 14%</td>
<td>No</td>
<td>YES</td>
<td></td>
<td></td>
</tr>
<tr>
<td>16</td>
<td>LaGuardia Hall 01</td>
<td>150</td>
<td>Auditorium - Woody Tanger</td>
<td>1,678</td>
<td>144 Assembly</td>
<td>1 instructor, 18,144 students = 12%</td>
<td>No</td>
<td>YES</td>
<td></td>
<td></td>
</tr>
<tr>
<td>17</td>
<td>LaGuardia Hall 03</td>
<td>383</td>
<td>Lecture Hall / Classroom</td>
<td>1,076</td>
<td>36 Lecture Hall</td>
<td>1 instructor, 9,35 students = 25%</td>
<td>No</td>
<td>YES</td>
<td></td>
<td></td>
</tr>
<tr>
<td>18</td>
<td>LaGuardia Hall 03</td>
<td>384</td>
<td>Lecture Hall / Classroom</td>
<td>1,076</td>
<td>34 Lecture Hall</td>
<td>1 instructor, 10,33 students : 30%</td>
<td>No</td>
<td>YES</td>
<td></td>
<td></td>
</tr>
<tr>
<td>19</td>
<td>Roosevelt Hall Extension 01</td>
<td>102</td>
<td>Lecture Hall - Fixed Seats</td>
<td>1,662</td>
<td>70 Lecture Hall</td>
<td>1 instructor, 9,100 students = 9%</td>
<td>double door.</td>
<td>YES</td>
<td></td>
<td></td>
</tr>
<tr>
<td>20</td>
<td>Roosevelt Hall Extension 01</td>
<td>111RE</td>
<td>Classroom</td>
<td>717</td>
<td>42 Classroom</td>
<td>1 instructor, 8,42 students = 19%</td>
<td>No</td>
<td>YES</td>
<td></td>
<td></td>
</tr>
<tr>
<td>21</td>
<td>Roosevelt Hall Extension 01</td>
<td>112RE</td>
<td>Classroom</td>
<td>717</td>
<td>40 Classroom</td>
<td>1 instructor, 9, 40 students = 22%</td>
<td>No</td>
<td>YES</td>
<td></td>
<td></td>
</tr>
<tr>
<td>22</td>
<td>Roosevelt Hall Extension 01</td>
<td>113RE</td>
<td>Classroom</td>
<td>782</td>
<td>40 Classroom</td>
<td>1 instructor, 11,40 students =27.5%</td>
<td>No</td>
<td>YES</td>
<td></td>
<td></td>
</tr>
<tr>
<td>23</td>
<td>Roosevelt Hall Extension 01</td>
<td>114RE</td>
<td>Classroom</td>
<td>782</td>
<td>40 Classroom</td>
<td>1 instructor, 12,40 students = 30%</td>
<td>No</td>
<td>YES</td>
<td></td>
<td></td>
</tr>
<tr>
<td>24</td>
<td>Roosevelt Hall Extension 02</td>
<td>204RE</td>
<td>Classroom</td>
<td>554</td>
<td>27 Classroom</td>
<td>1 instructor, 12,52 students = 23%</td>
<td>No</td>
<td>YES</td>
<td></td>
<td></td>
</tr>
<tr>
<td>25</td>
<td>Roosevelt Hall Extension 03</td>
<td>313-1</td>
<td>Lecture Hall / Classroom B</td>
<td>1,018</td>
<td>50 Lecture Hall</td>
<td>1 instructor, 12,52 students = 23%</td>
<td>No</td>
<td>YES</td>
<td></td>
<td></td>
</tr>
<tr>
<td>26</td>
<td>Roosevelt Hall Extension 03</td>
<td>313-2</td>
<td>Lecture Hall / Classroom A</td>
<td>1,189</td>
<td>50 Lecture Hall</td>
<td>1 instructor, 7,28 students = 25%</td>
<td>No</td>
<td>YES</td>
<td></td>
<td></td>
</tr>
<tr>
<td>27</td>
<td>West End Building (WEB) 01</td>
<td>105</td>
<td>Classroom</td>
<td>817</td>
<td>32 Classroom</td>
<td>1 instructor, 6,32 students = 18%</td>
<td>No</td>
<td>YES</td>
<td></td>
<td></td>
</tr>
<tr>
<td>28</td>
<td>West End Building (WEB) 01</td>
<td>106</td>
<td>Classroom</td>
<td>819</td>
<td>32 Classroom</td>
<td>1 instructor, 6,32 students= 18%</td>
<td>No</td>
<td>YES</td>
<td></td>
<td></td>
</tr>
<tr>
<td>29</td>
<td>West End Building (WEB) 01</td>
<td>114</td>
<td>Classroom- Video Conference Fa</td>
<td>689</td>
<td>24 Classroom</td>
<td>1 instructor, 4,18 students = 22%</td>
<td>No</td>
<td>YES</td>
<td></td>
<td></td>
</tr>
<tr>
<td>30</td>
<td>West End Building (WEB) 01</td>
<td>129</td>
<td>Classroom - Multimedia</td>
<td>905</td>
<td>47 Classroom</td>
<td>1 instructor, 8,36 students = 22%</td>
<td>No</td>
<td>YES</td>
<td></td>
<td></td>
</tr>
<tr>
<td>31</td>
<td>West End Building (WEB) 01</td>
<td>130</td>
<td>Classroom - SUN / UNIX</td>
<td>833</td>
<td>41 Classroom</td>
<td>1 instructor, 6,32 students = 18%</td>
<td>No</td>
<td>YES</td>
<td></td>
<td></td>
</tr>
<tr>
<td>32</td>
<td>West End Building (WEB) 02</td>
<td>214</td>
<td>Lecture Hall</td>
<td>1,256</td>
<td>97 Lecture Hall</td>
<td>1 instructor, 8,96 students = 8%</td>
<td>Yes</td>
<td>YES</td>
<td></td>
<td></td>
</tr>
<tr>
<td>33</td>
<td>West End Building (WEB) 02</td>
<td>220</td>
<td>Lecture Hall - Fixed Seats</td>
<td>1,231</td>
<td>100 Lecture Hall</td>
<td>1 instructor, 13,163 students = 8%</td>
<td>Yes</td>
<td>YES</td>
<td></td>
<td></td>
</tr>
<tr>
<td>34</td>
<td>Whitehead Hall 02</td>
<td>222</td>
<td>Lecture Hall - Fixed Seats - Smar</td>
<td>1,914</td>
<td>172 Lecture Hall</td>
<td>1 instructor, 19,114 students = 15%</td>
<td>Yes</td>
<td>YES</td>
<td></td>
<td></td>
</tr>
<tr>
<td>35</td>
<td>Whitehead Hall 03</td>
<td>320</td>
<td>Lecture Hall - Fixed Seats - Smar</td>
<td>1,935</td>
<td>126 Lecture Hall</td>
<td>1 instructor, 10,50 students =20%</td>
<td>2 doors</td>
<td>YES</td>
<td></td>
<td></td>
</tr>
<tr>
<td>36</td>
<td>William James Hall 02</td>
<td>2101</td>
<td>Classroom - Smart</td>
<td>771</td>
<td>60 Classroom</td>
<td>1 instructor, 10,50 students =20%</td>
<td>Yes</td>
<td>YES</td>
<td></td>
<td></td>
</tr>
<tr>
<td>37</td>
<td>William James Hall 02</td>
<td>2207</td>
<td>Classroom - Smart</td>
<td>756</td>
<td>50 Classroom</td>
<td>1 instructor, 10,50 students =20%</td>
<td>No</td>
<td>YES</td>
<td></td>
<td></td>
</tr>
<tr>
<td>38</td>
<td>William James Hall 02</td>
<td>2301</td>
<td>Classroom - Smart</td>
<td>755</td>
<td>55 Classroom</td>
<td>1 instructor, 11,55 students =20%</td>
<td>Yes</td>
<td>YES- INTERIO</td>
<td></td>
<td></td>
</tr>
<tr>
<td>39</td>
<td>William James Hall 02</td>
<td>2302</td>
<td>Classroom - Smart</td>
<td>488</td>
<td>34 Classroom</td>
<td>1 instructor, 7,34 students = 20%</td>
<td>No</td>
<td>YES-INTERIO</td>
<td></td>
<td></td>
</tr>
<tr>
<td>40</td>
<td>William James Hall 02</td>
<td>2304</td>
<td>Classroom - Smart</td>
<td>488</td>
<td>32 Classroom</td>
<td>1 instructor, 7,32 students = 21%</td>
<td>No</td>
<td>YES</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Location</td>
<td>Building</td>
<td>Room</td>
<td>Capacity</td>
<td>Classroom Type</td>
<td>Instructor</td>
<td>Email</td>
<td>Notes</td>
<td></td>
<td></td>
</tr>
<tr>
<td>---</td>
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<td></td>
</tr>
<tr>
<td>11</td>
<td>William James Hall</td>
<td>02</td>
<td>2407A</td>
<td>755</td>
<td>Classroom</td>
<td>1 instructor. 11:38 students =28%</td>
<td>2 doors</td>
<td>YES</td>
<td></td>
<td></td>
</tr>
<tr>
<td>12</td>
<td>William James Hall</td>
<td>02</td>
<td>2407B</td>
<td>753</td>
<td>Classroom</td>
<td>1 instructor. 11:38 students =28%</td>
<td>2 doors</td>
<td>YES</td>
<td></td>
<td></td>
</tr>
<tr>
<td>13</td>
<td>William James Hall</td>
<td>02</td>
<td>2412</td>
<td>738</td>
<td>Classroom</td>
<td>1 instructor. 11:48 students =22%</td>
<td>No</td>
<td>YES- INTERIO</td>
<td></td>
<td></td>
</tr>
<tr>
<td>14</td>
<td>William James Hall</td>
<td>02</td>
<td>2604</td>
<td>751</td>
<td>Classroom</td>
<td>1 instructor. 11:50 students =22%</td>
<td>No</td>
<td>YES</td>
<td></td>
<td></td>
</tr>
<tr>
<td>15</td>
<td>William James Hall</td>
<td>02</td>
<td>2610</td>
<td>728</td>
<td>Classroom</td>
<td>1 instructor. 10:25 students =40%</td>
<td>No</td>
<td>YES</td>
<td></td>
<td></td>
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<tr>
<td>16</td>
<td>William James Hall</td>
<td>02</td>
<td>2611</td>
<td>487</td>
<td>Classroom</td>
<td>1 instructor. 7:25 students = 28%</td>
<td>No</td>
<td>YES- INTERIO</td>
<td></td>
<td></td>
</tr>
<tr>
<td>17</td>
<td>William James Hall</td>
<td>02</td>
<td>2613</td>
<td>475</td>
<td>Classroom</td>
<td>1 instructor. 7:25 students = 28%</td>
<td>No</td>
<td>YES- INTERIO</td>
<td></td>
<td></td>
</tr>
<tr>
<td>18</td>
<td>William James Hall</td>
<td>02</td>
<td>2615</td>
<td>494</td>
<td>Classroom</td>
<td>1 instructor. 7:25 students = 28%</td>
<td>No</td>
<td>YES- INTERIO</td>
<td></td>
<td></td>
</tr>
<tr>
<td>19</td>
<td>William James Hall</td>
<td>03</td>
<td>3203</td>
<td>600</td>
<td>Classroom</td>
<td>1 instructor. 8:34 students = 23%</td>
<td>No</td>
<td>YES</td>
<td></td>
<td></td>
</tr>
<tr>
<td>20</td>
<td>William James Hall</td>
<td>03</td>
<td>3304B</td>
<td>482</td>
<td>Classroom</td>
<td>1 instructor. 6:29 students = 20%</td>
<td>No</td>
<td>YES</td>
<td></td>
<td></td>
</tr>
<tr>
<td>21</td>
<td>William James Hall</td>
<td>03</td>
<td>3305</td>
<td>754</td>
<td>Classroom</td>
<td>1 instructor. 11:30 students = 36%</td>
<td>No</td>
<td>YES</td>
<td></td>
<td></td>
</tr>
<tr>
<td>22</td>
<td>William James Hall</td>
<td>03</td>
<td>3613</td>
<td>508</td>
<td>Classroom</td>
<td>1 instructor. 7:33 students = 21%</td>
<td>No</td>
<td>YES- INTERIO</td>
<td></td>
<td></td>
</tr>
<tr>
<td>23</td>
<td>William James Hall</td>
<td>05</td>
<td>5301</td>
<td>676</td>
<td>Classroom</td>
<td>1 instructor. 7:38 students = 18%</td>
<td>No</td>
<td>YES</td>
<td></td>
<td></td>
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<tr>
<td>24</td>
<td>William James Hall</td>
<td>05</td>
<td>5307</td>
<td>503</td>
<td>Classroom</td>
<td>1 instructor. 6:30 students = 23%</td>
<td>No</td>
<td>YES</td>
<td></td>
<td></td>
</tr>
<tr>
<td>25</td>
<td>William James Hall</td>
<td>05</td>
<td>5311</td>
<td>503</td>
<td>Classroom</td>
<td>1 instructor. 7:30 students = 23%</td>
<td>No</td>
<td>YES</td>
<td></td>
<td></td>
</tr>
<tr>
<td>26</td>
<td>William James Hall</td>
<td>05</td>
<td>5403</td>
<td>500</td>
<td>Classroom</td>
<td>1 instructor. 7:30 students = 23%</td>
<td>No</td>
<td>YES</td>
<td></td>
<td></td>
</tr>
<tr>
<td>27</td>
<td>William James Hall</td>
<td>05</td>
<td>5407</td>
<td>510</td>
<td>Classroom</td>
<td>1 instructor. 7:30 students = 23%</td>
<td>No</td>
<td>YES</td>
<td></td>
<td></td>
</tr>
<tr>
<td>28</td>
<td>William James Hall</td>
<td>05</td>
<td>5501</td>
<td>510</td>
<td>Classroom</td>
<td>1 instructor. 6:30 students = 20%</td>
<td>No</td>
<td>YES</td>
<td></td>
<td></td>
</tr>
<tr>
<td>29</td>
<td>William James Hall</td>
<td>05</td>
<td>5503</td>
<td>511</td>
<td>Classroom</td>
<td>1 instructor. 6:30 students = 20%</td>
<td>No</td>
<td>YES</td>
<td></td>
<td></td>
</tr>
<tr>
<td>30</td>
<td>William James Hall</td>
<td>05</td>
<td>5604</td>
<td>496</td>
<td>Classroom</td>
<td>1 instructor. 6:30 students = 20%</td>
<td>No</td>
<td>YES</td>
<td></td>
<td></td>
</tr>
<tr>
<td>31</td>
<td>William James Hall</td>
<td>05</td>
<td>5606</td>
<td>500</td>
<td>Classroom</td>
<td>1 instructor. 6:30 students = 20%</td>
<td>No</td>
<td>YES</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
Appendix E. Universal Signage for Campus

- **DO YOUR PART. STAY APART.**
  - You MUST wear face coverings and practice physical distancing AT ALL TIMES while on campus.

- **FIGHTING COVID-19 TOGETHER**
  - You MUST physically distance and wear face coverings AT ALL TIMES while on campus.

- **WELCOME TO CAMPUS.**
  - For everyone’s protection, face coverings and physical distancing are REQUIRED AT ALL TIMES.

- **FIGHTING COVID-19 TOGETHER**
  - While on campus, you MUST:
    - stay at least 6 feet away from other people AT ALL TIMES,
    - wear a face covering AT ALL TIMES, and
    - wash your hands often.
SAFE TODAY. HEALTHY TOMORROW.

To prevent the spread of COVID-19, this water fountain is CLOSED.

Please use water bottle filling stations located on the 1st and 3rd floors.

SAFE TODAY. HEALTHY TOMORROW.

ONE-WAY TRAFFIC

Stay to the right. Stay at least 6 feet of distance from others.

BE SMART. STAY APART.

Max X individuals at a time.

To prevent the spread of COVID-19, please wait in line until it is your turn.

SAFE TODAY. HEALTHY TOMORROW.

Wash your hands with soap and running water when hands are visibly dirty or greasy.

If hands are not visibly dirty or greasy, frequently clean them by using alcohol-based hand rub or soap and water.

SAFE TODAY. HEALTHY TOMORROW.

DO NOT ENTER

To prevent the spread of COVID-19 and conserve resources, please use restrooms on the first floor.

SAFE TODAY. HEALTHY TOMORROW.

Getting through the day with your mask

Use cloth face coverings as an additional way to help stop the spread of COVID-19 when you are indoors or around other people.

How to wear your mask:

- Place the mask over your nose and mouth.
- Adjust the mask to fit snugly against your skin.
- Make sure the mask does not have a hole or pocket where particles can escape.
- Avoid touching your face when wearing the mask.
- Replace your mask if it becomes wet or dirty.

SAFE TODAY. HEALTHY TOMORROW.

How to Wash Cloth Face Coverings

Cloth face coverings are an additional way to help stop the spread of COVID-19 when you are indoors or around other people.

Washing instructions:

- Wash your mask in warm water with soap.
- Wash your mask every day or as needed.

SAFE TODAY. HEALTHY TOMORROW.

Due to social distancing requirements this facility is TEMPORARILY CLOSED.

We apologize for the inconvenience.
Appendix F. Campus Access Protocols

Quick Link to Guidance: http://www.brooklyn.cuny.edu/web/about/offices/environmental-safety/covid-19/essential-personnel.php
I. **Ask for Digital ID (preferred) or Digital ID**
   a. If they present Digital ID:
      i. A key means access: Effective mm/dd/yyyy, a key icon that means the visitor has completed two attestations, passed a daily health screening within 12 hours, and has approved ongoing access.
         - Green Key = pass, any time
         - Orange key = pass, any time
         - Purple key = pass, normal hours of operation only
      ii. Check-in the guest on the Tablet: Click the “check in” button.
   b. If they present Physical ID:
      i. Check the COVID Screening Web Application on the tablet
      ii. Search the visitors name
      iii. Check for an approved health screening in the “Decision” column
      iv. If Health Screening is approved, check “Access Type”
         1. **If blank** DOES NOT have ongoing access. Check calendar entries.
            a. If they have approved one-time access, allow entry.
               Check-in the guest on the Tablet: Click the “check in” button.
         2. If it is not blank: The visitor has ongoing access (completed two attestations and has approved ongoing access)
            a. Allow entry
   v. If health screening is denied
      1. DO NOT allow entry. Refer disputes to HR
   vi. If health screening is expired,
      1. **If blank** Check calendar entries.
         a. If they have approved one-time access, tell them to submit to submit a health screening (on cellular device, or at home). If they pass, they may return to the gate and will be allowed entry.
b. Check-in the guest on the Tablet: Click the “check in” button.

2. If it is not blank: The visitor has ongoing access (completed two attestations and has approved ongoing access)
   a. If they have ongoing access, tell them to submit to submit a health screening (on cellular device, or at home). If they pass, they may return to the gate and will be allowed entry.
   b. Check-in the guest on the Tablet: Click the “check in” button.
<table>
<thead>
<tr>
<th>Employee ID</th>
<th>Name</th>
<th>Date Submitted</th>
<th>Phone</th>
<th>Campus Location</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Samuels Karen</td>
<td>08/05/2020</td>
<td>(631) 435-7118</td>
<td>0202 Ingersoll Hall</td>
</tr>
<tr>
<td></td>
<td>James Larry</td>
<td>08/05/2020</td>
<td>(631) 409-4382</td>
<td>0202 Ingersoll Hall</td>
</tr>
<tr>
<td></td>
<td>Straker Renee</td>
<td>08/05/2020</td>
<td>(386) 951-5712</td>
<td>Food Pantry, SAIL Center</td>
</tr>
<tr>
<td></td>
<td>Buzin Victor</td>
<td>08/05/2020</td>
<td>(386) 951-4437</td>
<td>252NE</td>
</tr>
<tr>
<td></td>
<td>Sadovnik Carrie</td>
<td>08/05/2020</td>
<td>(386) 951-5500</td>
<td>252NE, Stoller point</td>
</tr>
<tr>
<td></td>
<td>Khan Mohammad</td>
<td>08/05/2020</td>
<td>(386) 951-4437</td>
<td>0202 Ingersoll Hall</td>
</tr>
</tbody>
</table>

Approved = passed health screening
Denied = Did not pass health screening
Expired= Did not take it within the last 12 hours
Appendix G. Cleaning and Disinfection Protocols & Cleaning Log

**BROOKLYN COLLEGE COVID-19 CLEANING & DISINFECTION PROTOCOL**
(Product: Enviro Care Neutral Disinfectant)

**DISINFECTANTS IN USE**
The current product in use is RMC Enviro Care Neutral Disinfectant (EPA registration number 47371-131). The active ingredient in the product is a quaternary ammonium-base formula.

**EPA REQUIREMENTS FOR USE**
To disinfect for COVID-19 in compliance with EPA, the product must be prepared and used following directions for Adenovirus Type 7. This is based on the EPA's emerging viral pathogens specifications and is based on the product registration:

**DILUTION & APPLICATION PROCEDURES**

<table>
<thead>
<tr>
<th>COVID-19 Disinfection Dilution Rates</th>
<th>Non-COVID-19 related cleaning &amp; disinfection</th>
</tr>
</thead>
<tbody>
<tr>
<td>HWS-64 Water Equivalent</td>
<td>HWS-64 Water Equivalent</td>
</tr>
<tr>
<td>12 oz 192 ounces HP65 hopper</td>
<td>3 oz 192 ounces HP65 hopper</td>
</tr>
<tr>
<td>8 oz 128 ounces Gallon</td>
<td>2 oz 128 ounces Gallon</td>
</tr>
<tr>
<td>2.5 oz 40 ounces HP20 sprayer</td>
<td>0.75 oz 40 ounces HP20 sprayer</td>
</tr>
<tr>
<td>2 oz 32 ounces Quart</td>
<td>0.5 oz 32 ounces Quart</td>
</tr>
<tr>
<td>1 oz 16 ounces Pint</td>
<td>0.25 oz 16 ounces Pint</td>
</tr>
<tr>
<td>Contact time: 10 minutes, rinse, wipe or leave to air dry</td>
<td>Contact time: 10 minutes, rinse, wipe or leave to air dry</td>
</tr>
</tbody>
</table>

Diluted disinfectant may be applied by a sprayer device with a coarse spray. Spray 6-8 inches from the surface, rub with a brush, cloth, or sponge.

**EXPOSURE GUIDELINES**
- General use - This product does not contain any hazardous materials with occupational exposure limits.
- When mixing concentrated product – Have access to emergency showers & eyewash stations good ventilation.
- Personal protective equipment:
  - Eye/face protection - Safety glasses for manual spray; Goggles for use of high volume/electrostatic sprayer required
  - Skin and body protection - Chemical resistant gloves for manual spray; coveralls, apron or, gown for high volume/electrostatic sprayer required
  - Respiratory Protection – None needed for manual spray; N95 or half face with P100 filters may be needed during use of high volume/electrostatic sprayers. Enrollment into the Brooklyn College respiratory protection program is required for respirator use.
- Manual spray procedures require occupants be notified not to touch treated surfaces. Use of high volume/ electrostatic spray equipment may produce irritating aerosols. Schedule during low occupancy periods.

**CLEANING AND DISINFECTING AFTER POSITIVE CASE ON CAMPUS**
Follow CUNY & NYS guidance after persons confirmed to have COVID-19 have been in the facility.

7.23.20
<table>
<thead>
<tr>
<th>Work Description</th>
<th>Instructions</th>
<th>Building/Location</th>
</tr>
</thead>
<tbody>
<tr>
<td>Inside and outside Pan &amp; broom, vacuum mats, clean glass</td>
<td>Disinfect door handles trash cans lids</td>
<td>West</td>
</tr>
<tr>
<td>Grooming floor, remove graffiti, remove spider webs, wipe trash can, spray disinfectant on sinks, mirrors, toilet bowls, urinals, floor and all dispensers, wipe with brown roll towel. Mop floor with plain cold water, restock supplies, report repairs.</td>
<td>Disinfect all touch point areas, stall latch/locks, stall doors, soap dispensers, paper dispensers, doors, water faucets, other restroom fixture handles. Each item is sprayed with neutral disinfectant cleaner and wiped with a separate piece of paper towel. restroom clients are designated to utilize on 1st floor</td>
<td>Corridor</td>
</tr>
<tr>
<td>Remove all corridor trash/ doodle dust floor / remove gum/tape/ candy/disinfect touch points</td>
<td>Disinfecting door handles</td>
<td>Corridor/ floor #</td>
</tr>
<tr>
<td></td>
<td>Disinfecting seating areas</td>
<td>Corridor/ floor #</td>
</tr>
<tr>
<td></td>
<td>Disinfecting display cases</td>
<td>Corridor/ floor #</td>
</tr>
<tr>
<td></td>
<td>Disinfecting Elevator buttons</td>
<td>Corridor/ floor #</td>
</tr>
<tr>
<td></td>
<td>Disinfecting trashcan lids/openings</td>
<td>Corridor/ floor #</td>
</tr>
</tbody>
</table>
| clean stairways, doodle dust steps, disinfect handrails, remove graffiti/ stickers, remove gum with scraper | Matron Restrooms
spot clean/ touch point cleaning, mop floors | Non designated restrooms |
|                                                                                   | Clean up                                                                      |                  |
|                                                                                   | Leave detail to report to 135 R                                              |                  |
|                                                                                   | Punch Out                                                                     |                  |
Brooklyn College COVID-19 Cleaning and Disinfecting Procedures: Computer and Other Electronic Devices Disinfection

Computer Labs

1. Custodial staff will provide spray bottles with disinfectant and paper towels to each computer lab. **Note:** Staff should always wear protective gloves (e.g., nitrile or latex gloves) when using any disinfectant. If disinfectant is not present, or if protective gloves are not available, the computer lab should not remain open.

2. Computer lab personnel must ensure that each lab has hand sanitizer (e.g., hand sanitizing station, small hand sanitizer bottles) present in the room. If hand sanitizer is not present, the computer lab should not remain open.

3. Computer lab personnel must wipe down all surfaces (e.g., keyboard, mouse, desktops, computer monitors) with approved, computer-safe, EPA-registered disinfectant **after every user.** Paper towels, wipes or cloths should be sprayed with disinfectant and then used to wipe surfaces. Personnel must ensure that the surfaces are damp but do not saturate the electronics. Allow surfaces to air dry. Wash or sanitize your hands after removing gloves and carefully remove them as to not touch the exterior surfaces of the gloves.

4. Computer lab personnel must ensure that hand-washing signage is displayed to encourage individuals to wash hands before entering the lab and to sanitize hands as they enter and leave the room. The CDC has promotional materials available for public use: [https://www.cdc.gov/handhygiene/campaign/promotional.html](https://www.cdc.gov/handhygiene/campaign/promotional.html)

5. Social distancing will be encouraged in the computer lab by removing or powering down stations between every user, to ensure a minimum of six feet distance between stations.

6. Custodial staff will wipe down surfaces (e.g., keyboard, mouse, desktops, computer monitors) with the approved, computer-safe, EPA-registered disinfectants at least once a day, before opening or after closing for the day.

7. Computer lab and custodial staff will maintain a cleaning log for each lab, prominently displaying and listing the date and time of the most recent disinfection of each lab.

Smart Classroom Computer Lab Equipment

1. Custodial staff will provide spray bottles with disinfectant or disinfectant wipes and paper towels to each computer lab classroom. **Note:** Staff should always wear protective gloves (e.g., nitrile or latex gloves) when using any disinfectant. If disinfectant is not present, or if protective gloves are not available, the computer lab classroom should not remain open.
2. College Laboratory Technicians must ensure that each lab has hand sanitizer (e.g., hand sanitizing station, small hand sanitizer bottles) present in the room. If hand sanitizer is not present, the computer lab should not remain open.

3. College Laboratory Technicians must wipe down all surfaces (e.g., keyboard, mouse, desktops, computer monitors) with approved, computer-safe, EPA-registered disinfectant after every user. Paper towels, wipes or cloths should be sprayed with disinfectant and then used to wipe surfaces. Personnel must ensure that the surfaces are damp but do not saturate the electronics. Allow surfaces to air dry. Wash or sanitize your hands after removing gloves and carefully remove them as to not touch the exterior surfaces of the gloves.

4. Computer Laboratory Technicians must ensure that hand-washing signage is displayed to encourage individuals to wash hands before entering the classroom and to sanitize hands as they enter and leave the room. The CDC has promotional materials available for public use: https://www.cdc.gov/handhygiene/campaign/promotional.html

5. Social distancing will be encouraged in the computer lab classroom by removing or powering down stations between every user, to ensure a minimum of six feet distance between stations.

6. Custodial staff will wipe down surfaces (e.g., keyboard, mouse, desktops, computer monitors) with the approved, computer-safe, EPA-registered disinfectants at least once a day, at the start of each day.

7. Custodial staff will maintain a cleaning log for each computer lab classroom, prominently displaying and listing the date and time of the most recent disinfection of each classroom.

**Shared Electronic Equipment**

1. Departments with shared electronic equipment including, but not limited to, production and media equipment, scientific analytical instruments, and surveying instruments, must develop equipment cleaning and disinfection procedures.

2. Programs submit procedures as part of the program’s reentry safety plan which are reviewed and approved by the Reentry Review Board and the Provost. Strategies to minimize spread include assigning individuals gear kits, assigning a core group to handle equipment, bagging of disinfected equipment for distribution, and use of a 72 hours quarantine period between uses.

3. Cleaning and disinfecting is performed by program staff before and after each use. Where equipment is regularly shared, frequency of disinfecting should be increased to whenever there is a break in activity.

4. Disinfection must follow the equipment manufacturer’s instructions to avoid damaging the equipment. If no instructions are available, programs will be directed to use alcohol-based wipes or spray containing at least 70% alcohol.
5. Pre-moistened wipes should not be dripping when used. Paper towels, wipes or cloths should be sprayed with disinfectant and then used to wipe surfaces. Personnel must ensure that the surfaces are damp but do not saturate the electronics or allow liquid to pool. Allow surfaces to air dry.

6. Personnel should wear disposable gloves when cleaning and disinfecting and ensure good ventilation when using disinfectant. Hands must be washed or sanitized after removing gloves and carefully remove them as to not touch the exterior surfaces of the gloves. Dispose of gloves in lined trash bin.

7. Visibly dirty or greasy surfaces must be pre-cleaned prior to disinfecting.

8. Programs will inventory disinfecting supplies at the beginning and end of each shift and restock as necessary. Programs will keep a cleaning log. Documentation of disinfection date and time must be recorded as part of the equipment distribution process.
Appendix H. Employee Training, Attestation, and Daily Health Screening

CUNY COVID-19 Training / Attestation (One-Time Requirement)
- A BlackBoard organization has been created by CUNY Central for general COVID-19 training / attestations
- For access, go to CUNY BlackBoard and log in with your CUNYFirst Credentials
- On the right-hand side under "My Organizations," click on "Brooklyn College New York State COVID-19 Response: Return to Work Training"
- View the training video and complete the attestation

Brooklyn College COVID-19 Training / Attestation (One-Time Requirement)
- A form has been created to codify specific Brooklyn College campus requirements around COVID-19
- Complete the Brooklyn College Microsoft Form specific to Brooklyn College policies and procedures

Daily COVID-19 Screening (Daily Requirement)
- All personnel coming to campus must complete the COVID-19 screening questionnaire on a daily basis, or on the days they wish to come on campus.
Appendix I. Daily Health Screening Protocol

Quick Links

- Form - http://www.brooklyn.cuny.edu/web/about/offices/studentaffairs/health-wellness/coronavirus/screening-questionnaire.php
- Thank You page - http://www.brooklyn.cuny.edu/web/about/offices/studentaffairs/health-wellness/coronavirus/screening-questionnaire-thank-you.php

COVID-19 Screening Questionnaire

Coronavirus Disease 2019 (COVID-19) has been reported in every state and in countries around the world. Please read the Brooklyn College protocols to prevent the spread of COVID-19.

In order to protect you and others, we are asking about symptoms and exposure to COVID-19. Please respond to the following questions.

* Indicates Required Field

Personal Information

Name*

First Name               Last Name

EMPLID*

EMPLID is an 8-digit number.

Brooklyn College E-mail *

Phone*

(XXX) XXX-XXXX

Manager’s Name*

First Name               Last Name
Manager’s E-mail *

Room / Work Location *

Health Certification
Temperature: Is your temperature greater than or equal to 100.0 degrees Fahrenheit? *
○ Yes
○ No

Contacts: Have you had any known close contact with a person confirmed or suspected to have COVID-19 in the past 14 days? *
○ Yes
○ No

Symptoms: Have you had any of the following symptoms? Cough (new or worsening), shortness of breath (new or worsening), troubled breathing (new or worsening), fever, chills, muscle pain (new or worsening), headache (new or worsening), sore throat (new or worsening), new loss of taste, new loss of smell? *
○ Yes
○ No

Travel: Have you traveled within a state with significant community spread of COVID-19 for longer than 24 hours within the past 14 days? *
○ Yes
○ No


Positive Test Results: Have you tested positive for COVID-19 through a diagnostic test in the past 14 days? *
○ Yes
○ No

Your Submission
By submitting this form, you acknowledge that all your answers are correct to the best of your knowledge, and that you have read, understood, and agree to follow Brooklyn College protocols to prevent the spread of COVID-19 while on campus and on college business.

Submit Form
Appendix J. CUNY Covid-19 Student Conduct Protocol

The City University of New York takes the well-being and safety of our students, faculty and staff very seriously. During the pandemic, we all have an obligation to behave in a responsible manner per the guidance approved in your campus’ re-opening plan to prevent the spread of the coronavirus. Responsible behavior extends to your off-campus and personal lives, which can affect your ability to transmit the virus on campus, including at a minimum:

- always wearing a mask when on campus and when gathering with other individuals
- maintaining physical distance of at least six feet on campus and when gathering with individuals outside the classrooms and other areas
- limiting the size of on campus gatherings;
- minimizing and limiting the size of events gatherings with other students

Article XV of the CUNY bylaws requires that each student obey policies, regulations, and orders of the University/College. Students are reminded that the Rules and Regulations for the Maintenance of Public order pursuant to article 129a of the education law (“Henderson Rules”) prohibits:

- behaviors that recklessly or intentionally endangers the health of others
- behavior that interferes with the institution’s educational processes.
- failure to comply with the direction of a University official

The University is committed to adhering fully to current and future directives about social encounters from the federal, state and local public health officials. Any student found in violation of these directives may be subject to discipline under article XV of the CUNY bylaws.
<table>
<thead>
<tr>
<th>Approved</th>
<th>Subject</th>
<th>Catalog#</th>
<th>Class Title</th>
<th>Total Enroll</th>
<th>Enrollment C</th>
<th>Facility</th>
<th>Class Start T</th>
<th>Class End Ti</th>
<th>Days</th>
</tr>
</thead>
<tbody>
<tr>
<td>12-Aug</td>
<td>EESC</td>
<td>4010</td>
<td>Field Mapping</td>
<td>11</td>
<td>20</td>
<td>OC-ONLINE</td>
<td>9:30:00 AM</td>
<td>12:15:00 PM</td>
<td>F</td>
</tr>
<tr>
<td>12-Aug</td>
<td>FILM.</td>
<td>7201G</td>
<td>Cinematography I</td>
<td>5</td>
<td>10</td>
<td>TBD</td>
<td>9:30:00 AM</td>
<td>1:10:00 PM</td>
<td>F</td>
</tr>
<tr>
<td>12-Aug</td>
<td>FILM.</td>
<td>7221G</td>
<td>Cinematography III</td>
<td>8</td>
<td>8</td>
<td>FG-611</td>
<td>9:00:00 AM</td>
<td>12:40:00 PM</td>
<td>Tu</td>
</tr>
<tr>
<td>12-Aug</td>
<td>FILM.</td>
<td>7614G</td>
<td>3D Computer Animation I</td>
<td>5</td>
<td>8</td>
<td>FG-513</td>
<td>2:15:00 PM</td>
<td>5:55:00 PM</td>
<td>Tu</td>
</tr>
<tr>
<td>12-Aug</td>
<td>FILM.</td>
<td>7634G</td>
<td>Computer Animation 3</td>
<td>4</td>
<td>6</td>
<td>FG-513</td>
<td>2:15:00 PM</td>
<td>5:55:00 PM</td>
<td>Th</td>
</tr>
<tr>
<td>12-Aug</td>
<td>FILM.</td>
<td>7801G</td>
<td>Production Workshop I: MOS</td>
<td>16</td>
<td>16</td>
<td>FG-612</td>
<td>2:15:00 PM</td>
<td>5:55:00 PM</td>
<td>Th</td>
</tr>
<tr>
<td>12-Aug</td>
<td>FILM.</td>
<td>7801G</td>
<td>Production Workshop I: MOS</td>
<td>16</td>
<td>16</td>
<td>FG-607</td>
<td>9:30:00 AM</td>
<td>1:10:00 PM</td>
<td>W</td>
</tr>
<tr>
<td>12-Aug</td>
<td>FILM.</td>
<td>7921G</td>
<td>Special Topics: Cinema Arts 1</td>
<td>11</td>
<td>12</td>
<td>FG-607</td>
<td>2:15:00 PM</td>
<td>5:55:00 PM</td>
<td>W</td>
</tr>
<tr>
<td>12-Aug</td>
<td>FILM.</td>
<td>7922G</td>
<td>Special Topics: Cinema Arts 2</td>
<td>5</td>
<td>12</td>
<td>FG-612</td>
<td>9:30:00 AM</td>
<td>1:10:00 PM</td>
<td>Th</td>
</tr>
<tr>
<td>12-Aug</td>
<td>FILM.</td>
<td>7951G</td>
<td>Thesis Project I: Production</td>
<td>13</td>
<td>16</td>
<td>FG-510</td>
<td>2:15:00 PM</td>
<td>5:55:00 PM</td>
<td>W</td>
</tr>
<tr>
<td>12-Aug</td>
<td>MUSC.</td>
<td>7015X</td>
<td>Tech Rcrdng Mus Audio Engrrng</td>
<td>7</td>
<td>12</td>
<td>FG-525A</td>
<td>2:00:00 PM</td>
<td>4:30:00 PM</td>
<td>Tu</td>
</tr>
<tr>
<td>12-Aug</td>
<td>MUSC.</td>
<td>7385X</td>
<td>Sound Design I</td>
<td>16</td>
<td>12</td>
<td>FG-515</td>
<td>7:00:00 PM</td>
<td>9:30:00 PM</td>
<td>W</td>
</tr>
<tr>
<td>12-Aug</td>
<td>MUSC.</td>
<td>7017X</td>
<td>Recording Music for Media</td>
<td>5</td>
<td>10</td>
<td>FG-525A</td>
<td>11:00:00 AM</td>
<td>1:30:00 PM</td>
<td>W</td>
</tr>
<tr>
<td>12-Aug</td>
<td>MUSC.</td>
<td>7225G</td>
<td>Advanced Keyboard Workshop 1</td>
<td>1</td>
<td>12</td>
<td>FG-515</td>
<td>10:00:00 AM</td>
<td>12:30:00 PM</td>
<td>Tu</td>
</tr>
<tr>
<td>12-Aug</td>
<td>THEA.</td>
<td>7325X</td>
<td>Acting for the Camera</td>
<td>4</td>
<td>8</td>
<td>outdoors (??)</td>
<td>9:30:00 AM</td>
<td>1:10:00 PM</td>
<td>Tu</td>
</tr>
<tr>
<td>12-Aug</td>
<td>THEA.</td>
<td>7343X</td>
<td>Voice III</td>
<td>4</td>
<td>8</td>
<td>PAC-135</td>
<td>9:30:00 AM</td>
<td>1:10:00 PM</td>
<td>W</td>
</tr>
<tr>
<td>12-Aug</td>
<td>THEA.</td>
<td>7513X</td>
<td>Directing III: Classics</td>
<td>2</td>
<td>3</td>
<td>outdoors (Wt)</td>
<td>9:30:00 AM</td>
<td>1:10:00 PM</td>
<td>M</td>
</tr>
<tr>
<td>12-Aug</td>
<td>THEA.</td>
<td>7333X</td>
<td>Movement for the Actor III</td>
<td>4</td>
<td>8</td>
<td>outdoors (Wh)</td>
<td>2:15:00 PM</td>
<td>4:15:00 PM</td>
<td>W</td>
</tr>
<tr>
<td>12-Aug</td>
<td>TREM.</td>
<td>3871</td>
<td>Single Camera TV Production</td>
<td>9</td>
<td>14</td>
<td>WH-307</td>
<td>9:30:00 AM</td>
<td>2:00:00 PM</td>
<td>M</td>
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<tr>
<td>12-Aug</td>
<td>TREM.</td>
<td>3841</td>
<td>Multimedia Production</td>
<td></td>
<td></td>
<td>WH-307</td>
<td>9:30:00 AM</td>
<td>2:00:00 PM</td>
<td>Th</td>
</tr>
<tr>
<td>12-Aug</td>
<td>TREM.</td>
<td>3861</td>
<td>Multi-Camera TV Prod</td>
<td>3</td>
<td>14</td>
<td>Studio B</td>
<td>5:05:00 PM</td>
<td>9:35:00 PM</td>
<td>Th</td>
</tr>
</tbody>
</table>