



# Kingsborough Community College Return to Campus Athletics Plan

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## **Introduction**

Kingsborough Community College and our Athletics program suspended all sports and intermural competition in March 2020 due to COVID-19. During our time of remote learning, Athletics continued to engage with Kingsborough students and developed an eSports Intermural program. The following documents outlines Kingsborough's Athletics Reopening plan for the 2021-2022 academic year. This plan was developed in accordance with guidelines from the Center for Disease Control, New York State & New York City Department of Health, the City University of New York (CUNY) and Kingsborough Community College social distancing guidelines, the CUNY Athletics Conference, NCAA & NJCAA-Region XV guidelines.

### **Return to Play Initiative**

This Plan is based on and accepts, the CUNY framework for return to sport in a COVID-19 Environment and the National Junior College Athletic Association guidelines for safe resumption of Sport and Recreation Activities (National Principles). Also, in accordance with New York State and local health department guidelines, Kingsborough Community College will communicate, coordinate, and notify the restart of intercollegiate sports, with the respective local health department. Including the sharing of applicable health and safety plans, protocols, and testing procedures and results.

### **The Plan also accepts as key considerations that:**

- The health and safety of members, participants, coaches, officials, administrators/volunteers, visitors, families and the broader community is the number one priority.
- Student athletes and staff education on how to prevent/stop the spread of COVID-19, guidelines on protocols when symptoms are present, hand hygiene, mask wearing cough and sneezing mannerism, and physical distancing, are all responsibilities of the KCC athletics department.

Members, participants, coaches, officials, administrators/volunteers, families and the broader community need to be engaged and briefed on the

Kingsborough Community return to sport plans which are specific to each sport. Briefings will be conducted when possible via teleconference, limiting in-person meetings.

- Facilities are assessed, and appropriate plans are developed to accommodate upgraded hygiene protocols, physical distancing and other measures to reduce the risk of transmission of COVID-19.
- Training and/or competition cannot resume until the arrangements for sport operations and facility operations are finalized and approved, if necessary; and
- At every stage of the return to sport process Kingsborough Community College Athletics must consider and apply all applicable State Government and local restrictions and regulations. The Sports Industry needs to be prepared for any localized outbreak at our facilities, within our competitions or in the local community.

## **Return to Play Preparedness**

### **1. General Preparedness Prior to Fall 2021 Season**

- Personal Protective Equipment

2021. Athletics will provide the Dean of Student Affairs an itemized list of PPE needed to stock our Athletics department for the Fall semester (this will adhere to minimum 90 day supply suggested by CUNY) by June 15, 2021. This will include PPE for the following Fall Sports – Volleyball (W), Soccer (M&W), X-Country (M&W), Outdoor Track (M&W), and Tennis (W).

2022. Athletics has developed a comprehensive protocol for PPE use for all athletic teams, coaches, staff, etc. and in collaborations with the Dean of Student Affairs and VP of Finance and Administration.

- Sanitizing

1. Athletics has met with VP of Finance & Administration and Building & Grounds to develop a Comprehensive Cleaning Regimen, a log system, and identify the high-risk areas needed to be disinfected for practices & Game Day, including gym, courts, field, locker rooms, restrooms, equipment, etc. in adherence to State and CUNY guidelines.
- Signage & Education Material
    1. Athletics has met with VP of Finance & Administration to review current signage and needs in all athletic facilities, locker rooms, etc.
    2. Athletics will develop a communication plan of COVID-19 educational materials that will be distributed to all student-athletes, coaches, staff, patrons, etc. to Dean of Student Affairs by June 30, 2021
  - Game Day
    1. Ensure signage and all safety protocol is adhered (signage, social distancing, Everbridge, temperature checks, mask-worn, etc.)
    2. Liaise with Public Safety
- iii. Contact tracing procedures will be established and presented by June 30, 2021
1. Follow CUNY Return to Sports recommendations for Game Day procedures including mask wearing, celebrations, social distance, sanitizing equipment, trainers, etc.
  2. Testing
- Testing Procedures

2021. Athletics will work with KCC's Health Center to identify potential vendors/costs to administer COVID-19 testing for student-athletes, coaches, and staff. Vendor information and any associated costs will be presented to the Dean of Student Affairs by June 30, 2021.

- Student-Athlete Testing
  - Testing will be conducted as suggested by the NCAA recommendation and CUNY Return to Sport Guidelines of Low Contact Risk (Tennis and Track & Field) – as needed, Medium Contact Risk (X-Country) - weekly, and High Contact Risk (Soccer & Volleyball) – three times a week for indoor sports and weekly for outdoor sports
- Coaching & Staff Testing
  - Testing will be conducted as suggested by the NCAA recommendation and CUNY Return to Sport Guidelines of Low Contact Risk (Tennis and Track & Field) – as needed, Medium Contact Risk (X-Country) - weekly, and High Contact Risk (Soccer & Volleyball) – three times a week for indoor sports and weekly for outdoor sports.
- Positive COVID-19 Cases & Return to Sport
  1. Athletics will adhere to the POSITIVE COVID-19 CASES & RETURN TO SPORT Tier 1, 2, 3 system, resuming activities after test results, Exercise Recommendations for Resumption, and will be made by team physician or Nurse.
  2. Competition
    - Establish a schedule that will remain within the CUNYAC and NYS NJCAA Region XV teams as recommended. Schedule will be established by June 30, 2021

## **Guidelines for Return to Play**

Kingsborough Athletics student athletes will follow the New York State, CUNY, CUNYAC and Kingsborough Community College Guidelines for Return to Campus. Following these guidelines will allow for safer return to sports. Student athletes, coaches and staff are encouraged to adhere to the below protocols:

### **Student-Athletes Staff & Coaches**

Prior to being granted access to campus, all are required to download the Everbridge application. On the day of entry, student-athletes, staff and coaches complete the Symptom Checker tool. Once submitted, athletic member will receive an email stating clearance which will be shown to Public Safety at the front gate.

All staff and student-athletes must conduct a daily review of COVID-19 symptoms before arriving on campus or at a practice site. Per the CDC and DOH guideline, anyone experiencing any of the following COVID-19 symptoms must not come to campus:

- Cough
- Shortness of breath or difficulty breathing
- Fever (100.4 or greater)
- Repeated shaking with chills
- Muscle pain
- Sore throat
- New gastrointestinal symptoms
- Sudden loss of taste or smell

- Congestion or runny nose
- Fatigue
- Headache

## **Face Coverings or Masks**

KCC Athletics will adhere to the guidelines set forth in the Kingsborough Community College Re-Entry Plan – Physical Distancing. KCC employees will be provided with face coverings at their request. Employees and student-athletes are mandated to wear face coverings or masks at all times. The CDC suggest the following for proper wearing of face masks:

All staff and student-athletes must wear a face covering or mask when inside all athletic facilities and in settings where physical distancing measures are difficult to maintain. (e.g., meeting rooms, hallways, and training areas). Masks may not be required for outdoor conditioning if appropriate distancing measures can be maintained.

In accordance with NYS Guidelines, Athletic staff and coaches will ensure that “all individuals wear appropriate face coverings when in the venue at all times, except for athletes when engaged in training, warming up, or competition and broadcast media personnel when it interferes with the core activity. Players must wear a face covering while on the sidelines and not actively engaged in play.” (NYS Guidelines, 2020)

## **Return from Outside New York State**

Symptomatic athletic members returning from non-contiguous states or a CDC Level 2 or higher country:

- Must follow New York state travel guidelines which requires 10-day quarantine or testing out of quarantine.
- Must show a negative test for any traveler to New York State from a noncontiguous state, US territory or CDC level 2 and higher country,

- Travelers must obtain a test within three days of departure, before arrival in New York.
- The traveler must, upon arrival in New York, quarantine for three days.
- On day 4 of their quarantine, the traveler must obtain another COVID-19 test. If both tests come back negative, the traveler may exit quarantine early upon receipt of the second negative diagnostic test.
- Asymptomatic travelers entering New York from another country, U.S. state, or territory are no longer required to test or quarantine as of April 10, 2021. <https://coronavirus.health.ny.gov/covid-19-travel-advisory>

### **Testing Guidelines for KCC Athletics**

- Testing is mandatory for all student athletes participating in athletics at least 72 hours prior to initial athletic participation (unless otherwise prohibited due to health or city and state recognized and accepted beliefs)
- Daily temperature checks will be administered prior to athletics participation
- Weekly testing is required for members of the athletic department.
- Testing will be offered free of charge to athletic members on campus or members can take advantage of FREE prioritized testing available through NYC
- Symptomatic Individuals and those exhibiting high temperature, will be asked to return to their homes and seek medical attention
- All cases will be reported the COVID-19 campus liaison in conjunction the KCC health care center.
- Prior to return to activity a negative COVID-19 test result is required unless other medical documents are provided.

## **Physical Distancing**

KCC Athletics will implement measures to ensure a distance of at least six feet is maintained during any in-person meetings, in accordance with the Kingsborough Community College Campus Re-entry Plan, People/Physical Distancing. Per New York State guidelines, no assembling or convening in groups of greater than 25 people indoors and outdoors will be permitted. In keeping with NYS guidance, KCC Athletics will limit in-person gatherings to the greatest extent possible and will use Zoom or another form of teleconferencing whenever possible.

Areas such as break rooms, offices, restrooms, elevators, computer labs, lounges and conference rooms should be used only while adhering to physical distancing guidance. A facility use plan has been created for all athletic facilities. KCC Athletics based on NYS guideline “will ensure that for any training, treatment, or work occurring indoors, the total occupancy is limited to 50% of the maximum occupancy for a particular area as set by the certificate of occupancy; and ... that a distance of at least six feet is maintained among individuals at all times, unless safety or execution of the core activity requires a shorter distance (e.g. medical treatments for players)”. Occupancy limits for such areas will be communicated with temporary signage and visual cue marks will be utilized to support physical distancing practices. Signage in accordance with the KCC Re-entry Plan will be posted throughout the athletic facilities consistent with NYS Department of Health COVID-19 signage to remind team staff, athletes, and venue personnel to; cover their nose and mouth with a face covering, except for athletes when engaged in training, warming up, or competition, and broadcast media personnel when it interferes with the core activity.

## **Sports & Recreation Center Common Areas**

Common areas in the Sports and Physical Education (G-Building) will maintain strict six feet social distancing measures. This includes:

- Fitness center & weight rooms
- Locker Rooms home and visiting
- Basketball Courts G101 & 107
- Conference Rooms & Class rooms
- Cardio Room/dance studio
- Racquet ball courts

## **Hand Washing**

For the health and safety of everyone, student-athletes and staff are reminded to wash their hands frequently and thoroughly. Use soap and water for at least 20 seconds, and if soap is not readily available, use hand sanitizer instead. Hand sanitizer and cleaning supplies will be made available to staff and student-athletes. Hand sanitizer dispensers will also be added at locations throughout athletics facilities.

Do not touch other people (e.g., handshake, high five) and do not let them touch you. If this occurs, do not touch your face and wash your hands as soon as possible. According to the CDC, the most common form of transmission of the COVID-19 virus occurs when a person touches another person or object then touches their face.

## **Additional CDC guidelines:**

- Properly store and, when necessary, discard PPE.
- Adhere to physical distancing instructions.
- Report symptoms of or exposure to COVID-19, and how they should do so.
- Follow hand hygiene and cleaning and disinfection guidelines.
- Follow appropriate respiratory hygiene and cough etiquette

## **Meals**

Staff members and student-athletes are required to eat meals outside of all athletic facilities. Delivery of food should be accepted outside of athletics facilities. All meals and snacks provided from Dining Services will be pre-packaged for takeout consumption. Meals can be consumed on campus as long as social distancing is maintained (i.e., six feet apart). Meal/snack/coffee breaks will be staggered to the extent possible.

## **Cleaning and Sanitizing**

Staff members are responsible for using available supplies to clean and disinfect their work area at the beginning and end of each workday using an EPA-approved disinfectant specifically for Coronavirus COVID-19. This includes light switches, door handles, phones, keys, keyboards and mouse, and other equipment and furniture that are typically touched throughout the day. Staff members should also clean shared equipment (e.g., copiers, printers) after each use. Common spaces and high-touch surfaces will be more frequently cleaned by department personnel.

## **Mouthguards**

Use of mouthguards - Per NYS guidance, KCC Athletics will ensure that athletes perform hand hygiene before and after inserting or removing mouth guards. (NYS Interim Guidance for Professional Sports Competitions with No Fans, September 11, 2020).

## **Return to Activity**

Teams returning to activity will operate in small groups of no more than 10 for outdoor sports and 5 for indoor sports. These groups will who consistently workout and participate in activities together.

KCC Athletics Department will be implementing small working groups for the three phases of returning back to sport.

## **COVID-19 Transmission Risk Based on Sport**

The NCAA COVID-19 Advisory Panel Working Group provided information on sports classification based on the probability and significance of respiratory droplet spread during vigorous exercise when physical distancing and masking are not applied or are not possible. Importantly, the sport classification refers to sport-specific training and competition and not cross-training or other aspects of training. Sports classification is categorized as low, intermediate and high transmission risk.

- Low transmission risk sports: cross country, outdoor track & field,
- Intermediate transmission risk sports: baseball, indoor track & field, soccer, softball,
- High transmission risk sports: basketball, cheerleading. Eliminating contact during practices and mandating student-athletes to wear masks when proper social distancing is not possible.

A general phasing in of activity for all sports will follow the guidelines below. As respective playing seasons for sports come into focus, sports-specific re-entry plans following

### **Phased Approach**

Prior to the beginning of activity phases all student athletes, coaches and staff must first complete the initial education, compliance and medical clearances listed below.

- Compliance Eligibility Clearance:
  - Complete Sparc Training
  - Covid-19 Education team meeting (online platform)
  - Medical Clearance
- COVID-19 History Questionnaire/checklist

- Preseason Team-Related Activities
  - Equipment checklist (includes PPE distribution)

Phase (1) 10 Outdoor/ 5 Indoor Athletes/ 3Weeks (strict group members approach)

- Non-contact. Limited Cardiovascular Activity
- NO full team activities including (games or scrimmages)
- PPE utilization at all times

Phase (2) 10 Outdoor/ 5 Indoor Athletes/ 3Weeks (mixed athletes)

These activities include:

- Full Cardiovascular Activity
- Limited contact activities
- Intra group activity limited
- NO Games or Scrimmages

Phase (3) Limited FULL team activity (season)

These activities include:

- One full team activity weeks 1-3
- Two full team activity weeks 3-6
- Three full team activity week 6—end of season
- Games are permissible (NO SCRIMMAGES)

## **Game Day Operation & Facility Usage**

KCC athletics plan on hosting athletics events in a safe and respectful environment. Our plans are

- NO SPECTATORS for the 2021 - 22 academic sports season
- Game day protocol set for home and visiting team. Home Team - 25 chairs east Away Team - 25 chairs west (See Appendix I for outline)
- First Aid - 4 chairs southeast corner
- Public Safety - 4 chairs northwest corner
- Temperature checks for each participant/attendee
- Readily available PPE for distribution.
- Designated entrance and exits
- Physical distancing (six feet) among all teams & individuals present
- All individuals must wear appropriate face coverings when in transit to competitions
- Only essential team staff and athletes are allowed in designated team areas (e.g., locker rooms, athlete lounges, training areas, athlete medical areas).
- Site safety monitor will be appointed with responsibilities including continuous compliance with all aspects of the site safety plan and guidance.
- Medical personnel conducting medical activities may come in close contact when providing treatment
- Individual workouts only permitted

- Provide personal and hand hygiene information hand sanitizer stations and disinfectant spray bottles and/or disinfecting wipes in each team locker room, bench, scorer's table, at all exists, entrances, bathrooms, and offices.
- Cleaning frequently touched areas and routine cleaning
- Game towels will be collected in separate receptacle and laundered separately utilizing all safety measures, as outlined by New York State health department
- Trash receptacles around facilities
- Appropriate use of personal protective equipment (PPE)
- Managing risks, including attendees aggression
- Non-essential areas closed off and only accessible by permitted personnel
- Clean visiting team locker room area after and before each usage
- PPE worn at all times by all attendees
- Visiting team negative COVID-19 attendees list including players and staff
- Communication, consultation, instruction, training and supervision of staff, and all involved
- Signage

## **FACILITY**

### Maximum Capacities for Sports and Recreation Center

The Athletic Department in coordination with Kingsborough Community College Campus Planning Office has mapped out floor plans to establish a maximum capacity for each floor, room and space. The total occupancy is limited to 50% of the maximum occupancy for training, treatment, or work occurring indoors. Occupancy numbers will be placed on the door of rooms/small areas (including restrooms) to restrict occupancies. When not in play team staff and athletes are to limit the use of frequently shared spaces such as locker rooms, restrooms, lounges, team benches, or similar spaces to allow for proper social distancing.

### **Signage:**

Kingsborough has posted signage throughout the campus, consistent with NYS Department of Department of Health (NYSDOH) COVID-19 signage. Some signs are customized specific to their setting. These customized signs are consistent with NYSDOH's signage.

Posted signage encourage and remind individuals to: stay home if they feel sick; cover their nose and mouth with an acceptable face-covering; properly store and, when necessary, discard PPE; adhere to social distancing instructions; report symptoms of or exposure to COVID-19, and how they should do so; follow hand hygiene and cleaning and disinfection guidelines; follow respiratory hygiene and cough etiquette.

All signage is identifiable, uniform, simple, and clear, posted throughout all interior and exterior areas on campus. This "universal signage" has been posted in all areas that are unlocked and available, including entrances, exits, elevators, stairwells, hallways, bathrooms, offices, classrooms, libraries, cafeterias, laboratories, studios, and other gathering spaces. Kingsborough will continue to make use of digital screens, where available, as well as printed and laminated signage.

Kingsborough has used the free COVID-19 print resources provided by The Center for Disease Control and Prevention (CDC).

See [www.cdc.gov/coronavirus/2019-ncov/communication/print-resources.html?Sort=Date%3A%3Adesc](http://www.cdc.gov/coronavirus/2019-ncov/communication/print-resources.html?Sort=Date%3A%3Adesc)

In addition to personal health guidelines, signage also includes information such as directional cues, occupancy limits, traffic patterns, and other campus policies.

Where feasible, Kingsborough has put in place measures to reduce bi-directional foot traffic using tape, signs, or other indicators with arrows in hallways, or spaces throughout campus, and posted signage and distance markers denoting spaces of three feet in all commonly used areas and any areas in which lines are commonly formed or people may congregate (e.g. campus centers, libraries, classrooms, dining halls, and health screening stations). Where possible, entrances and exits to buildings and rooms have been separated.

Kingsborough has also marked tables in meeting rooms with appropriate distance markers. (41, 42)

Social distancing markers have been posted around the workplace using tape or signs that indicate 3 feet of spacing in commonly used areas and any areas in which lines are commonly formed or people may congregate (e.g. clock in/out stations, health screening stations, break rooms, water coolers, etc.).

Signage will be posted on each door and classroom wall encouraging:

- Hand washing and hand sanitizing.
- Social distancing entering and exiting classrooms.
- Mandatory mask use at all times.
- No moving of chairs/desks.
- The new social distance occupancy capacity.

## **SIGNAGE PROTOCOL**

The following signage protocols will be applied to each area of campus as listed:

### **Entrances :**

Social Distancing Message

Hand washing and hand sanitizing signage.

Social distancing entering and exiting classrooms signage.

Mandatory mask use at all times signage.

Health advisory signage - “ Stop the Spread” signage.

### **Lobbies and Hallways:**

Social Distancing Message

Hand washing and hand sanitizing signage.

Social distancing entering and exiting classrooms signage.

Mandatory mask use at all times signage.

Health advisory signage - “Stop the Spread”

### **Elevators:**

Kingsborough’s campus is has twenty-three (23) elevators. The following will be applied to elevator usage:

Social Distancing Message

Occupancy signage indicating the maximum occupancy permitted in each elevator car.

## Social Distancing Message

Mask Covering –Signage indicating the face covering requirement while using the elevator

Floor Decal on the elevator floor indicating where to stand to ensure social distance compliance.

## **Elevator Waiting Area**

Floor decals supporting social distance.

Wall signage encouraging social distancing while waiting, mask use, COVID-19 prevention and protection, hand washing and sanitizing.

Bi-directional traffic markings to support traffic flow off and onto elevators.

## **Staircases:**

Social Distancing Message

Traffic flow markers to indicate direction of flow.

Health advisory signage - “Stop the Spread”

## **Restrooms:**

Social Distancing Message

Occupancy signage indicating the maximum occupancy permitted in each restroom.

Social distancing markers outside each restroom with distances.

Restroom fixtures marked out of service to ensure social distancing. Air hand dryer turned off.

Hand washing and hand sanitizing signage.

Social distancing entering and exiting restrooms.

Health advisory signage - "Stop the Spread"

**Classrooms:**

Social Distancing Message

Occupancy signage indicating the maximum number of people permitted

Hand washing and hand sanitizing signage.

Social distancing entering and exiting classrooms signage.

Mandatory mask use at all times signage.

No moving of chairs/desks signage.

Health advisory signage - "Stop the Spread"

Social Distancing Protocols -the following protocols used to set up each classroom.

Each classroom is set up with the corresponding chairs/desks according to the revised social distancing occupancy schematic. Where possible, all other chairs and desks will be removed or restricted from use.

Floor markings to indicate social distance at each chair/desk location.

Portable plastic shields placed on each instructor's desk/podium.

Stanchions installed to give each instructor clearance at the podium.

Social distancing markers outside each classroom with distances.

Disinfectant wipes at the front of each classroom.

Hand sanitizing stations installed in each classroom.

Restrooms opened nearest each classroom.

Floor markings and signage installed to encourage social distancing in restrooms.

**Office:**

Social Distancing Message

Occupancy signage indicating the maximum number of people permitted

Furniture not in use markers

Health advisory signage - "Stop the Spread"

Hand washing and hand sanitizing signage.

**Physical Education/GYM**

Social Distancing Message

Occupancy signage indicating the maximum number of people permitted

Hand washing and hand sanitizing signage.

Social distancing entering and exiting classrooms signage.

Mandatory mask use at all times signage.

No moving of chairs/desks signage.

Health advisory signage – "Stop the Spread"

Social Distancing Protocols -the following protocols used to set up each room:

Each room is set up with the corresponding chairs/desks according to the revised social distancing occupancy schematic. Where possible, all other chairs and desks will be removed or restricted from use.

Floor markings to indicate social distance at each locker, chair/desk location hallway.

Fitness rooms will have floor markings to indicate social distance.

Fitness machines will be moved to comply with socially distant protocols.

Portable plastic shields placed on each instructor's desk/podium.

Stanchions installed to give each instructor clearance at the podium.

Social distancing markers outside each room with distances.

Lockers will be taken out of use to promote social distancing.

Disinfectant wipes at the front of each classroom.

Hand sanitizing stations installed in each classroom.

Floor markings and signage installed to encourage social distancing in restrooms.

## **CLEANING AND DISINFECTION**

General Cleaning and Disinfection of Surfaces:

Surfaces and objects will be cleaned using soap and water or another cleaning product prior to disinfection. Following cleaning, an EPA-registered disinfectant will be used against the novel coronavirus. It is critical to follow the proper disinfectant concentrations and contact time for effective surface disinfection.

General Cleaning: for general cleaning of dirt and soiled areas prior to disinfection, acceptable products are soap and water or ZEP Citrus Degreaser.

Disinfection: acceptable products for disinfection are a 10% diluted bleach solution or EPA-registered disinfectant for use against COVID-19 Peroxide

Multi Surface Cleaner and Disinfectant. After application, allow a contact time of 15 minutes to kill the virus.

Disinfection of Covid-19 exposed areas:

Electronics: follow the manufacturer's requirements or if no guidance is available, consider the use of alcohol-based wipes or spray containing at least 70% alcohol. After application, allow 2 minutes of contact time before wiping, or allow to air dry (without wiping).

Cleaning and Disinfection of Areas

Surface areas such as GYM floors, equipment, student desks, tables, buttons, handrails, faucets, doorknobs will be cleaned and disinfected by custodians. Users will clean and disinfect electronic devices such as keyboards, screens, lab equipment, and podiums before and after use. College Lab Technicians (CLTs) will disinfect lab equipment. Office occupants will be responsible to clean and disinfect the surfaces of their personal work areas.

Disinfection of Covid-19 exposed areas: will be cleaned and disinfected by custodians, cleaning and disinfection to include, at a minimum, all heavy transit areas and high-touch surfaces (e.g. elevators, lobbies, building entrances, badge scanners, restrooms, handrails, door handles, vending machines, communal coffee stations, club houses). Including: Closing off areas (including shared building space) used by the person suspected or confirmed to have COVID-19. Immediately communicating information about individuals suspected or confirmed to have COVID-19 to all impacted entities occupying space in the building and inform them of which common spaces are shut down and once they are re-opened.

Kingsborough 's Policy for Routine Cleaning and Disinfection was created in compliance with CDC and NYS DOH guidelines, including "Guidance for Cleaning and Disinfection of Public and Private Facilities for COVID-19," and the "STOP THE SPREAD" poster., as applicable (44). The Chief Superintendent in charge of Facilities will maintain logs that include the date, time, and scope of cleaning and disinfection. This cleaning and disinfection

procedure will be reviewed and updated regularly as more guidance becomes available. See below Policy for Routine Cleaning and Disinfection: (41)

All restrooms will be cleaned and disinfected twice per shift. All hand washing supplies will be evaluated daily and replaced as needed.

Sign off sheets will be posted in all restrooms. They are to be filled out and signed off as soon as restroom has been serviced. Shift supervisors will verify and initial the sheet.

Classrooms/Labs/GYM will be cleaned and disinfected daily. At a minimum the cleaning will include sweeping, moping the floor and disinfecting high touch points such as doorknobs, light switches, bench tops, student/instructor desks, and lectern and windowsills.

Victory Electrostatic cleaners will be used to apply an EPA approved virucide to all high touch surfaces after the final scheduled class has been concluded.

High touch points in the buildings are railings, doorknobs/handles, switches, elevator buttons which will be cleaned and wiped down with disinfectant at least two times a day or more based on scheduling of in person classes and staff occupancy rates.

Heat and air conditioner vents will be wiped daily.

Custodians will check sanitizing supplies such as disinfecting wipes and hand sanitizer availability in public spaces and replace as needed or if a request is made to replace such items by staff.

Custodial supervisors will staff shifts according to class schedules and building occupancy levels.

All custodians will be retrained in COVID-19 precautions, disinfecting procedures, proper usage of PPE, social distancing as well as electrostatic cleaner operation for disbursement of disinfectant.

The disinfectant to be used is CDC approved ECOLAB Peroxide Multi Surface Cleaner and Disinfectant. EPA# 1677-238.

The disinfecting procedure is based on manufacturer`s recommendations

Surface which cannot be sprayed for disinfection such as keyboard, computers etc. will be cleaned and disinfected with single use sanitizing wipes. The wipes can be discarded into regular trash after usage.

All public trash receptacles will be emptied daily. Individual office waste should be placed in the hallway daily or after each class and or shift for pick up by custodians.

Custodial supervisors will ensure social distancing and PPE compliance at daily shift changes as well as throughout the day.

Will ensure the following when feasible:

Will provide and maintain hand hygiene stations around the institution, as follows (44):

For handwashing: soap, running warm water, disposable paper towels, and a lined garbage can.

For hand sanitizing: an alcohol-based hand sanitizer containing at least 60% alcohol for areas where handwashing facilities may not be available or practical.

Hand sanitizer will be available throughout common areas. It will be placed in convenient locations, such as at building entrances, and exits. Kingsborough will, when possible, provide touch-free hand sanitizer dispensers

Kingsborough will provide appropriate signage regarding prior hand washing and hygiene which reinforces handwashing with soap and water for at least 20 seconds. (9)

Restrooms will be cleaned as stated above (44). Restrooms will be cleaned and disinfected more often depending on frequency of use. (41)

Kingsborough will provide appropriate cleaning and disinfection supplies for shared and frequently touched surfaces for employees and encourage employees to use these supplies following manufacturer's instructions for use before and after use of these surfaces, followed by hand hygiene. (41)  
Campuses may provide such supplies for others.

Kingsborough will provide disposable wipes to staff and faculty so that commonly used surfaces (e.g., keyboards, desks, and remote controls) can be wiped down before and after use. (41)

Kingsborough will look to procure touch-free amenities in restrooms such as soap dispensers, hand washing sink fixtures, trashcans, and paper towel dispensers. (41)

Where installing touch-free amenities is not feasible, occupants of the campus will be vested with the responsibility for cleaning their own work areas.

Kingsborough will provide workspaces with single use disinfecting wipes and/or multi-surface spray cleaners to support self-servicing of touch points. We will also ensure that materials and tools used by employees are regularly cleaned and disinfected using registered disinfectants.

For college-owned vehicles, drivers will be instructed on cleaning and disinfecting high touch points on and in vehicles before and after each use. Disinfecting supplies will be stored in each vehicle. (18)

## **HVAC**

Kingsborough Community College athletics falls in-line with the methods set forth by Kingsborough Community College methods for state mandated usage of HVAC system. Below is Kingsborough Community College HVAC plan

Restarting Ventilation:

College will run the AC units and AHU in occupied mode for at least 24 hours prior to reopening.

College will operate the air system for at least 4 hours prior to reopening.

College will clean the louvers and air intakes according to the best practices.

College will replace AC and AHU filters after operating the system according to the best practices.

College will perform daily maintenance inspection for HVAC system. The inspection will include system's performance and proper airflow, temperature and humidity.

HVAC systems throughout the campus have various filter sizes and ratings including HEPA. All filter changes occur on a quarterly basis. This is a scheduled routine maintenance assignment performed by our boiler room staff. MERV-13 filters are being considered for purchase and installation where possible. HVAC adjustments will be made to increase fresh airflow to all interior spaces wherever possible.

Facilities will identify small, confined spaces, especially those with less-than-optimal ventilation, and restrict occupancy consistent with public health guidelines. Staff will identify areas that are unsafe for occupancy given the requirements of physical distancing (e.g., too small, no ventilation, bottleneck entry, etc.) and block access to them.

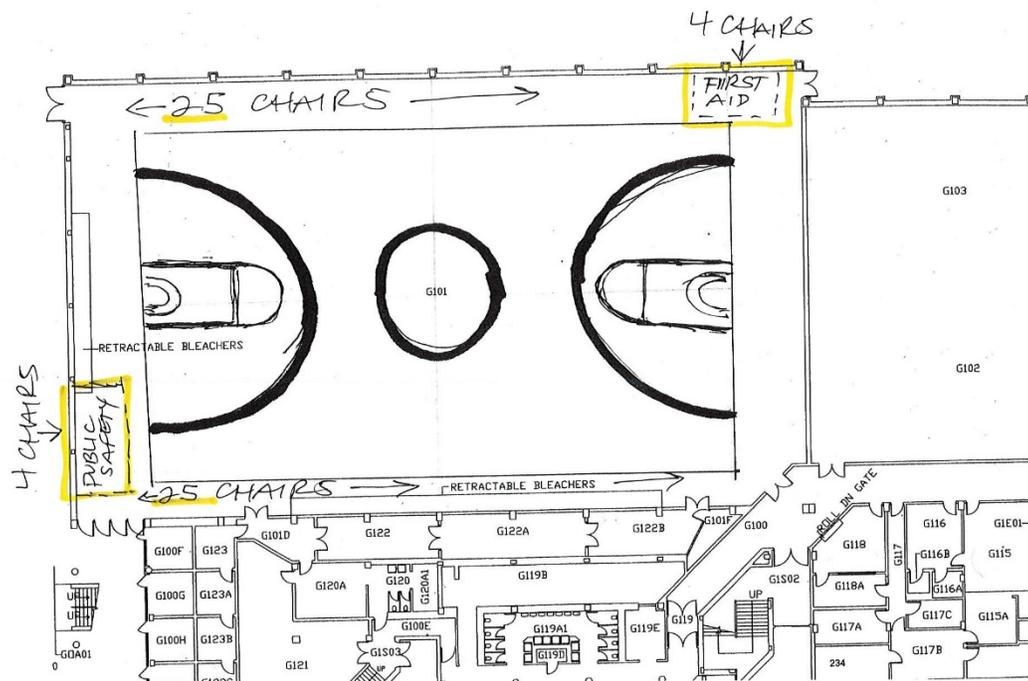
Where possible, campuses will ensure there is an adequate flow of fresh air to workspaces and optimize the ventilation system settings by maximizing fresh air through the ventilation system and ensuring restrooms are under negative pressure.

Whenever possible, campuses will increase ventilation of outdoor air (e.g., opening windows and doors) while maintaining safety precautions, water systems and other key facility components (as applicable).

Facilities has developed a schedule for Plumbers to run all water sources throughout the campus. This daily assignment includes running sinks, exterior hose spigots, flushing toilets, and urinals for several minutes.

## APPENDIX I

CAMPUS PLANS BOOKLET 2014-REV 1/Auto-CAD03\_G\_Health & Physical Education Building/KC0001-A.dwg, 12/9/2014 10:22:52 AM



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Staten Island Campus Re-Entry Plan

Abbott BinaxNOW Antigen testing and Navica Connect

East Coast Conference COVID-19 Home Page

Center for Disease Control and Prevention COVID-19 Home Page

Center for Disease Control & Prevention: Colleges, Universities and Higher  
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Resource Page

American College of Sports Medicine