

Kingsborough Community College Campus Reopening Plan (UPDATED)

**prepared by
The President's KCC Forward Committee

to
KCC President Claudia Schrader and CUNY**

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Final Draft with Responses to CUNY Comments Submitted on August 21, 2020

About This Plan

This report was prepared by the Kingsborough Community College (CUNY) committee formed in May 2020 with the following charge: authorized by KCC President Claudia Schrader, the committee is charged with planning the transition back to campus, in consultation with KCC academic departments and administrative areas regarding their specifics, and to develop, in compliance with CUNY, state and city, protocols and for a guideline the KCC campus as critical resource material in both reopening and as pandemic conditions evolve. The report was completed and submitted to CUNY on August 7th, 2020.

The original Plan was completed and submitted on August 20, 2020. This updated draft is being submitted in June 2021, reflecting the changes in public health circumstances, governmental and University policies, and CUNY requirements and recommendations in the interim.

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The KCC Forward Committee would like to thank the numerous members of our campus community who supported this work, especially our academic department chairs and administrative Vice Presidents who provided us with much needed details for the proposal within a very short timeframe. Committee members also wish to recognize the brilliant, warm and visionary leadership of our co-chairs, V.P. Tasheka Sutton-Young (President's Office) and Professor Ryan McKinney (Communications and Performing Arts). We especially recognize Vice President Eduardo Rios (Finance and Administration) for his superhuman efforts he put in to complete this monumental task. We also extend our gratitude to Professor Maureen Fadem for her impressive writing and editorial skills in creating a more comprehensive document for campus readiness, and to KCC's PSC chapter chair Professor Scott Cally for his collaboration in getting this document submission ready. Lastly, the Committee extends heartfelt deep appreciation to President Claudia Schrader for her outstanding leadership as we completed this important work. © 2020 Kingsborough Community College, The City University of New York

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Introduction

Kingsborough has been operating and presently continues to operate at the 25% maximum capacity stipulated in its CUNY-approved Phase 1 Reopening Plan, final draft submitted on August 21, 2020.

At the present time, the 6 feet of social distancing guidelines as mandated by the CDC, NYS, NYC and CUNY are still in place, in conformance with Phase 1. The College will continue to adhere to Phase 1 occupancy limits and social distancing guidelines until directed by CUNY to increase its capacity.

Kingsborough is prepared to implement Phase 2 at 50% capacity while still maintaining the existing 6 feet of social distancing separation guidelines set forth in Scenario 1. The expected percentage for Fall 2021 is 40% capacity.

The College is also prepared to initiate Phase 3 at 75% capacity using the 3 feet of social distancing guidelines of Scenario 2.

In anticipation of the possibility that the CDC, NYS, NYC and/or CUNY may soon mandate a new 3 feet social distancing standard (Scenario 2) for general classrooms, a revised "Social Distancing Student Occupancies" chart, containing a new orange color column indicating new student occupancy values based on a "28 square feet per student" formula, is included in this submission as **"Exhibit A"**.

Furniture floor plans of every multiple-occupant faculty and staff office suite on campus have been developed to serve as a guide in achieving 50% maximum occupant loads at each space using 6 feet of separation (Phase 2/Scenario 1) and staggered staff schedules, which will be implemented using a combination of both on-campus and remote work hours. A sample of typical furniture floor plans, featuring "green" days and "yellow" days to facilitate staggered staff schedules, have been included in this submission as **"Exhibit B"**.

Should the College be required to initiate Phase 3/Scenario 2 (at 75% staffing capacity) those 6 feet of separation floor plans at office suites can be reconfigured with 3 feet of social distancing separation.

The College is also prepared to initiate Phase 3/Scenario 2 (at 75% student capacity) in all computer labs and lecture halls containing built-in furniture. New furniture drawings for these spaces have been developed to establish student occupant loads based on 3 feet of social distancing (Scenario 2). Samples of typical floor plans showing selected computer labs and lecture halls, drawn with both 6 feet and 3 feet separation guidelines, have been included in this submission as **"Exhibit C"**.

Once the CUNY directive is issued to initiate Phase 3 at 75% student capacity (Scenario 2), new signage will be provided at each general classroom, computer lab, lecture hall and specialized academic space to reflect the change in student occupancy, in conformance with Scenario 2. A sample of the proposed signage is included in this submission as **"Exhibit D"**.

No matter which social distance is mandated by governing agencies (either six feet or three feet), distancing will be maintained among individuals while on campus, including faculty, staff, students and visitors, to the extent possible when occupying campus spaces.

As per the latest CDC guidelines, “Fully vaccinated people can resume activities without wearing a mask or physically distancing, except where required by Federal, State, local, tribal, or territorial laws, rules, and regulations, including local business and workplace guidance”.

The College is prepared for that as well and would welcome that directive once the public health situation warrants such a determination.

After a year of remote learning and activities, where students, faculty and staff found new means of collaboration and engagement while traditional sports were suspended, athletics at the College is poised and eager to meet the needs of our students and our community.

All new revisions, updates and amendments to this Reopening Plan, in response to CUNY’s “Guidelines for Safe Campus Reopening” (April 20, 2021) and “Supplemental Guidelines for Safe Campus Reopening” (April 20, 2021), are herein indicated in RED text.

The Kingsborough Community College community has met and overcome tremendous challenges since the onset of the global pandemic in early 2020 while continuing to fulfill its mission of providing liberal arts and career education, promoting student learning and development, and strengthening and serving a diverse community. Faculty have modified their instructional plans and supported our students; staff have ensured the College’s continued operations both remotely and at our campus attending to a myriad of needs; and students have successfully persevered through disruptions to their personal and academic lives.

As the College prepares for reopening, it presents this plan for moving forward safely by managing competing demands while ensuring that all aspects of the plan meet the CUNY Guidelines for Safe Campus Reopening. These guidelines adhere to the most recent New York State and City guidance for Higher Education which define both mandatory and recommended actions as well as best practice recommendations from a myriad of other sources. Kingsborough will continue to remain current with updates to local, state and federal higher education requirements and will incorporate changes into the College’s operations as needed.

Following the CUNY Guidelines, academic and administrative offices have developed reopening plans for every aspect of the College as we gradually reopen in stages. Those plans were coordinated, developed, and reviewed by the KCC Forward Committee, a group convened by President Claudia Schrader and comprised of individuals from across the campus, including facilities and public safety, faculty and faculty governance representatives, representatives from the PSC CUNY and DC 37, as well as human resources and environmental health and safety. Under the leadership of co-chairs Dr. Tasheka Sutton-Young (President’s Executive Chief of Staff, Interim Vice President for Institutional Advancement, and Coronavirus Campus Coordinator) and Professor Ryan McKinney (Communications and Performing Arts), the KCC Forward Committee has worked in consultation with campus stakeholders in the preparation of this report and in planning the staged reopening described herein. The Committee will continue to coordinate and advise campus constituencies, departments, offices, and personnel throughout the reopening process. It will remain vigilant if required to serve also as the ‘Campus Closing Committee’ and implement Reclosing Plans as described in this document.

Following the internal campus-level review of this updated reopening plan, it is being submitted to the Chancellery/COO’s Office for review and approval. The College will then prepare to implement these plans. In the event the public health crisis subsides with no immediate recurrence, the College will follow the plan laid out in this document. This includes phasing in personnel returning to campus with as much remote work for administrative and instructional staff as is feasible, physical changes and markings on campus to ensure required social distancing, sanitizing of the campus, amassing and distributing of PPE, and all other necessary protocols, rules, and alterations in order to maintain a maximal level of health and safety for every member of the campus community. Should the crisis not subside, or in the case of a recurrence or second wave of pandemic conditions, the attached campus plan includes measures to be taken in the event of a full campus shutdown as

circumstances require. As the plan notes, we have already identified our Campus Coronavirus Liaison as Karen St. Hilaire (Presidential Executive Associate and Special Projects Manager), who will continue to be embedded in all reopening efforts and correspondence as the plan moves forward into full implementation.

The hallmarks of this plan are a constant watchfulness over campus, city and state regulations and recommendations; flexibility and readiness at all times to adjust to new changes and challenges; and open communication with CUNY, city and state regulatory agencies, all of our personnel, and representatives from each segment of the college community. While we hope for the best-case scenario of a full campus return at the earliest time, this plan represents our best effort to achieve this without in any way compromising our duty to safeguard the health and welfare of every individual affiliated with Kingsborough Community College, CUNY.

Following the Plan is a compendium of addenda—everything from cleaning protocols and departmental plans to maintain social distancing for on-campus learning to classroom schematics for that purpose and the various checklists that have been created for implementation of this plan. Those addenda A – F and Exhibits A-E are included as the final section of the report, along with a Works Cited list.

For questions, comments, and other feedback on this plan, please consult with our co-chairs Ryan McKinney and/or Tasheka Sutton-Young.

I. Reopening: Plans for restarting campus operations including student, faculty, and staff return

Capacity

Does your plan describe how you will phase a reopening, and how many students, faculty and staff (percent of total capacity) will return to campus, considering factors such as:

- Ability to maintain social distance in public spaces

Kingsborough Community College has designated Campus Coronavirus Coordinators Tasheka Sutton-Young, Vice President Eduardo Rios and Campus Coronavirus Liaison Karen St. Hilaire to ensure continuous compliance with all aspects of the campus's plan. Per NYS Guidelines, Kingsborough will use a phased in reopening to allow operational issues to be resolved before activities return to normal levels.¹

Kingsborough will limit the number of employees, hours, and number of students when first reopening to provide operations with the ability to adjust to the changes. A staged reopening of campus activities will allow students, faculty and staff to adjust to necessary changes, such as the implementation of new telework/telecommuting policies, flexible learning/grading policies, as well as use of heightened cleaning and social distance procedures.²

The College will assume a gradual expansion of the number of activities on campus and in the field while ensuring compliance with sound public health practices including the use of heightened cleaning, staggered access, and physical distancing protocols. Every effort will be made by the College to keep all activities that can be performed remotely, remote and online, and avoid in-person on-campus activities to the extent possible. All proposed plans to resume on campus activities will be assessed by the Reopening Committee. The Reopening Phase Plan was developed with the notion that as a new Phase is implemented, activities from prior Phases will continue and possibly expand with additional safeguards in place as density on campus increases.

Phase 0 – essential staff and operations only

Phase I – Maximum occupancy: 25% of socially distanced occupancy

Phase II – Maximum occupancy: 50% of socially distanced occupancy

Phase III – Maximum occupancy: 75% of socially distanced occupancy

Phase IV – Fully Reopened at 100% Capacity of socially distanced occupancy

Note: Members of the campus community will not be required or permitted to return to campus if campus reopening plans, as approved by the Chancellery/COO's Office, determines that particular sets of activities can and should be accomplished remotely.

General

The College's Campus Coronavirus Coordinator is designated by the College as the campus safety monitor whose responsibilities include continuous compliance with all aspects of the campus's plan and reporting to the designated governance accordingly. Per NYS Guidelines, the College will phase-in reopening activities to allow

¹ The content of this document follows the order of the Checklist provided by CUNY Central. In this document, we have indicated to what part of the CUNY guidance materials the information provided is responding. This piece for example keys to: *Guidelines pg.43, 50*. For many of the informational pieces included in this report you will find footnotes indicating corresponding page numbers. If no document is indicated, the page numbers refer to the main Guidelines document (rather than the Supplement or the Checklist.)

² Guidelines pg. 43

for operational issues to be resolved before activities return to normal levels. The College will limit the number of employees, hours, and number of students when first reopening so as to provide operations with the ability to adjust to the changes. A phased reopening of campus activities will allow students, faculty and staff to adjust to necessary changes, such as the implementation of new telework/telecommuting policies, flexible learning/grading policies, etc.

- Transitioning between phases will be condition-based, and assessed through a periodic risk analysis (25), and upon up-to-date information about the health of the CUNY community as reported in daily campus Coronavirus Liaison reports and consultations with State and local health officials.
- On campus activities from any present phase will be shut down quickly if a return to an earlier phase is required. Should public health conditions change for the worse in any phase, activities will be ramped down accordingly.
- For any activity proposed to resume on-campus the plan will include specific conditions, including type of activity, density, staggered schedules, physical distancing, cleaning/hygiene protocols, and other requirements. Each plan will include the data and guidelines from the previous phase, to help assess capacity and best practices as the College gradually reopens.
- Prior to commencing reopening, the College will establish plans for rigorous enforcement of social distancing including but not limited to:
 - Scheduled work shifts
 - Required face coverings
 - Social distancing between building occupants
 - Self-checks and testing
 - Cleaning and disinfecting
- Throughout any phased return to campus, the College will enforce strict social distancing, use of PPE and cleaning protocols.
- The College will provide reasonable accommodations to students, faculty and staff who have a medical condition or other applicable risk factor.
- In addition to following a risk-based approach, the College will periodically evaluate the status of its reopening phase to advise the Chancellery/COO's Office of its intent to safely proceed to the next phase of reopening. This will be contingent on health numbers continuing to improve/stay stable, supplies of PPE remaining available, and whether the safeguards the campus has implemented are effective at mitigating the inherent risks of the next phase of reopening.
- The College will pilot each phase for a semester to avoid disrupting student learning mid-semester.
- In progressing through each phase, the Chancellery/COO's Office and the College's Reopening Committee will be responsive to local health conditions and continuously monitor and modify the reopening approach.
- The College will require the development of individualized plans for each course/program, activity, and physical area prior to resuming on campus activities. The following, along with public health protocols, will be considered at each Phase:
 - Availability of PPE for the campus
 - Provisions for hand sanitizer and enhanced cleaning and disinfecting
 - Physical distancing plan: 6 feet of physical distance and occupancy requirements

- Number of students and faculty present in each session
- Length of each session
- Nature of activities
- Responses to the daily health template from students, faculty and staff
- Additional screening or tracing that may be required
- Required trainings for faculty, staff and students prior to returning to campus
- Public health practices: face coverings, 6 feet of physical distancing, cough/sneeze etiquette, hand hygiene.
- State of mass transit as many faculty, students, and staff come to the campus via public transportation.
- College's communication plan o Provisions for populations
- Thresholds for moving to the next Phase, as well as thresholds for possible ramp down or closure will be closely monitored (All city, State and CUNY public health protocols will be followed)
- The Reopening Phase Plan will be constructed with the notion that as a new Phase is implemented, activities from prior Phases will continue and possibly expand with additional safeguards in place as density on campus increases.

Phase 0 – essential staff and operations only

This Phase 0 plan is based on the following criteria and consists of the current essential staff-only phase followed by an additional four phases. The College expects to pilot each phase for a full semester to avoid disrupting student learning mid-semester, contingent on CUNY and NYS requirements.

- In-person Courses – only approved academic programs that require in person/hands on instruction in early phases
- Transportation (N/A – The College does not provide transportation services)
- Public Events – not allowed; the College will make special considerations when deemed necessary (e.g. blood drive) where safety measures can be assured.
- Large Venues and Events (where safety measures cannot be assured) –closed and cancelled until public health protocols allow
- Educational Camps – will be initially closed and reopened when deemed appropriate with physical distancing and approved operational plans in place
- Dining – Cafeteria services are closed until deemed appropriate to reopen. Only dining areas will be opened under strict social distancing requirements and for the consumption of food during controlled and scheduled time frames.
- Sporting/Training Facilities – (N/A – the College does not have Sports/Training facilities)
- Theatres – will be initially closed until deemed appropriate to reopen with appropriate physical distancing and approved operational plans in place.
- Gyms and Fitness Centers, including Pools– will be initially closed and reopened when deemed appropriate with physical distancing and approved operational protocols are in place.

- Retail/Bookstore – option to reopen consistent with restart plans in the region for retail, with appropriate physical distancing and approved operational plans in place.
- Construction – continued with strict physical distancing and public health protocols in place.
- Maintenance – regular, continue with detailed cleaning in place
- Due to the nature of the College’s operations, specific areas will be required to provide their own reopening plans for subsequent phases. The plan must be to be approved, and physical distancing and operational plans to be in place, prior to the implementation of the phase in which it is included. The College will follow considerations provided by CUNY for phased reopening of:
 - o Libraries,
 - o Research laboratories,
 - o Clinical placements,
 - o Campus childcare centers,
 - o Health and wellness services,
 - o Mental health services,
 - o Travel, and
 - o Student life/ inclusion (as it related to student activities, student orientation, accommodating students with disabilities, and interfaith programs & campus ministries).
- Thresholds for moving to the next Phase as well as thresholds for possible ramp down or closure will be closely monitored (All city, State and CUNY public health protocols will be followed).
- The Reopening Phase Plan was developed with the notion that as a new Phase is implemented, activities from prior Phases will continue and possibly expand with additional safeguards in place as density on campus increases.

Phase I – Maximum occupancy: 25% of socially distanced occupancy

- All employees are encouraged to continue to work remotely when feasible.
- Activities/areas/departments that can open: all essential areas and activities that were on-site in Phase 0 will continue (ex. mailroom, food pantry, facilities)
 - o Clinical health care courses – must provide a plan to the Provost and Administration for approval prior to scheduling any courses
 - o Humanities: Art/performance/media – access to special equipment only for minimal amount of time; must provide a plan to the Provost and Administration for approval prior to scheduling any courses
 - o Sponsored, time-sensitive research must provide a plan to the Provost and Administration for approval prior to being on campus
 - o Construction with essential workers
- Campus reopening plans will be communicated with faculty, staff and students as per the College’s communication plan.
- Those approved to be on campus:
 - o Percent of building capacity/number of people – Anyone on-campus must be approved first. Occupancy subcommittee to be consulted regarding the amount of people allowed in designated areas.

- Faculty, staff, and students should be on campus the minimal amount of time necessary; if it is for a course, faculty and students should leave the campus once the class has ended.
- Students should be limited to active classrooms, open service areas, and transit corridors.
- Preventative measures:
 - Mandatory face coverings (provided to faculty and staff; department provides for clinical students), 6 feet of physical distancing, cleaning/disinfecting protocols and schedule, monitoring, daily screening of those entering building, required online trainings for employees and students, proper signage, directional signs (e.g. floor decals)
 - People who cannot wear masks are not allowed to be on-campus in Phase I
 - All faculty and staff must o have the approval of their department chairperson/director and Division VP in order to be on-campus o have passed the daily health screening o be on the approved list with Public Safety.
 - Continued remote courses / classwork in the event of a ramp down or closure.
 - Remote screening for building access
 - Students attending class on campus must be on the course's enrollment roster in order to obtain campus access and complete NYS screening.
 - Employees in shared workspaces should coordinate their schedules so they're staggered
- General Guidance for Enclosed Spaces will be followed as detailed in the plan for Phase I CUNY- Kingsborough Community College Reopening Plan August 2020
- Threshold to move to the next phase:
 - Assessment process – examine as phases progress
 - Each phase is expected to last one semester, contingent to CUNY and NYS requirements.
 - In person classes and labs: This should be determined on a session by session basis, with next phase planned for and announced mid-session.
 - Track campus and community rates:

No increased risk of infection, a decline in COVID transmissions in the city and minimal transmission on campus o
Increased in PPE, Staffing/budget considerations to move to next phase

- Thresholds to remain in the phase longer than planned:
 - Incidence of COVID-19 on campus that is not successfully contained.
 - Increase in COVID cases in the city
 - Public transportation risk

- Threshold to revert to a prior phase:

Significantly increasing infection rates on campus that were not successfully contained

An increase in COVID cases citywide

See ramp down section Phase II (not covered under this Phase I plan) – Maximum occupancy: 50% of socially distanced occupancy

- All employees are encouraged to continue to work remotely when feasible

- Activities/areas/departments that can open with individualized approved plans:

- o Essential on-site activities from Phase I will continue

- o Increase in person courses/programs that cannot be effectively delivered at a distance, such as those courses which are highly experiential or are dependent on access to campus infrastructure, and/or require in-person instruction based on regulatory requirements (e.g. select healthcare trainings).

Individual approved plans will still be required

Lectures that have been conducted successfully in a remote capacity will continue to be online

ECLC Pilot for essential workers, pre-K only

Additional construction and maintenance projects as needed

Parking Lot – attendant/valet parking as needed

Health Office

Office for Students with Disabilities

- General Guidance for Enclosed Spaces will continue to be followed as detailed in the plan for Phase I
- Preventative measures: o refer to Phase I
- Threshold to move to the next phase: o refer to Phase I
- Thresholds to remain in the phase longer than planned: o refer to Phase I
- Threshold to revert to a prior phase:

Please refer to Phase I CUNY- Kingsborough Community College Reopening Plan August 2020 70

Phase II – A maximum inside occupancy of 50% occupancy will be achieved with 6 feet of social distancing (Scenario 1). All safety requirements from the Kingsborough Community College Campus Reopening Plan, final draft dated August 21, 2020, will continue to apply unless specifically referenced by this section.

I.A People

Physical Distancing and Masks

- o Kingsborough will implement Phase II at 50% capacity, by maintaining 6 feet of social distancing separation (Scenario 1). A distance of at least 6 feet must be maintained among individuals while on campus, inclusive of faculty, staff, and students, to the extent possible.
- o For activities where masks cannot be worn, the required social distance of 6 feet applies. This includes activities such as eating, drinking, and oral presentations.

- The mandatory wearing of acceptable face coverings is required for unvaccinated individuals when inside campus buildings and enclosed spaces. This includes academic and offices spaces, and all common areas inside a building such as

hallways, bathrooms, lounges, machine rooms, equipment rooms, storage rooms and dining areas. The selection and use of acceptable face coverings must comply with CDC guidance:
- Mandatory face coverings must be worn outside campus buildings when a social distance of 6 feet cannot be maintained. The selection and use of acceptable face coverings must comply with CDC guidance: <https://www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/about-face-coverings.html>
- **Limit Occupancy and Congestion**
 - Occupancy of spaces with a social distance of six feet is prescribed by 50% socially distanced floor plans. The floor plans dictate the safe layouts of furniture and equipment for occupying the space.
 - Socially distanced floor plans with the recommended layouts for faculty and staff to safely work on campus are provided in **Exhibit B**. The campus has prioritized in-person instructional activities by identifying classroom spaces that have the capacity to maintain social distancing requirements.
 - Office staff will return to campus on a 50% staff staggered schedule with office layouts using 6 feet of social distancing. “Staggered” 50% socially distanced floor plans have been developed as a guide indicating recommended layouts for faculty and staff to safely work on campus, with half the staff coming in on a “Green Day” and the other half coming in on a “Yellow Day”. Public areas, such as the main Student Dining space, have also been color coded. **Please refer to Exhibit B.**
 - Academic instruction, in conjunction with the University, will pilot the use of high-flex classroom environments. The College is using hybrid-instruction to allow for both in-class and off-campus instruction while maintaining a 50% capacity and 6 feet social distancing (**Scenario 1**). Kingsborough has identified course offerings that will be online (synchronous or asynchronous), hybrid and in-person. Priority has been given to using spaces and capacities for instructional purposes over extracurricular experiences.
 - **Signage**
 - Kingsborough has posted signage throughout the campus, consistent with NYS Department of Health (NYSDOH) COVID-19 signage. Some signs are customized specific to their setting. These customized signs are consistent with NYSDOH’s signage.
 - 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 also continue to make use of digital screens, where available, as well as printed and laminated signage.
 - Social distancing of 6 feet has been demarcated using posted signage on the walls and floors indicating the

prescribed guidelines for safe occupancy.

- Signage will be posted on each door and classroom wall encouraging:
 - Hand washing and hand sanitizing.
 - Maintaining social distancing when entering and exiting classrooms.
 - No moving of chairs/desks.
 - The new social distance occupancy capacity.
- Posted signage encourages and reminds 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.
- 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 at hallways, or within spaces throughout campus, and posted signage and distance markers denoting spaces of 6 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.
- Social distancing markers have been posted around the workplace using tape or signs that indicate 6 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.).

IIB. Places

• General Guidance for Enclosed Spaces

- Employees will be prohibited from using other employees' personal protective equipment, phones, computer equipment, desks, cubicles, workstations, offices or other personal work tools and equipment.
- Kingsborough will limit all in-person gatherings as much as possible. Video or teleconferencing in lieu of in-person gatherings will be encouraged, (e.g. classes, conferences, office hours) to reduce the density of congregations per CDC guidance "Interim Guidance for Businesses and Employers to Plan and Respond to Coronavirus Disease 2019 (COVID-19)."
- The use of water coolers, coffee makers, and bulk snacks will be discouraged. Alternatives include touchless sensor water dispensers; requesting workers bring in their own water bottles/coffee mugs; and providing individually wrapped snacks.
- When vending machines are used, adequate cleaning and disinfectants supplies to wipe down machines are provided to use after each use.

- High-touch office and lobby items such as magazines, common pens, etc. will be removed.
- Frequently touched areas (doors, cabinets, etc.) have been identified and options to implement reduced or no touch options such as door removal, card access, foot-operated door pulls/pedals, or sensor-triggered doors will be considered.
- Activities will be batched, where possible, so employees can adhere to social distancing and reduce the number of hands touching products at the same time.
- Practices for adequate social distancing in small areas, such as restrooms and break rooms if in use, have been put in place. Signage with appropriate operational changes (e.g. flagging when occupied) to restrict occupancy have been posted when social distancing cannot be maintained in such areas. **Please refer to Signage Addendum B.**
- Kingsborough will prohibit the use of tightly confined spaces (e.g. supply rooms, kitchens) by more than one individual at a time, unless all employees in such spaces at the same time are wearing acceptable face coverings.
- Kingsborough will stagger work schedules for employees to promote 6 feet of social distancing (e.g. coffee breaks, meals, and shift starts/stops).
- Heating, Ventilation and Air-Conditioning (HVAC) and Other Air Quality Measures
 - Kingsborough College will follow CDC guidelines for Heating, Ventilation and Air-Conditioning (HVAC) and other air quality measures consistent with the guidelines set forth by the New York State Department of Health Interim Guidance for Cleaning and Disinfection of Public and Private Facilities for COVID-19.
 - Kingsborough College will increase the flow of outdoor air to indoor workspaces by adjusting louvers and dampers, opening windows, and propping open selected doors to the greatest extent possible, unless doing so poses a safety or health risk.
 - College will maintain maximum fresh outdoor air intake to provide optimal design airflow regardless of reduced occupancy.
 - Windows will be lubricated and adjusted for easy opening.
 - The College has upgraded HVAC filters to MERV 13, where applicable.
 - Implement more frequent filter changes where possible.
 - Add supplemental microbial filtration systems (UV), where applicable.
 - College will perform daily maintenance inspection of HVAC system. The inspection will include systems' performance, proper airflow, temperature and humidity.
 - College will perform routine cleaning, testing and treating cooling tower water to prevent harmful bacteria including Legionella, as per applicable regulations.
 - College will purge the air system for at least 4 hours prior to reopening.
 - College will clean the louvers and air intakes according to best management practices.
 - College will replace AC and AHU filters after purging the system.
 - College will run the AC units and AHU in occupied mode for at least 24 hours prior to initial re-occupancy for each Phase.
 - Kingsborough will continue to run and maintain all HVAC systems 24/7 in all buildings.

- College will provide separate, negative air pressured spaces to isolate people experiencing symptoms on campus.
- Fans such as pedestal, desk or wall-mounted fans shall not be operated in common spaces such as classrooms and shared spaces, as per CDC guidance.
- Any classroom or office space planned for use, with inadequate ventilation shall be identified. If possible, college will improve the HVAC system servicing space. Otherwise, a different room or space shall be assigned.
- All water systems will be flushed for at least an hour prior to occupancy.

○ HVAC System Maintenance and Filter Replacement during the COVID-19 Pandemic

- Filters should be changed with the system turned off
- Filters should remain snug in their frames.
- When feasible, filters will be disinfected with a 10 percent bleach solution or another appropriate disinfectant, approved for use against SARS-CoV-2, before removal.
- Filters (disinfected or not) will be bagged and disposed of in regular trash.
- Additional safety precautions are warranted to minimize risks associated with handling HVAC filters. Workers performing maintenance and/or replacing filters on any ventilation system with the potential for viral contamination will wear appropriate personal protective equipment (PPE)
- The following PPE are recommended for use:
 - A properly fitted respirator (N95 or higher)
 - Eye protection (safety glasses, goggles or face shield)
 - Disposable gloves (to be disposed of immediately upon completion of task and before touching any eye protection or respirator PPE).
- Once maintenance tasks are completed, maintenance personnel are expected to immediately wash their hands with soap and water or use alcohol-based hand sanitizer with greater than 60 percent alcohol.

○ Water Treatment

- Our sewage water systems are flushed more frequently and treated with bleach. This includes each water closet, urinal and sink.
- All utility water systems including cooling towers are maintained regularly by in-house engineering staff, inspected and tested yearly.

• **Guidance for Specific Spaces**

- Kingsborough will not allow not more than one individual at a time in small spaces (e.g. supply rooms, faculty offices, study lounges, etc.) unless all individuals in such space at the same time are wearing acceptable face coverings. However, even with face coverings in use, occupancy should not exceed 50% of maximum capacity of the space. Kingsborough will increase ventilation with outdoor air to the greatest extent possible (e.g. opening windows and doors), while maintaining health and safety protocols.
- Campus Planning and Design has reviewed “As Built” plans with legal occupancies and square footages for all campus spaces and changed each room’s occupancy per the 6 feet rule.

- Based on the 6 feet rule, Kingsborough has identified new occupancy limits for restrooms and other frequently used areas, posted universal signage, and blocked access to stalls, sinks, or tables, as appropriate, to ensure proper physical distancing.

- **Cafeterias/Dining Halls**

- Physical Preparations:
 - Chairs, benches and desks have been removed or blocked off to ensure proper physical distancing in conference and waiting rooms.
 - Signage has been posted to identify allowable occupancy in order to control workflow and/or establish maximum attendance.
 - Unused conference rooms have been identified to use as additional, individual workspaces to help meet physical distancing requirements in the office.
- Operational Preparations:
 - All meetings should continue to be held remotely to the greatest extent possible. If a meeting must occur in person, it should be conducted in a quick manner and limited to 10 people or less.
 - It is required that users provide a reason that a meeting cannot be held remotely before booking a room.
- Cleaning Protocol:
 - Conference rooms that are used will be disinfected on a daily basis as per **Addendum D: Cleaning & Disinfection Protocols**.
 - Disinfectant wipes or sprays have been stationed in each conference room. Employees are encouraged to wipe down all surfaces and equipment (e.g., mouse, keyboard, phone) touched during conference room meetings.

- **Clinical Laboratory Science**

- Physical Preparation:
 - Appropriate signage has been posted to regulate the use of areas (including maximum occupancy) and physical distancing measures in accordance with public health rules and guidelines.
 - Floor demarcations have been posted to indicate where to stand to to maintain a social distance of 6 feet.
- Operational Preparations:
 - Labs are equipped with sinks, and students are required to practice good hygiene.
- Cleaning Protocol:
 - Designated staff or personnel will be responsible for the maintenance of the lab equipment, including cleaning and disinfecting laboratory equipment and bench tops after each class.
 - General cleaning will take place once a day, or as needed. Deep cleaning will be performed daily. Disinfecting all high touch areas will be performed daily by a designated staff member.

- **Computer Labs**

- Cleaning Protocol: For electronic equipment, cleaning staff will clean following the manufacturer's guidelines on each shift. If no guidance is available, colleges will use alcohol-based wipes or soft cloths sprayed with disinfectant that include at least 70% alcohol.
- Signage has been posted encouraging students to thoroughly wash their hands before using any computer terminal.
- Kingsborough will distribute alcohol-based wipes for students to wipe each keyboard and mouse prior to using the equipment.
- Cleaning staff will disinfect high touch points at every shift. **Please refer to Addendum D: Cleaning & Disinfection Protocols**

- **Conference Rooms**

- When videoconferencing or teleconferencing is not preferable or possible, Kingsborough will hold meetings in open, well-ventilated spaces and ensure that individuals maintain six feet of social distancing between one another (e.g. leave space between chairs, have individuals sit in alternating chairs).
- All staff are encouraged to use telework and virtual meetings where possible, especially employees at higher risk for severe illness from COVID-19. If it is necessary to conduct a meeting in person, the number of attendees will be limited so that those present can sit a minimum of 6 feet apart with all participants wearing facial coverings. Others can join the meeting remotely, if necessary. This will prevent contact and free up meeting spaces for possible use as classrooms, research spaces, or offices for employees who are displaced from shared offices.

- **Dorms/Housing (for residential campuses)**

Not applicable.

- **Elevators**

- Physical Preparation:
 - For elevators: limited occupancy signage and floor markings have been posted.
 - Hand hygiene stations have been installed at each elevator station.
 - Signage encouraging use of hand hygiene stations before entering and upon leaving elevators have been posted inside each elevator cab.
 - Signage encouraging the use of stairs in order to minimize elevator traffic have been posted. **Please refer to Signage Addendum B.**
 - Demarcation decals that indicate places to stand in the corners of the elevator have been installed to encourage maximum spacing between occupants.
 - Floor decals indicating safe distances for people stand and line-up while waiting for the elevator has been installed.
 - Signage encouraging the use of face coverings, discouraging any talking, and directing occupants to stand in the corners facing away from one another have been installed. **Please refer to Signage Addendum B.**

- Operational Preparation:
 - If the elevator must be used, occupants must adhere to designated floor demarcations and occupancy signage.
 - If more than one person must use the elevator at the same time, passengers must stand in opposite corners and face away from each other.
- Cleaning Protocol:
 - Frequent cleaning of high touch areas, such as elevator buttons has been assigned. **Please refer to the Cleaning Addendum D.**
 - General cleaning will take place continuously throughout the day.
 - Disinfecting will include:
 - Stair railings
 - Elevator buttons and walls
 - Handles
 - Doors and Push Plates
 - Hand Sanitizer Stations will be installed throughout common areas, such as at the building entrances and exits, corridors, and elevator lobbies. Hand sanitizing solutions consist of an alcohol-based hand sanitizer containing at least 60% alcohol for areas where hand washing facilities may not be available or practical. Hand sanitizers will be replenished as needed.

- **Exterior Campus Grounds**

- Physical Preparation:
 - Ingress and egress: If the College determines that any area of the campus should be reopened, all accessible exterior spaces will be reconfigured to encourage physical distancing, paying special attention to points of access and egress to the campus.
 - Kingsborough will limit the gates available, and where possible, entrance and exits to the campus will be separated.
 - Traffic flow patterns for exterior spaces on campus and demarcated patterns with universal signage and other measures will be used, as appropriate.
 - Seating: Staff will reconfigure all accessible exterior areas with seating by removing or blocking an appropriate number of seats/benches and tables to ensure proper physical distancing.
 - Green spaces: Kingsborough will demarcate physically distanced places for study or quiet enjoyment by individuals with universal signage and other measures, as appropriate.
- Operational Preparation:
 - Please refer to Section I.A for general guidance on Physical Distancing and Section I.C for General Guidance on Operational Activity.
- Cleaning Protocol:
 - Please refer to **Addendum D: Cleaning & Disinfection Protocols for General Guidance on Hygiene, Cleaning and Disinfection.**

- **Gyms and Fitness Centers, Including Pools**

- Physical Preparation:

- Signage about COVID-19 prevention (based on CDC, campus, or other recommendations) has been posted throughout the facilities. **Please refer to Signage Addendum B.**
- Lockers have been spaced out and fitness machines have been staggered to accommodate 3 feet of physical distance.
- Hand sanitation stations (soap and water or 60% alcohol-based rub/hand sanitizer) have been posted throughout the gym to avoid individuals gathering around a centralized location to access cleaning supplies.
- Operational Preparation: Kingsborough has adhered to The American College Health Association (ACHA) guidance suggesting employing physical distancing measures in:
 - Locker rooms
 - Strength and conditioning facilities (e.g., weight rooms, cardio areas). As with athletics, the use of a “sanitation station” at each equipment/exercise site will be available so that cleaning can take place between each athlete, either by staff or the user.
 - Fitness and wellness classes.
 - Lounge areas.
 - Indoor and outdoor recreation facilities.
 - Limits have been imposed for the maximum number of people in the facility with access control, use-by-appointment, or other measures. A maximum cap of no more than 50% of normal occupancy will be allowed.
 - Kingsborough will consider continuing to offer virtual recreation classes.
- Cleaning Protocol:
 - Kingsborough will provide custodial services, athletic trainers, personal trainers and fitness instructors with guidelines for appropriate techniques and PPE (as per CDC guidelines) for cleaning and disinfecting common, non-clinical spaces, including recreation venues and equipment.
 - Signage require that all individuals wipe down machines before and after use are posted. See signage addendum
 - Weights and gym equipment will be sanitized daily. **Please refer to the Cleaning Addendum D.**
 - Deep cleaning of the gym will be scheduled twice per week. **Please refer to the Cleaning Addendum D.**

- **Hallways and Stairwells**

- Physical Preparation:
 - Kingsborough has marked hallways and stairs for bi-directional flow.
 - Hand hygiene stations have been placed near stairwell entrances.

Operational Preparation:

- Momentarily passing by another person does not significantly increase risk and is not considered “close contact.”
- Lingering in hallways and stairwells will be discouraged.
- Consider establishing a reporting mechanism for individuals to report hallways or stairwells that are routinely overcrowded.

Cleaning Protocol:

- Frequent cleaning of high-touch surfaces such as stairwell handles and railing has been scheduled – **Please refer to Cleaning Addendum D.**
 - General Cleaning – will take place continuously throughout the day
 - Disinfecting high touch areas will take place several times a day.
 - High touch points include:
 - Stair railings
 - Doors and Push Plates
 - Hand sanitizer stations will be replenished as needed
- **Isolation and Quarantine Spaces (for residential campuses)**
Not applicable.
 - **Lecture/Classrooms**
 - Physical Preparation:
 - Small classes will have to be held in larger rooms, medium-sized classes will move into vast lecture halls, and massive entry-level courses will need to be delivered online. Cameras have been installed in most of the classroom spaces that have been designated for use.
 - Where feasible, consideration has been taken to install plastic barriers and guards between students’ desks and instructors.
 - High-touch communal resources have been removed.
 - Visual demarcations have been installed to indicate safe distances where students may gather.
 - Where appropriate, academic instruction will utilize classrooms and hybrid-instruction to allow for both in-class and off-campus instruction.

Operational Preparation:

- The sharing of resources will be prohibited between classrooms.

Cleaning Protocol:

- Cleaning logs will be posted inside each classroom, computer lab and lecture hall.
- High touch public resources will be removed from all classrooms
- Deep cleaning will take place daily.
- High touch areas will be disinfected daily. High touch points include:
 - Tables and chairs
 - Desktops
 - Cabinets
 - Podiums
 - Doors
 - Light switches
 - Hand sanitizer stations are installed in all computer labs and will be restocked as needed.
- Each lecture hall/classroom is provided with sanitizing wipes so students can disinfect their workspace at the end of every class.

- Classrooms are scheduled to be deep cleaned at least once per day, or after each class for maximum safety. **Please refer to Cleaning Addendum D.**

- **Lobby and Common Areas**

Physical Preparation:

- Waiting area seating has been moved, blocked off, or removed to ensure appropriate spacing between individuals.
- Break rooms, copy areas, and conference rooms are to be restricted to ensure maintenance of social distancing protocols.
- Appropriate signage has been posted to regulate the use of common areas (including maximum occupancy) and physical distancing measures in accordance with public health rules and guidelines.
- Reception seating areas have been eliminated where possible.
- Plastic partitions have been installed at the reception areas where possible.

Operational Preparation:

- Waiting areas will be utilized only when absolutely necessary, and staff will be encouraged not to linger or socialize in common areas.

Cleaning Protocol:

- Common areas (e.g., lobby, security check-in) are scheduled for cleaning and disinfecting on a daily basis at minimum. **Please refer to Cleaning Addendum D.**
- Disinfectant wipes will be provided for employees to utilize before/after they use common spaces and contact surfaces.

- **Office Space**

- Physical Preparation
- A distance of at least 6 feet must be maintained among individuals while on campus, inclusive of faculty, staff, and students, to the extent possible and when seated in a classroom or meeting, unless safety or the core activity (e.g., moving equipment, using an elevator, performing a transaction) requires a shorter distance or individuals are of the same residence (i.e., a roommate). Any time individuals come within 6 feet of another person who does not reside in the same residence, acceptable face coverings must be worn.
- Individuals must be prepared to put on a face covering if another person unexpectedly comes within six feet.
- Acceptable face coverings are required for all individuals who are over the age of two and able to medically tolerate such coverings.
- Acceptable face coverings for COVID-19 prevention include but are not limited to cloth-based face coverings (e.g. homemade sewn, quick cut, bandana), surgical masks, and face shields that cover both the mouth and nose. However, cloth, disposable, or other homemade face coverings are not acceptable for workplace activities that typically require a higher degree of personal protective equipment (PPE)

due to the nature of the work. For those activities, N95 respirators or other PPE used under existing industry standards must continue to be used, as is defined in accordance with OSHA guidelines.

- Operational Preparation
 - Visitors and contractors need prior approval to access the campus, only with appropriate approval (e.g., site director) and if they fill out online health template and download contact tracing technology (if applicable) prior to entering; limit visiting hour.
- Cleaning Protocol:
 - A thorough check of all campus spaces will be performed prior to reopening.
 - Basic hygiene protocols will be performed prior to reopening. (HVAC filter replacement, check for mold, flush plumbing and run water in sinks to eliminate stagnant water).
 - General cleaning will take place once a day or as needed.
 - The College will provide appropriate supplies to clean surfaces before and after the use of common used equipment. We encourage the use of these supplies following the manufacturer's instructions, followed by hand hygiene.

- **Restrooms**

- Physical Preparation:
 - Trash cans are placed by the door for restrooms where doors cannot be opened without touching the handle.
 - For single restrooms, signage and materials (paper towels and trash cans) will be provided for individuals to use without touching the handles.
 - Signs indicating that toilet lids (if present) should be closed before flushing will be installed. **Please refer to Signage Addendum B.**
 - Signs asking employees to wash hands before and after using the restroom have been posted. **Please refer to Signage Addendum B.**
 - Hand hygiene stations are installed at the door to each restroom.
 - Decals to restrict the use of socially distanced sinks, urinals and toilets have been installed.
- Operational Preparations:
 - Signage has been posted to indicate the number of individuals who can enter a multi-stall restroom at one time.
- Cleaning Protocol:
 - All restrooms are scheduled for sanitizing several times daily and deep cleaned once per day or as needed. **Please refer to the Cleaning Addendum D.**
 - General cleaning, sanitizing and monitoring of soap and paper supply will be high priority.
 - Deep cleaning will take place daily.
 - Disinfecting will target:
 - High touch points
 - Fixtures
 - Dispensers
 - Mirrors

- Push Plates
- Trash receptacles
- Handles
- Stall Doors

- **College Theaters and Meeting Facilities**

The reopening of Kingsborough Community College theaters and meeting rooms will follow all general guidance in this Reopening Plan for 6 feet social distancing, as well as the requirements set forth by the CDC, New York State and New York City. **Please refer to Exhibit E (REOPENING PLANS FOR KINGSBOROUGH COMMUNITY COLLEGE THEATERS AND MEETING ROOMS)** for the specific policies and protocols for reopening the Performing Arts Center, Lighthouse Theater, Tapestry Room, Terrace Room, and the Student Conference Center (U219/U220).

I. Processes

- **COVID-19 Prevention/Health Screening**

- **Campus Access**

- Kingsborough will continue to limit public interactions on campus including, but not limited to:
 - Access to campus by visitors will be limited to "invited guests" who are expected to abide by all campus and building specific protocols; and student/institutional IDs will be required in order to enter any on-campus building.
 - Kingsborough is requiring clients and visitors to have an appointment or pre-approved permission to enter any given building.
 - The Coronavirus Campus Coordinator will designate appropriate personnel to ensure that engagements will be scheduled, pre-approved and managed in conjunction with the offices/locations being visited.
 - Non-essential visitors will be barred from campus access to the extent possible.

- **Hygiene, Cleaning and Disinfection**

- Kingsborough will continue to follow the procedures for cleaning and disinfection that are provided in **Addendum D: Cleaning & Disinfection Protocols Policy for Routine Cleaning and Disinfection.**

- **Physical Distancing**

- Kingsborough conducted a space analysis for rooms with central air. Based on that analysis, the College has reconfigured and/or restricted the use of classrooms and other spaces where students and faculty gather, so that individuals are properly socially distanced (e.g. side-to-side and when facing one another) and are not sharing workstations without cleaning and disinfection between use. The use of shared workstations has been limited, when feasible. When social distancing is not feasible in public spaces, mandatory use of face coverings or physical barriers are required (e.g. plastic shielding walls, in lieu of face coverings in areas where such barriers would not affect airflow, heating, cooling or ventilation or

otherwise present a health or safety risk).

Phase III – Maximum inside occupancy of 75% occupancy will be achieved with **3 feet** of social distancing (**Scenario 2**). All safety requirements from the Kingsborough Community College Campus Reopening Plan, final draft dated August 21, 2020, will continue to apply unless specifically referenced this section.

I. People

• Physical Distancing and Masks

- Kingsborough will implement Phase 3 at 75% capacity, by maintaining 3 feet of social distancing separation (Scenario 2). A distance of at least 3 feet must be maintained among individuals while on campus, inclusive of faculty, staff, and students, to the extent possible.
- For activities where masks cannot be worn, the required social distance of 6 feet still applies. This includes activities such as eating, drinking, and oral presentations.

• Limit Occupancy and Congestion

- Floor plans of general classrooms, computer labs, lecture halls and other specialized teaching spaces with a social distance of 3 feet have been developed by Campus Planning and Design to achieve 75% student occupancy (**Phase 3/Scenario 2**). These floor plans will dictate the safe layouts of furniture and equipment when occupying the spaces.
- A sampling of selected academic spaces drawn with both 6 feet and 3 feet social distancing limits applied are included in Exhibit C.

• 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.
- 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.
- Social distance of 3 feet will be demarcated using posted signage on the walls and floors indicating the prescribed layouts for occupancy.
- Signage will be posted on each door and classroom wall encouraging:
 - Hand washing and hand sanitizing.

- Social distancing entering and exiting classrooms.
 - No moving of chairs/desks.
 - The new social distance occupancy capacity.
- Posted signage will 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.
 - 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
 - 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 spacing of 3 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 social distance markers.
 - 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.).

II. Places

• General Guidance for Enclosed Spaces

- Employees will be prohibited from using other employees' personal protective equipment, phones, computer equipment, desks, cubicles, workstations, offices or other personal work tools and equipment.
- Kingsborough will limit all in-person gatherings as much as possible. Video or teleconferencing in lieu of in-person gatherings will be encouraged, (e.g. classes, conferences, office hours,) to reduce the density of congregations per CDC guidance "Interim Guidance for Businesses and Employers to Plan and Respond to Coronavirus Disease 2019 (COVID19)."
- The use of water coolers, coffee makers, and bulk snacks will be discouraged. Alternatives include touchless sensor water dispensers; requesting workers bring in their own water bottles/coffee mugs; and providing individually wrapped snacks.
- When vending machines are used, adequate cleaning and disinfectants supplies to wipe down machines are

provided to use after each use.

- High-touch office and lobby items such as magazines, common pens, etc. will be removed.
- Frequently touched areas (doors, cabinets, etc.), have been identified and options to implement reduced or no touch options such as door removal, card access, foot-operated door pulls/pedals, or sensor-triggered doors will be considered.
- Activities will be batched, where possible, so employees can adhere to proper social distancing and reduce the number of hands touching products at the same time.
- Practices for adequate social distancing in small areas, such as restrooms and break rooms if in use have been put in place. Signage with appropriate operational changes (e.g. flagging when occupied) to restrict occupancy have been posted when social distancing cannot be maintained in such areas. **Please refer to Signage Addendum B.**
- Kingsborough will prohibit the use of tightly confined spaces (e.g. supply rooms, kitchens) by more than one individual at a time, unless all employees in such spaces at the same time are wearing acceptable face coverings.
- Kingsborough will consider staggering schedules for employees to promote social distancing (e.g. coffee breaks, meals, and shift starts/stops).

- **Guidance for Specific Spaces**

- Kingsborough will not allow not more than one individual at a time in small spaces (e.g. supply rooms, faculty offices, study lounges, etc.), unless all individuals in such spaces at the same time are wearing acceptable face coverings. However, even with face coverings in use, occupancy should not exceed 50% of maximum capacity of the space. Kingsborough will increase ventilation with outdoor air to the greatest extent possible (e.g. opening windows and doors), while maintaining health and safety protocols.
- Campus Planning and Design has reviewed “As Built” plans on file indicating maximum occupancy limits and square footages for all campus spaces and amended their recommended maximum occupancy as per the 3 feet social distancing guidelines.
- Kingsborough has identified new occupancy limits for restrooms and other frequently used areas, posted universal signage, and blocked access to stalls, sinks, or tables, as appropriate, to ensure 3 feet of physical distancing.

- **Cafeterias/Dining Halls**

- Physical Preparations:
 - Chairs, benches and desks have been removed or blocked off to ensure proper physical distancing in conference and waiting rooms.

- Signage has been posted to identify allowable occupancy in order to control workflow and/or establish maximum attendance.
- Unused conference rooms have been identified to use as additional, individual workspaces to help meet physical distancing requirements in the office.
- Operational Preparations:
 - All meetings should continue to be held remotely to the greatest extent possible. If a meeting must occur in person, it should be conducted in a quick manner and limited to 10 people or less.
 - It is required that users provide a reason that a meeting cannot be held remotely before booking a room.
- Cleaning Protocol:
 - Conference rooms that are used will be disinfected on a daily basis as per Cleaning Addendum D.
 - Disinfectant wipes or sprays have been stationed in each conference room. Employees are encouraged to wipe down all surfaces and equipment (e.g., mouse, keyboard, phone) touched during conference room meetings.

- **Clinical Laboratory Science**

- Physical Preparation:
 - Appropriate signage has been posted to regulate the use of areas (including maximum occupancy) and physical distancing measures in accordance with public health rules and guidelines.
 - Floor demarcations have been posted to indicate where to stand in order to remain 3 feet socially distant.
- Operational Preparations:
 - Labs are equipped with sink and students are required to practice good hygiene
- Cleaning Protocol:
 - Designated staff or personnel will be responsible for the maintenance of the Science and Health Sciences lab equipment, including cleaning and disinfecting laboratory equipment including, bench tops after each class.
 - General cleaning will take place once a day or as needed. Deep cleaning will be performed daily. Disinfecting all high touch areas will be performed daily by a designated staff member where cleaning and disinfecting supplies are not provided within a Science/Health Sciences laboratory for students and professors to use before and after use of shared equipment/models, College Laboratory Technicians or designated personnel.

- **Computer Labs**

- Cleaning Protocol: For electronic equipment, cleaning staff will clean following the manufacturer's guidelines on each shift. If no guidance is available, colleges will use alcohol-based wipes or soft cloths sprayed with disinfectant that includes at least 70% alcohol. (18)
- Signage encouraging students to thoroughly wash their hands before using any computer terminal have been posted.

- Kingsborough will distribute alcohol-based wipes for students to wipe the keyboard and mouse prior to using the equipment.
- Cleaning staff will disinfect high touch points at every shift. **Please refer to Cleaning Addendum D.**

- **Conference Rooms**

- When videoconferencing or teleconferencing is not preferable or possible, Kingsborough will hold meetings in open, well-ventilated spaces and ensure that individuals maintain three feet of social distance between one another (e.g. leave space between chairs, have individuals sit in alternating chairs).
- All staff are encouraged to use telework and virtual meetings where possible, especially employees at higher risk for severe illness from COVID-19. If it is necessary to conduct a meeting in person, the number of attendees will be limited so that those present can sit a minimum of three feet apart with all participants wearing facial coverings. Others can join the meeting remotely, if necessary. This will prevent contact and free up meeting spaces for possible use as classrooms, research spaces, or offices for employees who are displaced from shared offices.

- **Dorms/Housing (for residential campuses)**

Not applicable.

- **Elevators**

- Physical Preparation:
 - For elevators: limited occupancy signage and floor markings have been posted.
 - Hand hygiene stations have been installed at each elevator station.
 - Signage encouraging use of hand hygiene stations before entering and upon leaving elevators have been posted inside each elevator cab.
 - Signage encouraging the use of stairs in order to minimize elevator traffic have been posted. **Please refer to Signage Addendum B.**
 - Demarcation decals that indicate places to stand in the corners of the elevator have been installed to encourage maximum spacing between occupants.
 - Floor decals indicating safe distances for people stand and line-up while waiting for the elevator has been installed.
 - Signage encouraging the use of face coverings, discouraging any talking, and directing occupants to stand in the corners, facing away from one another have been installed. **Please refer to Signage Addendum B.**
- Operational Preparation:
 - If the elevator must be used, the elevator car will be limited to one person per elevator car.
 - If more than one person must use the elevator at the same time, passengers must stand in opposite corners and face away from each other.

Cleaning Protocol:

- Frequent cleaning of high touch areas, such as elevator buttons has been assigned. **Please refer to Cleaning Addendum D.**
- General cleaning will take place continuously throughout the day.
- Disinfecting will include:
 - Stair railings
 - Elevator buttons and walls
 - Handles
 - Doors and Push Plates
- Hand Sanitizer Stations will be installed throughout common areas, such as at the building entrances and exits, corridors, and elevator lobbies. Hand sanitizing solutions consist of an alcohol-based hand sanitizer containing at least 60% alcohol for areas where hand washing facilities may not be available or practical. Hand sanitizers will be replenished as needed.

- **Exterior Campus Grounds**

- Physical Preparation:
 - Ingress and egress: If Kingsborough determines that any area of the campus should be reopened, all accessible exterior spaces will be reconfigured to encourage physical distancing, paying special attention to points of access and egress to the campus.
 - Kingsborough will limit the gates available, and where possible, entrance and exits to the campus will be separated.
 - Traffic flow patterns for exterior spaces on campus and demarcated patterns with universal signage and other measures will be used, as appropriate.
 - Staff will be encouraged to attend to physically distanced ingress and egress to campus buildings from parking lots as well.
 - Seating: Staff should reconfigure all accessible exterior areas with seating by removing or blocking an appropriate number of seats/benches and tables to ensure physical distancing. (18)
 - Green spaces: Kingsborough will demarcate physically distanced places for study or quiet enjoyment by individuals with universal signage and other measures, as appropriate. (18)
- Operational Preparation:
 - Please refer to Section I.A for general guidance on Physical Distancing and Section I.C for general guidance on Operational Activity.
- Cleaning Protocol:
 - Please refer to Section II.B for General Guidance on Hygiene, Cleaning and Disinfection.

- **Gyms and Fitness Centers, Including Pools**

- Physical Preparation:
 - Signage about COVID-19 prevention (based on CDC, campus, or other recommendations) has been posted throughout the facilities. **Please refer to Signage Addendum B.**
 - Lockers have been spaced out and fitness machines have been staggered to accommodate three feet of physical distance.
 - Hand sanitation stations (soap and water or 60% alcohol-based rub/hand sanitizer) have been posted throughout the gym to avoid individuals gathering around a centralized location to access cleaning supplies.

- Operational Preparation: Kingsborough has adhered to The American College Health Association (ACHA) guidance suggesting employing physical distancing measures in:
 - Locker rooms
 - Strength and conditioning facilities (e.g., weight rooms, cardio areas). As with athletics, the use of a “sanitation station” at each equipment/exercise site will be available so that cleaning can take place between each athlete, either by staff or the user.
 - Fitness and wellness classes.
 - Lounge areas.
 - Indoor and outdoor recreation facilities.
 - Limits have been imposed for the maximum number of people in the facility with access control, use-by-appointment, or other measures. A maximum cap of no more than 50% of normal occupancy will be allowed.
 - Kingsborough will consider continuing to offer virtual recreation classes.
- Cleaning Protocol:
 - Kingsborough will provide custodial services, athletic trainers, personal trainers and fitness instructors with guidelines for appropriate techniques and PPE (as per CDC guidelines) for cleaning and disinfecting common, non-clinical spaces, including recreation venues and equipment.
 - Signage require that all individuals wipe down machines before and after use is posted. **Please refer to Signage Addendum B.**
 - Weights and gym equipment will be sanitized daily. Please refer to the cleaning Addendum.
 - Deep cleaning of the gym will be scheduled twice per week. **Please refer to Cleaning Addendum D.**

- **Hallways and Stairwells**

- Physical Preparation:
 - Kingsborough has marked hallways and stairs for bi-directional flow.
 - Hand hygiene stations have been placed near stairwell entrances.
- Operational Preparation:
 - Momentarily passing by another person does not significantly increase risk and is not considered “close contact.”
 - Linger in hallways and stairwells will be discouraged.
 - Consider establishing a reporting mechanism for individuals to report hallways or stairwells that are routinely overcrowded.
- Cleaning Protocol:
 - Frequent cleaning of high-touch surfaces such as stairwell handles and railing has been scheduled. **Please refer to Cleaning Addendum D.**
 - General Cleaning - will take place continuously throughout the day.
 - Disinfecting high touch areas will take place several times a day.
 - High touch points include:
 - Stair railings
 - Doors and Push Plate
 - Hand sanitizer stations will be replenished as needed

- **Isolation and Quarantine Spaces (for residential campuses)**

Not applicable.

- **Lecture/Classrooms**

- Physical Preparation:

- Small classes will have to be held in larger rooms, medium-sized classes will move into large lecture halls, and massive entry-level courses need to be delivered online. (20)
 - Occupancy limits have been set to no greater than 75% of legal limits. Distance between seating allows for 3 feet of separation between individuals. (25)
 - Where feasible, consideration has been taken to install plastic barriers and guards between students' desks and instructors. (25)
 - High-touch communal resources have been removed. (25)
 - Visual demarcations have been installed to indicate safe distances where students may gather. (25)
 - Where appropriate, academic instruction will utilize classrooms and hybrid-instruction to allow for both in-class and off-campus instruction while maintaining a 75% capacity and 3 feet social distance.

- Operational Preparation:

- The sharing of resources will be prohibited between classrooms.

- Cleaning Protocol:

- High touch public resources will be removed from all classrooms
 - Deep cleaning will take place daily.
 - High touch areas will be disinfected daily. High touch points include:
 - Tables and chairs
 - Desktops
 - Cabinets
 - Podiums
 - Doors
 - Light switches
 - Hand sanitizer stations are installed in all computer labs and will be restocked as needed.
 - Each lecture hall/classroom is provided with sanitizing wipes so students can disinfect their workspace at the end of every class.
 - Classrooms are scheduled to be deep cleaned at least once per day, or after each class for maximum safety. **Please refer to Cleaning Addendum D.**

- **Lobby and Common Areas**

- Physical Preparation:

- Waiting area seating has been moved, blocked off, or removed to ensure appropriate spacing between individuals.
 - Break rooms, copy areas, and conference rooms are to be restricted to ensure maintenance of social

distancing protocols.

- Appropriate signage has been posted to regulate the use of common areas (including maximum occupancy) and physical distancing measures in accordance with public health rules and guidelines.
- Reception seating areas have been eliminated where possible.
- Plastic partitions have been installed at the reception areas where possible.
- Operational Preparation:
 - Waiting areas will be utilized only when absolutely necessary, and staff will be encouraged not to linger or socialize in common areas.
- Cleaning Protocol:
 - Common areas (e.g., lobby, security check-in) are scheduled for cleaning and disinfecting on a daily basis at minimum. **Please refer to Cleaning Addendum D.**
 - Disinfectant wipes will be provided for employees to utilize before/after they use common spaces and contact surfaces.

- **Office Space**

- Physical Preparation:
 - A distance of at least 3 feet must be maintained among individuals while on campus, inclusive of faculty and staff, and students, to the extent possible and when seated in a classroom or meeting, unless safety or the core activity (e.g., moving equipment, using an elevator, performing a transaction) requires a shorter distance or individuals are of the same residence (i.e., a roommate). Any time individuals come within 3 feet of another person who does not reside in the same residence, acceptable face coverings must be worn.
 - Individuals must be prepared to put on a face covering if another person unexpectedly comes within 3 feet.
 - Acceptable face coverings are required for all individuals who are over the age of two and able to medically tolerate such coverings.
 - Acceptable face coverings for COVID-19 prevention include but are not limited to cloth-based face coverings (e.g. homemade sewn, quick cut, bandana), surgical masks, and face shields that cover both the mouth and nose. However, cloth, disposable, or other homemade face coverings are not acceptable for workplace activities that typically require a higher degree of personal protective equipment (PPE) due to the nature of the work. For those activities, N95 respirators or other PPE used under existing industry standards must continue to be used, as is defined in accordance with OSHA guidelines. (41)
- Operational Preparation:
 - Visitors and contractors need prior approval to access the campus, only with appropriate approval (e.g., site director) and if they fill out online health template and download contact tracing technology (if applicable) prior to entering; limit visiting hour.
- Cleaning Protocol:
 - A thorough check of all campus spaces will be performed prior to reopening.
 - Basic hygiene protocols will be performed prior to reopening. (HVAC filter replacement, check for mold, flush plumbing and run water in sinks to eliminate stagnant water).

- General cleaning will take place once a day or as needed.
- The College will provide appropriate supplies to clean surfaces before and after the use of common used equipment. We encourage the use of these supplies following the manufacturer's instructions, followed by hand hygiene.

- **Restrooms**

- Physical Preparation:
 - Trash cans are placed by the door for restrooms where doors cannot be opened without touching the handle.
 - For single restrooms, signage and materials (paper towels and trash cans) will be provided for individuals to use without touching the handles.
 - Signs indicating that toilet lids (if present) should be closed before flushing will be installed. **Please refer to Signage Addendum B.**
 - Signs asking employees to wash hands before and after using the restroom have been posted. **Please refer to Signage Addendum B.**
 - Hand hygiene stations are installed at the door to each restroom.
 - Decals to restrict the use of sinks, urinals and toilets that violate the 3 feet socially distant standard have been installed.
- Operational Preparations:
 - Signage has been posted to indicate the number of individuals who can enter a multi-stall restroom at one time and maintain a social distance of 3 feet.
- Cleaning Protocol:
 - All restrooms are scheduled for sanitizing several times daily and deep cleaned once per day or as needed. **Please refer to Cleaning Addendum D.**
 - General cleaning, sanitizing and monitoring of soap and paper supply will be high priority.
 - Deep cleaning will take place daily.
 - Disinfecting will target:
 - High touch points
 - Fixtures
 - Dispensers
 - Mirrors
 - Push Plates
 - Trash receptacles
 - Handles
 - Stall Doors

- **College Theaters and Meeting Facilities**

The reopening of Kingsborough Community College theaters and meeting rooms will follow all general guidance in this Reopening Plan for 3 feet social distancing, as well as the requirements set forth by the CDC, New York State and New York City. **Please refer to Exhibit E (REOPENING PLANS FOR KINGSBOROUGH COMMUNITY COLLEGE THEATERS AND MEETING ROOMS)** for the specific policies and protocols for

reopening the Performing Arts Center, Lighthouse Theater, Tapestry Room, Terrace Room and the Student Conference Center (U219/U220).

I.C Processes

• Campus Access

- Kingsborough will continue to limit public interactions on campus including, but not limited to:
 - Access to campus by visitors will be limited to "invited guests" who are expected to abide by all campus and building specific protocols; and requiring student/institutional IDs in order to enter any on-campus building.
 - Kingsborough is requiring clients and visitors to have an appointment or pre-approved permission to enter a building.
 - The Coronavirus Campus Coordinator will designate appropriate personnel to ensure engagements will be scheduled, pre-approved and managed in conjunction with the offices/locations being visited.
 - Non-essential visitors will be barred from campus access as much possible.

• Hygiene, Cleaning and Disinfection

- Kingsborough will continue to follow the procedures for cleaning and disinfection that are provided in **Addendum D: Cleaning & Disinfection Protocols Policy for Routine Cleaning and Disinfection.**

• Physical Distancing

- Kingsborough conducted a space analysis using 3 feet of social distancing for rooms with central air. Based on that analysis, the College has modified or reconfigured the use and/or restricted the use of classrooms and other places where students and faculty gather, so that individuals are at least 3 feet apart in all directions (e.g. side-to-side and when facing one another) and are not sharing workstations without cleaning and disinfection between use. The use of shared workstations has been limited when feasible. When social distancing is not feasible in public spaces, mandatory use of face coverings or physical barriers are required (e.g. plastic shielding walls, in lieu of face coverings in areas where such barriers would not affect airflow, heating, cooling or ventilation or otherwise present a health or safety risk).
- For any interior spaces with less than optimal ventilation, Campus Planning and Design will perform a site-specific space analysis of each space and make recommendations for maximum occupant loads.

Phase IV – Fully Reopened at 100% Capacity of socially distanced occupancy

• Preventative measures:

- Please refer to Phase I

• Threshold to move to the next phase:

- Please refer to Phase I

- Thresholds to remain in the phase longer than planned:
 - o Please refer to Phase I
- Threshold to revert to a prior phase: Please refer to Phase I CUNY- Kingsborough Community College Reopening Plan, final draft dated August 21, 2020 72 Return to business as “normal” with full operations and building occupancy (up to 100%).
- Triggers to return to full operations would include a widely available vaccine, mass immunity confirmed by anti-body testing, robust and widely available accessible treatment for COVID-19, and/or by directive of the Governor, Mayor, or CUNY Chancellor
- If successful, some courses/programs may be encouraged to continue on a hybrid platform.
- General Guidance for Enclosed Spaces: Will be determined based on previous phases and most current guidelines
- Preventative measures: Will be determined based on previous phases and most current guidelines
- Threshold to revert to a prior phase: refer to Phase I CUNY- Kingsborough Community College Reopening Plan August 2020
 - o Kingsborough has developed a strict protocol supporting and maintaining social distancing of at least six feet for all while on campus. Any time individuals come within six feet of another; acceptable face coverings must be worn. Individuals must be prepared to put on a face covering if another person unexpectedly comes within six feet.³
 - o Campus Planning and Design (CPD) has reviewed blueprints with legal occupancies and square footage for campus spaces and changed each room’s occupancy per the six feet rule, starting with priority spaces.⁴

Note: For details regarding Social Distancing Protocols and how KCC will comply with these requirements see Social Distancing Occupancy Plan and Student Protocols, Addendum A.

- o Signage identifying new occupancy limits for restrooms, elevators, classrooms and other frequently used areas will be posted. Signage and other markers will be used to block access to stalls, sinks, or tables, as appropriate, to ensure physical distancing. Use of stairs will be encouraged through signage.⁵
- o Students and staff/faculty will be issued up-to-date IDs which they must display visibly on their person at all times when coming to campus. Clients and visitors must have an appointment or pre-approved permission to enter buildings.⁶
- o CPD and Facilities will modify or reconfigure the use and/or restrict the use of classrooms and other places where students and faculty gather, so that individuals are at least six feet apart in all directions (e.g. side-to-side and when facing one another) and are not sharing workstations without cleaning and disinfection between use. Where distancing is not feasible in public spaces, face covering will be required and if possible, plastic shielding will be installed. Reception seating areas will also be modified to ensure social distancing while waiting.⁷
- o CPD and Facilities will review floorplans and remove or reconfigure seats, furniture and workstations

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as needed to preserve recommended physical distancing in accordance with guidelines.

- Facilities and I.T. will reconfigure workstations to maintain at least 6 feet between workers and so that employees do not face each other. Establish partitions or other barriers if facing each other cannot be avoided or workstations are unable to be 6 feet apart.
- In all the labs and computerized classrooms, computers will be turned on only on basis of the sitting arrangement specified by CPD, all other computers would be turned off and desks closed to ensure full compliance with the new sitting arrangement and social distancing.
- CPD & Facilities will reconfigure all accessible areas of seating—including computer labs, research labs, studios, libraries, offices, cafeterias, lecture halls, and other rooms— e.g. by removing or blocking chairs and tables to reduce occupancy to appropriate levels of physical distancing.⁸
- Public seating in lobbies and hallways will either be removed, restricted or cordoned off to allow for 6ft social distances. Waiting and reception areas will have diminished seating available. Furniture will be removed as necessary. Signs and barriers will prohibit the use of selected seating.
- Plastic and vinyl sheeting are being installed at reception points throughout the campus. These safety shields will help maintain social distance and reduce droplet transmission while interacting with visitors. Shields are being installed at the Library service counter, Child Care reception desks, Financial Aid counters, Admissions offices, and at Public Safety service counters.
- IT Service areas which deal with Students, Staff and Faculty, Rm M-224, Rm L-114, Rm-L117, Rm-M-200, Rm-L-104, L-105, L-106, L-107. If the shields cannot be installed, plastic face shields will be provided to the staff who will be interacting in person with students, staff and faculty.
- We will require all employees, students and visitors to the campus to wear face coverings and to social distance. Facilities in conjunction with Environmental Health and Safety (EH&S) will post signs throughout the campus, consistent with NYS Department of Health (NYSDOH) COVID-19 signage. The signage will be identifiable, uniform and simple, and clear throughout all interior and exterior areas on campus. The signage will be used to 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;
 - Follow hand hygiene and cleaning and disinfection guidelines; follow respiratory hygiene and cough etiquette.⁹
- Identifiable, uniform, simple, and clear signage will be deployed throughout all interior and exterior areas on campus. This “universal signage” will be 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 make use of digital screens where available, as well as printed and laminated signage.¹⁰
- Signage displaying personal health guidelines, as well as directional cues, occupancy limits, traffic patterns, and other campus policies will be posted throughout campus.
- Bi-directional foot traffic will be reduced by using tape, signs, or other indicators with arrows in hallways, or spaces throughout campus. Signage and distance markers denoting spaces of six feet will be installed in all commonly used areas and any areas in which lines are formed or people may congregate.¹¹
- Social distancing markers will be posted around the workplace using tape or signs that indicate 6 feet of spacing in commonly used areas including desks, workstations clock in/out stations, health screening stations, break rooms, water coolers and other common work areas or areas where

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⁹ pg. 15

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¹¹ pg. 16

gathering is likely to occur.¹²

Note: See Addendum B for KCC Signage Protocols.

- Testing capabilities,
 - N/A
- PPE availability,
 - Kingsborough Community College has secured:
 - 60,000 Masks
 - 6500 N-95 Masks
 - 400 Children's Masks
 - 2000 Gowns
 - 400 shoe boots
 - 40 Touchless digital temperature thermometers
 - 2000 Face Shields
 - 8 industrial disinfectant sprayers
 - 116 Cases of Hand Sanitizer
 - 100 Sheets of Lexan Plexi-glass to produce Barriers/Shields
 - 20,000 pairs of Nitrile gloves
 - Each day, Public Safety will provide surgical masks for employees, students and other persons entering the campus. Additional PPE including gloves will be available at individual departments and classrooms. Kingsborough's EH&S Director will determine what PPE employees, students and others will need in accordance with health laws, regulations and policies.¹³
 - Disposable gowns and shoe covering will be purchased as needed. Signs directing mandatory use of face coverings will be posted campus wide consistent with NYSDOH COVID-19 signage.¹⁴
- Quarantine and isolation capacity, local medical capacity, and availability of safe transportation?
 - Public Safety will contact 911 and request medical assistance.

PPE

Does your plan indicate:

- How you will obtain and provide acceptable face coverings to all employees of the institution?
 - The Campus Coronavirus Coordinator and Liaison will ensure the procurement and inventory of acceptable face coverings, and provide such coverings to departments with employees who directly interact with students or members of the public while at work at no cost to the employee (pursuant to Executive Order 202.16, as amended).¹⁵
- Whether your campus will be providing face coverings or other PPE to students?
 - All students will be provided with PPE if they do not bring their own when they come to campus.
 - Students engaged in offsite work or activities relating to College Program internships, externships, and/or fieldwork will likewise be furnished with PPE through the department facilitating these experiences (such as Allied Health, Mental Health, Early Childhood Education, and others).
- Kingsborough will provide PPE to students and departments through requests to the following designated coordinators:

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¹³ pg.37

¹⁴ Supplemental Guidelines, sections 1, 2 and 5.

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Name	Title	Email
Karen St. Hilaire	Coronavirus Liaison - Office of the President	Karen.StHilaire@kbcc.cuny.edu
Ryan McKinney	Professor of Theatre Arts and Director of Theatre Arts Program	Ryan.McKinney@kbcc.cuny.edu
Eduardo Rios	Coronavirus Coordinator, VP Finance & Administration	Eduardo.Rios@kbcc.cuny.edu
Tasheka Sutton- Young	Coronavirus Coordinator, Executive Chief of Staff and VP	Tasheka.Sutton- Young@kbcc.cuny.edu

- What PPE is required where and when for employees, students, and other individuals on campus, in accordance with state and local public health laws, regulations, and policies?
 - All employees, students and other visitors to campus are required to wear face coverings when interacting with others, and to maintain a distance of 6ft between themselves and others wherever possible. This is in accordance with NYS guidelines and Governor Cuomo's Executive Order 202.17 issued May 28, 2020. This executive order permits building owners to deny entry to people not wearing face coverings.
 - Kingsborough's EH&S Director will determine what PPE employees, students and others will need in accordance with health laws, regulations and policies.¹⁶
 - The Campus Designated Coordinators identified above will ensure an adequate supply of face coverings, masks and other required PPE be on hand should students or employees need them.¹⁷ Individual Campus departments have all been furnished with contact information for these Designated Coordinators to request adequate supplies of PPE for staff and students as needed.
 - Those individuals will also monitor campus PPE supplies and inventory, which are kept in a secure location on campus, and ensure appropriate replenishment as needed.
- Policy regarding student PPE mandate for all students:
 - 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

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¹⁷ pg. 37, 43, 50

- 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.

- General PPE usage requirements:
 - Minimum requirement for individuals accessing the College facilities is a cloth face covering.
 - Any time individuals come within 6 feet of another person who does not reside in the same household, an acceptable face covering must be worn.¹⁸ Acceptable face coverings include, but are not limited to, cloth (e.g. homemade sewn, quick cut, bandana), surgical masks, N95 respirators, and face shields.
 - Surgical/procedural masks, cloth face coverings or respirators will not be required and should not be placed on:
 - Babies and children younger than 2 years old
 - Anyone who has trouble breathing or is unconscious
 - Anyone who is incapacitated or otherwise unable to remove the cover without assistance¹⁹
 - Employees, students, faculty, and visitors will be required to wear acceptable face coverings in common areas or situations where social distancing may be difficult to maintain such as riding in elevators, entering/exiting classrooms or student centers, and when traveling around the campus (corridors and stairwells).²⁰
 - Contractors must use appropriate PPE at all times.
 - The College will provide reasonable accommodations to employees/students that are unable to wear a surgical/procedural mask or cloth face covering due to medical conditions, without violating the mandates of governmental authorities and CUNY policies.
 - Faculty, staff and students not working in individual offices (i.e. those working in cubicles or on the open floor) must wear an acceptable face covering. Employees must wear face coverings when interacting with clients or coworkers within a 6-foot distance and without a physical barrier.²¹
 - The College will procure, fashion, or otherwise obtain acceptable face coverings and PPE provide such coverings to their employees including, but not limited to those who directly interact with students or members of the public while at work at no cost to the employee, pursuant to Executive Order 202.16, as amended.
 - The College will follow CDC guidelines for Optimizing Supply of PPE and Other Equipment during Shortages and have an adequate supply of face coverings, masks and other required PPE on hand should an employee need a replacement.²²
 - The procurement department will continue to work with Administration and the Office of Environmental Health and Safety to ensure that the College is procuring the appropriate quality and type of PPE.
 - The College will have sufficient inventory of PPE prior to resuming any on campus activities.
 - All supplies will be stored, tracked and issued by the Designated Coordinators identified above.

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- Academic Programs that require students to engage in close contact simulations for instructional laboratories and complete field work (i.e. Nursing, PT, OT, EMT/EMS, and Medical Assistance) are required to develop a PPE protocol for the program in accordance with the College's PPE requirements, CDC guidelines for Optimizing Supply of PPE and Other Equipment during Shortages and all applicable regulations. Procurement and distribution to ensure an adequate supply is available for use and replacement when PPE becomes soiled or damaged, is the responsibility of the associated academic department by working with the Designated Coordinators on Campus.

- On campus labs

- Students and employees participating in on campus laboratory instruction where 6 feet social/physical distancing is feasible and adhered to minimal requirements are
 - Acceptable face covering
- Students and employees engaged in activities on campus that require individuals to come within 6 feet of each other will require additional PPE. PPE will consist of one of the following:
 - Face Shield with acceptable mask
 - Mask with attached shield
 - Goggles with mask

- Off-site clinical/field work

- Students and employees attending clinical/ externships must follow the rules and regulations of the agency in terms of PPE and Hygiene and use proper PPE as instructed. In the case proper PPE is not provided by the medical facility, students and employees must bring the PPE with them, for use at the facility. The College will provide students and employees with PPE for this purpose.

- Staff performing cleaning and disinfection must use disposable gloves; clean hands immediately after discarding gloves; wear eye protection when there is a potential for splash or splatter to the face; and wear gowns, aprons, or coveralls to protect clothing.²³
- Other high-risk employee groups that will be provided PPE (i.e., masks, face shields, glove and safety glasses, isolation gowns) include customer-facing employees, employees who regularly interact with nonemployees, employees doing clinical/field work off campus and employees conducting health screenings or aiding a suspected or confirmed COVID-19 person.²⁴
- When sitting in offices or enclosed private workspaces alone, employees do not need to wear a mask or face covering. Employees must avoid touching their eyes, nose, or mouth when removing masks, and wash hands immediately before and after removal.²⁵ In addition, employees must be ready to wear/put on an acceptable face covering immediately, if an individual un-expectedly comes within 6ft or less of their workspace.
- Face coverings should be cleaned by the user or replaced after use or when damaged or soiled. It may not be shared, and should be properly stored or discarded.²⁶ The College will encourage all to follow CDC guidance for usage and cleaning, including washing and drying of face coverings.
- The college will allow individuals to use their own acceptable face coverings but does not require employees to supply their own face coverings. The College will not prevent employees from wearing their personally owned protective coverings (e.g. surgical masks, N95 respirators, or face shields) as long as they abide by the minimum standards of protection for the specific activity. Employees should continue to follow their routine policies and procedures for personal protective equipment that they would ordinarily use for their job tasks as per all applicable OSHA standards.

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- The College through its Office of Environmental Health and Safety will train employees on how to adequately put on, take off, clean (as applicable), and discard PPE, including but not limited to, appropriate face coverings. Such trainings will extend to students, if the academic department is supplying PPE.
- Training will also include proper hand and respiratory hygiene and social distancing protocols.
- The mode of training will include both in-person and online instruction.
- Training will also discuss the individual and communal advantages of vaccination for COVID-19.
- The College will put in place plans including signage to limit the sharing of objects, such as laptops, notebooks, touchscreens, writing materials, tools, keys and vehicles as well as the touching of shared surfaces, such as conference tables and registers when not feasible it is required that employees wear gloves or practice proper hand hygiene.
- Protective eyewear
 - Individuals engage in activities that require them to come within 6 feet of another person will be required to wear protective eyewear (safety glasses, goggles and face shields).
- Gloves
 - Individuals will be required wear gloves while handling food products for consumption by others.
 - Individuals expected to collect or distribute materials throughout the workday (e.g., mail services, cashiers) will wear disposable gloves while handling materials and practice proper hand hygiene or use hand sanitizer after gloves are removed when a hand washing sink is not available.
 - Individuals that require the use of gloves for specific activities related to their job duties are to continue the normal protocol of use.

Disposal of Personal Protective Equipment:

- Cloth face coverings may be reused after proper washing with soap and water. If cloth face covering is damaged, it should be disposed of as regular trash.
- Gloves, facemasks, face shields or other PPE (i.e.: gowns or coveralls) are to be disposed of as regular garbage.
- PPE that is soiled with blood or bodily fluids containing blood are to be disposed as biohazardous waste.

Testing

Does your plan indicate:

- What screening and diagnostic testing your campus will conduct of students, faculty and staff for COVID-19 upon return, especially any individuals with recent travel, particularly from areas with widespread community transmission of the virus?
 -
 -
 - Students, employees, and staff are encouraged to utilize New York City's free COVID-19 testing centers.
 - As per the directive issued by New York State, training is required for all employees who will be in the City University of New York offices/facilities going forward. This includes employees requesting access to campus, returning to work according to approved plans and employees deemed essential already working onsite.
 - This *New York State COVID- 19 Response: Return to Work Training* is mandatory and must be completed to be allowed access to campus and work onsite. Public Safety will be running daily reports that will list all individuals that have completed the Blackboard training video and will verify accordingly upon access to campus. This training is provided via CUNY Blackboard.
 - Public Safety continues to be in compliance with annual guidelines for all Federal, State and City requirements.
 - In addition, a Kingsborough Public Safety EMT is stationed at the main entrance to administer a touchless, digital temperature reading of each person as they enter the campus.
- Whether individuals will be tested, who will be tested, the frequency of testing, the method of testing,

notification of test results, and the process for those arriving to campus untested?

- **Unvaccinated individuals will be required to participate in CUNY's weekly testing surveillance program**
- Whether your campus will quarantine residential students upon arrival until they receive testing and a negative test result?
 - **N/A**

Residential living

- N/A: Campus does not have residential living.

Operational activity

Does your plan determine:

- How classes, shared spaces, and activities may be adapted in various phases of return and operations?
 - Campus Planning and Design has reviewed blueprints with legal occupancies and square footages for campus spaces and has changed each room's occupancy per the six feet rule, starting with priority spaces. A schematic classroom layout has been developed and will be posted outside of each classroom. Data based on the social distancing occupancy plan will allow decisions to be made as to how classroom and shared space activity can be conducted.²⁷
 - In all the labs and computerized classrooms, computers will be turned on only on basis of the sitting arrangement specified by CPD, all other computers would be turned off and desks closed to ensure full compliance with the new sitting arrangement and social distancing.
 - Elevator use will be limited to one person per elevator car. If more than one person must use the elevator at the same time, signage and floor markings will direct persons to stand in opposite corners and face away from each other.
 - Face covering will be required before using an elevator.
 - Signage will be posted to remind elevator passengers to wash hands or sanitize hands afterward.
 - Require face covering before using an elevator.²⁸
 - The following protocols are utilized to set up, clean and sanitize each classroom:
 - Each room is set up with 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 will be laid at each chair/desk location.
 - Portable plastic shields will be placed on each instructor's desk/podium.
 - Stanchions will be installed to give each instructor 6ft clearance at podium.

Note: See Attachment C - Classroom Social Distancing Protocol – for relevant details.

- Blue Social distancing markers have been installed outside each classroom with 6ft distances.
- Disinfectant wipes will be installed at the front of each classroom.
- Hand sanitizing stations will be installed at each classroom location.
- Floor markings and signage will be installed to encourage social distancing in restrooms.
- Restroom fixtures will be restricted to match the new social distancing capacity for the restroom.
- Restrooms are scheduled to clean and sanitized 3 times daily during classroom instruction times. Deep cleaning will be performed during the evening.
- Custodian teams will be issued the classroom schedules.
- Where possible, Custodians will sanitize classrooms after each class ends, according to the schedule.

²⁷ pg. 10, 12, pg. 29-36

²⁸ pg. 23

- Facility supervisors will inspect and log all cleaning and sanitizing duties.
 - No Cafeteria services will be provided. Staff, students and faculty will be encouraged to bring their own food, snacks and drinks. Dining area(s) will be opened with limited seating, designated only for the consumption of food.
 - Sharing of food and beverages is prohibited. Common dining areas may be used when maintaining a social distance separation of at least 6 feet or 3 feet, depending on the guidelines in effect at the time.
 - Buffet style meals and snacks are prohibited unless members are of the same household.
 - All meetings must continue to be held remotely.
 - If in-person meetings are required and remote options are not feasible, such gatherings are to be held in large open spaces while adhering physical distancing requirements and must be limited to 10 people or less. Note: approval of the Campus Coordinator is required prior to hold in-person meetings
 - The gym, fitness center, and pool will be closed in Phase I. The College will continue to plan and determine the best course of action as phases are implemented. The gym and fitness center and pool shall remain closed until plans to reopen are approved by CUNY and NYS.
- How the considerations presented in the guidance document on instructional modalities and course scheduling will be addressed?
 - Guidance on Instructional Modalities and Course Scheduling has been provided in the Supplemental Guidance Document on Academic Continuity. Per that guidance, academic affairs and respective departments have responded as follows:
 - Instructional Modalities have been listed in CUNYFirst.
 - Courses that are requesting an in-person component have submitted scheduling and class meeting plans that are also being reviewed by the Provost and the Vice-President of Finance & Administration for compliance with CUNY guidance.
 - Once the locations are finalized OITS will ensure these rooms have Cameras, Microphones and Speaker systems that will allow broadcast and recording of teaching in these classes to facilitate online and distance learning in case such is requested by any student for a specific reason and approved by department and Provost.
 - Once these plans have been approved, modalities will be updated on CUNYFirst, if necessary.
- Whether your campus will rollout appointment- only use of shared spaces, limiting number of individuals participating in in-person activities at any given time?
 - The College is suspending all public gatherings and onsite campus activities throughout the early phases of the Reopening Plan. Spaces such as waiting areas, athletic facilities, the cafeteria, and others remain closed until later phases of re-opening.
 - Once these activities resume, the College will enforce social distancing in all spaces where students congregate by providing floor markings and other guidelines for all lounges, seating areas, and other public spaces.
 - In addition to classrooms, departmental offices will need to be cleaned regularly.
 - Due to the close-quarters of faculty offices, the committee recommends that office hours be held virtually or in the classroom space immediately before or following class meetings.
 - The above office hour policy is especially encouraged for shared faculty offices.

Restart operations

Does your plan describe how you will safely reopen buildings? Does it address

- Cleaning and disinfection,
 - Two rounds of sanitizing treatments have been completed in every classroom, office space, restroom

and public space area. All high touch areas and hard surfaces were wiped down with a disinfectant solution. Rooms have been locked after sanitizing has been completed.

- Kingsborough Community College has:
 - Purchased 8 industrial disinfectant sprayers. This equipment allows a quick and effective application of disinfectant, and help meet the dwell times required for the disinfectant to kill viruses.
 - Purchased a sufficient supply of EPA approved disinfectant for use against COVID-19.
 - Installed 350 hand sanitizing stations across campus, with an additional 100 as surplus.
- Restrooms are fully equipped with hand soap, hand towels and wastebaskets. Hand sanitizing stations are located outside each restroom.
- Our Environmental Health and Safety department has developed newly enhanced cleaning and disinfection protocols to prevent community spread of COVID-19. These cleaning protocols are in accordance with CDC and NYSDOH guidelines and intended to reduce the spread of COVID-19.

Note: See Addendum C: Cleaning and Disinfection Plan – for the KCC campus.

- The enhanced procedures for cleaning and disinfecting adhere to the requirements as advised by the CDC and NYSDOH, including [“Guidance for Cleaning and Disinfection of Public and Private Facilities for COVID-19,”](#) and the [“STOP THE SPREAD”](#) poster. These cleaning protocols are designed for each specific area of campus including restrooms, classrooms, elevators, labs, gym, childcare and offices. Sanitizing targets will especially focus on high-touch surfaces, such as desks, tables, buttons, handrails, faucets, doorknobs, dispensers and shared equipment. Increased frequency of cleaning and disinfecting with attention to these areas helps remove bacteria and viruses, including COVID-19.
 - All Custodian personnel have been trained on how to implement the new enhanced cleaning and disinfection protocols. All Custodians have completed the NYS Return to Work COVID-19 training.
 - [Cleaning and disinfection logs will be maintained that include the date, time, and scope of cleaning and disinfection.](#) The records will identify cleaning and disinfection frequency for each specific area. Housekeeping staff must complete an entry after each cleaning and disinfection activity. The head of campus facilities will determine cleaning regimens for specific spaces and to establish a frequency schedule for each facility type and the housekeeping team assigned to the task. [The head of campus facilities will report to the Coronavirus Campus Coordinator regularly on the status of the cleaning regimen and the log.](#)²⁹
 - Occupants of the campus will be vested with the responsibility for cleaning their own work areas including keyboards, desks, phones, chairs and other touch points. Single use disinfectant wipes will be amply available.
 - Classrooms will be provided with disinfectant wipes for students to sanitize their workspace at the beginning and end of class. Custodians will deep clean and sanitize classrooms daily.
- 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.

²⁹ pg. 39

- 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.³⁰
- 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.³¹
- 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.

Extracurricular

Does your plan have policies regarding:

- Extracurricular programs and which activities will be allowed, considering social distancing and risk of COVID-19 transmission?
 - N/A

Vulnerable populations

Does your plan consider and accommodate vulnerable populations on campus and individuals who may not feel comfortable returning to campus? Specifically for:

- HR notes that any employee who needs accommodation to work remotely will file for accommodation according to current procedure; only for those employees being asked to return to campus.
- Currently, the committee is unaware of anyone being asked to teach/work against their will for the Fall 2020 semester. The committee advises the college to pay particular attention to vulnerable populations within the job titles that might be asked to return to campus before others, i.e. chairpersons, college laboratory technicians and administrative assistant. However, the committee also advises to consider issues surrounding equity if some staff members are asked to return to campus before others. Faculty and staff should supply any available medical documentation to the Office of Human Resources to be granted necessary and appropriate accommodations.
- Accommodations for students, during Phase 1 of the return to campus, should be handled on a case-by-case basis in consultation with the student, faculty member, and if necessary, the Office of Access-Ability. This will include students who cannot return to campus or feel uncomfortable doing so. Possible accommodations may include course substitutions, waivers, alternative class activities, enrolling in an alternate course for the given semester, and delaying the enrollment in the given course.
- Students to allow them to safely participate in educational activities and receive necessary support services?
 - If students believe they fall into the CDC higher-risk population and would like to be considered for reasonable accommodations, they will be referred to Access-Ability Services D-205, 718-368-5175 encouraged to stay connected to their courses, faculty members, and advisors and continued adherence to public health practices including hand hygiene, physical distancing, proper cough/sneeze etiquette, and to speak with their health care provider for guidance.
 - In addition to students and other individuals who are physically vulnerable, the College will prioritize the

³⁰ pg. 42

³¹ pg. 42

needs of those who are members of communities designated as 'socially vulnerable' in recent medical and health agency reports. These include a variety of minority populations and particular urban areas where poverty, unemployment, crowded housing, and the use of public transport are particularly high.

- How the campus has considered the needs of its various student bodies, including those related to COVID, out-of-state and international students?
 - Our Office of International Student Affairs has conducted several Information Sessions to update students on the latest Homeland Security regulations. The office is also open via Zoom every weekday.
 - The New Americas Center and our campus' Immigration Attorney offer support regarding green cards, citizenship and DACA applications and a variety of additional student needs in this area.
 - We also provide services for Health Insurance education and enrollment, for international and undocumented students in particular.
 - We continue to operate our Food Pantry, offering supermarket gift cards and Food Pantry Bags of supplies to students in need.
 - Student Wellness has purchased KOGNITO for Students (KOGNITO At-Risk Mental Health for Students, an interactive learning experience for students that equips them with the skills to support their emotional health and that of their peers.
 - We have been informing the entire Campus Community of the availability for eligible students to apply for grants coming from Petrie Emergency Funds, COVID-19 Emergency funds, and Course Hero Student Emergency Aid Funds. The College has also distributed funding from the private sources, the KCC Foundation, and CARES Act moneys.
 - The Child Care Center has remained open throughout the campus shutdown and afterwards, providing hot meals and meals-to-go and supermarket gift cards for those in need.
 - We have been educating and providing support to students regarding housing issues such as available low-income housing, eviction, legal matters related to housing. We have also provided counseling on budgeting and personal finance and economic matters, and job searching and applications, particularly for students facing economic stress due to the pandemic.
 - The College received CARES funding for mental health counseling. The funds are being used to provide additional hours of critical, one on one counseling support to our students, as well as extending evening counseling hours for students. Additional counseling services are being provided to students who are part of our Workforce and Continuing Education programs, and by the Access Resource Center and Men's Resource Center. We also offer a Counseling Center virtual mental health check-in four days a week, and a weekly virtual check-in with our college nurse.
- Faculty and staff member's specific circumstances?
 - Kingsborough Community College will evaluate multiple approaches to serving their vulnerable populations, including:
 - Offering options for faculty and staff at higher risk for severe illness (including older adults and people of all ages with certain underlying medical conditions) that limit their exposure risk (e.g., telework and modified job responsibilities).
 - Vulnerable populations with increased risk of complications from the virus will be able to request working remotely from home or other necessary accommodations by contacting the Office of Human Resources at Human.Resources@kbcc.cuny.edu and requesting a Reasonable Accommodations form to be completed by employee and physician. All requests, consistent with applicable law, are subject to privacy policies regarding underlying medical conditions in compliance with applicable federal and state privacy and confidentiality laws.
 - The Office of Human Resources will also designate specific hours to exclusively serve members of the community who belong to a vulnerable population.

Hygiene, cleaning and disinfection

Does your plan establish campus-wide cleaning and disinfection protocols for:

- Classrooms,
 - Yes

- Residence halls (if applicable),
 - N/A

- Restrooms,
 - Yes
- Dining halls,
 - Yes
- Computer labs,
 - Yes
- Food pantries,
 - Yes
- Other facilities?
 - Yes
 - Kingsborough Community College has:
 - Purchased 8 industrial disinfectant sprayers. This equipment allows a quick and effective application of disinfectant, and help meet the dwell times required for the disinfectant to kill viruses.
 - Purchased a sufficient supply of EPA approved disinfectant for use against COVID-19.
 - Installed 350 hand sanitizing stations across campus, with an additional 100 as surplus...
 - Our Environmental Health and Safety department has developed newly enhanced cleaning and disinfection protocols to prevent community spread of COVID-19. These cleaning protocols are in accordance with CDC and NYSDOH guidelines and intended to reduce the spread of COVID-19.
 - Restrooms are fully equipped with hand soap, hand towels and wastebaskets. Hand sanitizing stations are located outside each restroom.
 - All Custodian personnel have been trained on how to implement the new enhanced cleaning and disinfection protocols. All Custodians have completed the NYS Return to Work COVID-19 training.
 - The College will conduct regular cleaning and disinfection of the facilities and more frequent cleaning and disinfection for high risk areas used by many individuals and for frequently touched surfaces as per NYSDOH's "Interim Guidance for Cleaning and Disinfection of Public and Private Facilities for COVID-19" (again, see Addendum C: Cleaning and Disinfection Plan for details).
 - Cleaning and disinfection will be rigorous and ongoing and will occur at a minimum once daily, or more frequently as needed.
 - Routine cleaning and disinfection will continue as normal of all non-shared/common area(s) per the custodial schedule.
 - Cleaning and disinfecting of frequently used/ touched common areas will occur thrice a day (i.e. elevator keys, restrooms, railings, grab bars).
 - Restrooms will be cleaned and sanitized frequently throughout day and deep cleaned once a day.
 - Custodial shifts are designed to harmonize with all academic and Continuing Education classroom instructional schedules. There are custodian shifts for daytime, evening, night and weekend classroom coverage. Designated custodial and supervisory personnel are assigned to perform deep cleaning and sanitizing of every classroom utilized. Where possible, sanitizing will take place in between classes, after each session.
 - The College will have sufficient inventory of cleaning and disinfection products prior to resuming any on campus activities.
 - The procurement department will continue to work with Administration and the Office of Environmental Health and Safety to ensure that the College is procuring the appropriate products.

- The College will use Department of Environmental Conservation (DEC) list of products registered in New York State and identified by the EPA as effective against COVID-19 will be used as disinfectants.
 - If cleaning or disinfecting products or the act of cleaning and disinfecting causes safety hazards or degrades the material or machinery, hygiene stations between use and/or disposable gloves and/or limitations on the number of employees using such machinery requirement will be enforced.
- The College is expected to follow CDC guidelines on “Cleaning and Disinfecting Your Facility” if someone is suspected or confirmed to have COVID-19(41)
 - The campus will provide for the cleaning and disinfection of exposed areas in the event an individual is suspected/confirmed to have COVID-19, with such cleaning and disinfection to include, at a minimum, all heavy transit areas and high-touch surfaces.
 - Areas occupied by the suspected or confirmed COVID-19 individual, such as offices, classrooms, bathrooms, and common areas will be closed off immediately when feasible. If not feasible to close off the affected area(s), the College will close operations as applicable.
 - Closed areas are to remain closed for a minimum of 24 hours, or as long as possible, before cleaning/disinfection procedures begin. If 24 hours is not feasible, wait as long as possible following the Office of Environmental Health and Safety directives.
 - Isolate papers or any soft (porous) surfaces for a minimum of 24 hours before handling. After 24 hours, remove soft materials from the area and clean the hard (non-porous) surfaces per the cleaning and disinfection recommendations. Isolate hard (non-porous) surfaces that cannot be cleaned and disinfected for a minimum of seven (7) days before handling.
- Upon notification facilities will increase outside air intake and when feasible outside doors and windows will be opened to increase air circulation in the area prior to the cleaning/disinfection. (41)
- Upon notification housekeeping department will schedule and perform a rigorous cleaning and disinfection of the area(s) (i.e. offices, classrooms, bathrooms, and common areas) of concern following EHSO directives. (41)
- Only EPA registered antimicrobial products given on “List N: Disinfectants for use against SARS-CoV-2, the cause of COVID-19” will be used at the College: <https://www.epa.gov/pesticide-registration/list-n-disinfectants-use-against-sars-cov-2-covid-19>
- If the scope of the cleanup is beyond the capability of the housekeeping personnel, a certified outside vendor may be hired to perform the cleaning and disinfecting.
- Any area that is not cleaned must remain closed for a minimum of seven (7) days as per guidance from the CDC.
- If more than seven days have passed since the person who is suspected or confirmed to have COVID-19 visited or used the facility, additional cleaning and disinfection is not necessary, but routine cleaning and disinfection will continue.
- If the machinery or equipment in question are not accessible to employees or have not been in contact with someone infected with COVID-19, additional cleaning and disinfection is not necessary, but routine cleaning and disinfection will continue
- If machinery or equipment are thought to be contaminated or is shared by many disinfect surfaces using EPA approved and products listed on the EPA List N: Disinfectants for Use against SARS-CoV-2 and that are appropriate for the surface before and after use followed by proper hand hygiene.
- If machinery or equipment are thought to be contaminated and cannot be cleaned, they are to be isolated for seven (7) days before handling.

- Area(s) of concern, are not to be reopened until cleaning and disinfection has been completed and cleared for occupancy by EH&S.
 - Individuals without close or proximate contact with the person suspected or confirmed to have COVID-19 can return to the work in the area or resume on-campus activities immediately after cleaning and disinfection.
 - The College will avoid use of furniture that is not easily cleaned and disinfected (e.g., cloth fabric sofas)
- The enhanced procedures for cleaning and disinfecting adhere to the requirements as advised by the CDC and NYSDOH. These cleaning protocols are designed for each specific area of campus including restrooms, classrooms, elevators, labs, gym, childcare and offices. Sanitizing targets will especially focus on high-touch surfaces, such as desks, tables, buttons, handrails, faucets, doorknobs, dispensers and shared equipment. Increased frequency of cleaning and disinfecting with attention to these areas helps remove bacteria and viruses, including COVID-19.
 - While special attention has been paid to the cleaning of classrooms, and the committee stresses that equal attention must be paid to the cleaning of computer labs, other labs/studios, departmental offices and faculty offices.
- Does your plan promote hand and respiratory hygiene among all individuals on campus?
 - Yes
 - Signage will be posted in office spaces, classrooms, restrooms, elevators, hallways, interior and exterior spaces encouraging hand washing and hand sanitizing. Posters from the CDC and NYSDOH "[Guidance for Cleaning and Disinfection of Public and Private Facilities for COVID-19](#)" "STOP THE SPREAD" will be used.

Note: See Addendum D for an outline of reopening plans for KCC Related Entities revenue generating contracts.

II. Monitoring Policies to track health conditions on campus

A. Screening

Kingsborough Community College has designated Vice President for Finance and Administration Eduardo Rios, and Tasheka Sutton-Young, Interim Vice President for Institutional Advancement and Chief of Staff, as the College's Coronavirus Campus Coordinators who will act as the central point of contact and whose responsibilities include continuous compliance with all aspects of the site safety plan. The Coordinators may delegate responsibilities depending upon activity, location, shift or day. The Coordinators are responsible for receiving (from Coronavirus Campus Liaisons or other health care personnel), and attesting to having reviewed, all screening activities. The Liaisons will receive, compile and report COVID-19 exposures, either via the submission of the NYS Daily Health Screening Template (described below under 'Screening'), or via campus screeners if an in-person screening is completed on campus.

Returning to Campus

The following protocols are to be established and publicized prior to the approved return of students, faculty and staff to the Campus, and strictly enforced thereafter.

The College will communicate that employees who are sick must stay home or return home if they become ill at work.

- The College will ensure that faculty, staff, and students know they must not come in to the campus if they are sick, and must notify CUNY officials (e.g., Coronavirus Campus Liaison via the template) if they become sick with COVID-19 symptoms, test positive for COVID-19, or have been exposed to someone with COVID-19 symptoms or a confirmed or suspected case.

Any student, faculty, or staff member diagnosed with COVID-19 by their healthcare provider must notify the Coronavirus Campus Liaisons via the template.

Before returning to campus, students, faculty, and staff who have been sick with COVID-19 symptoms, tested positive for COVID-19, or have been potentially exposed to someone with COVID-19 within the past 10 days, must follow CDC guidance to self-isolate or stay home (9).

Campuses should remain aware that quarantine of students, or employees may be required after travel, per current CDC and NYSDOH guidance.

Screening

Testing

All unvaccinated individuals will be required to participate in CUNY's weekly surveillance testing program.

Vaccination:

- The College encourages all to get vaccinated via its website, [#VaxUpCUNY](#) and additional communications outreach.
- Students attending in-person classes must present proof of vaccination prior to the start of the semester through the designated means (e.g. Excelsior Pass, Everbridge or similar technology), as of Fall-A 2021.
Proof of vaccination for students and employees that have been fully vaccinated uploaded to a designated location (e.g. Excelsior Pass, Everbridge or similar technology)

Students, employees, and staff are encouraged to utilize New York City's free COVID-19 testing centers. For more information, see: nyc.gov/site/coronavirus/get-tested/covid-19-testing.page.

B. Tracing and Tracking

Tracing

If an individual tests positive for COVID-19, the Campus Coronavirus Liaisons will immediately notify the Campus Coronavirus Coordinators. The Coordinators will ensure that the State and local health department are immediately notified about the case (and notify the SVC for Institutional Affairs and the Campus Reopening Committee). (42) They must also notify the Chancellery/COO's Office and the Campus Reopening Committee.

In the case of an individual testing positive, the College will develop plans with local health departments to trace all contacts of the individual in accordance with protocols, training, and tools provided through the New York State Contact Tracing Program (42). Confidentiality will be maintained as required by federal and state law and regulations (42). The College will cooperate with state and local health department contact tracing, isolation, and quarantine efforts.

- o If feasible, the college may offer optional tracing and tracking technology (e.g., Bluetooth-enabled mobile applications) to streamline the contact tracing and communications process among their workforce and student body (41).
- o If feasible, the College will partner with local health departments to train staff and students to undertake contact tracing efforts for on-campus populations (25).

State and Local health departments will implement monitoring and movement restrictions of infected or exposed person including home isolation or quarantine (42).

The College will ensure that reporting plans are in place for individuals who are alerted that they have come into close or proximate contact with a person with COVID-19, and have been alerted to such exposure via tracing, tracking or other mechanism (42). The CDC-issued guidance will be followed: <https://www.cdc.gov/coronavirus/2019-ncov/php/contact-tracing/contact-tracing-plan/data-management.html>

Tracking

The College will refer to NYSDOH's "[Interim Guidance for Public and Private Employees Returning to Work Following COVID-19 Infection or Exposure](#)" regarding protocols and policies for employees seeking to return to work or class after a suspected or confirmed case of COVID-19 or after the individuals have had close or proximate contact with a person with COVID-19 (42).

The College will establish close contacts with local health departments and establish a relationship with healthcare systems in the area for treating students and community members (11).

The College will consider expanding campus health resources, including waiting rooms for emergency response isolation rooms for individuals identified with COVID-19 symptoms (4).

The College will establish (4):

- o Protocols for communicating with students, parents, faculty and staff who have come into close/sustained contact with confirmed cases; and
- o Protocols for communicating directly and immediately with parents and community regarding cases and how the campus responded.

Testing responsibility

Does your plan:

- Identify who is responsible for purchasing and administering testing, and notification of test results?
 - o N/A (Please refer to Exhibit F)
- Offer contingencies for continual screening of symptoms and temperature checks without testing, if needed?
 - o N/A (Please refer to Exhibit F)

Testing frequency and protocols

Does your plan:

- Determine the testing frequency and process? And include (as appropriate):
- **Unvaccinated individuals will be required to participate in CUNY's weekly surveillance testing program.** How you might test for cause (e.g. symptomatic individuals, close or proximate contacts, travel),
 - o N/A (Please refer to Exhibit F)
- How you might test for surveillance to proactively monitor for symptoms of influenza-like illness, and
 - o N/A (Please refer to Exhibit F)
- Any protocols around group testing?
 - o N/A (Please refer to Exhibit F)

Early warning signs

- It is the intention of the College and CUNY to move forward and bring more activities back to campus over time.
- It is understood that the Chancellery/COO's Office and the Campus Reopening Committees will monitor a range of internal and external criteria when assessing whether a ramp down or closure of Kingsborough Community College campus is required.
- External monitoring criteria should include:
 - o Federal, New York State, and New York City regulatory guidelines and mandates.

- Infection/health system status at the local, state, regional and nation-wide level.
- Status of resources and infrastructure to combat contagion (e.g., PPE, health system capacity, testing and tracing)
- Compliance of greater public with COVID-19 protocols (e.g., group gatherings, social distancing)
- Reclosing status of neighboring universities
- Internal monitoring criteria should include
 - Spread of infection on campus (i.e., via data reported by Campus Coronavirus Liaisons - metrics on current caseload, new flu-like symptoms, spread)
 - Status of resources and infrastructure to combat contagion on campus (e.g., University health system capacity, PPE resources, Testing & tracing resources).
- In addition to the above, the College will incorporate any guidance on relevant re-closure criteria provided by New York State as part of Phase 4 reopening guidance for Education institutions.

Tracing

- Does your plan describe contact tracing in close coordination with state and local health departments using the protocols, the training, and the tools provided through the NYS Contact Tracing Program Tracing

● If an individual tests positive for COVID-19, the Campus Coronavirus Liaison will immediately notify the Campus Coronavirus Coordinator. The Coordinator will ensure that the State and local health department are immediately notified about the case (and notify the SVC for Institutional Affairs and the Campus Reopening Committee). They must also notify the Chancellery/COO's Office and the Campus Reopening Committee.

Through the New York State Contact Tracing Program, contact will be made with the individual to identify all members of the community who were in close contact during the time that the individual would have been contagious. The NYS Department of Health considers a close contact to be someone who was within 6 feet of an infected person for at least 10 minutes starting from 48 hours before illness onset until the time the person was isolated (see: https://coronavirus.health.ny.gov/system/files/documents/2020/06/doh_covid19_publicprivateemployeeereturntowork_053120.pdf).

○ Through the New York State Contact Tracing Program, outreach to all close contacts will be made to notify them that they are required to self-quarantine.

● In the case of an individual testing positive, the College will develop plans with local health departments to trace all contacts of the individual in accordance with protocols, training, and tools provided through the New York State Contact Tracing Program . Confidentiality will be maintained as required by federal and state law and regulations . The College will cooperate with state and local health department contact tracing, isolation, and quarantine efforts.

○ If feasible, the college may offer optional tracing and tracking technology (e.g., Bluetooth-enabled mobile applications) to streamline the contact tracing and communications process among their workforce and student body.

○ If feasible, the College will partner with local health departments to train staff and students to undertake contact tracing efforts for on-campus populations.

● State and Local health departments will implement monitoring and movement restrictions of infected or exposed person including home isolation or quarantine.

● The College will ensure that reporting plans are in place for individuals who are alerted that they have come into close or proximate contact with a person with COVID-19, and have been alerted to such exposure via tracing, tracking or other mechanism. The CDC-issued guidance will be followed:

Screening

Does your plan describe approaches for regular health screening of:

- Staff,
 - No
- Faculty,
 - No
- Students,
 - No
- Visitors
 - No

Returning to Campus

The following protocols are to be established and publicized prior to the approved return of students, faculty and staff to their campus, and strictly enforced thereafter.

- The College will communicate that employees who are sick must stay home or return home if they become ill at work.
- The College will ensure that faculty, staff, and students know they must not come in to work if they are sick, and must notify CUNY officials if they become sick with COVID-19 symptoms, test positive for COVID-19, or have been exposed to someone with COVID-19 symptoms or a confirmed or suspected case.
- Any student, faculty, or staff member diagnosed with COVID-19 by their healthcare provider must notify the Coronavirus Campus Liaison via the template.
- Before returning to campus, students, faculty, and staff who have been sick with COVID-19 symptoms, tested positive for COVID-19, or have been potentially exposed to someone with COVID-19 must follow CDC guidance to self-isolate or stay home (9).
- Campuses should remain aware that quarantine of students, or employees may be required after travel, per current CDC and NYSDOH guidance.

III. Containment: Plans for how to respond to positive or suspected cases, as well as preventative policies and practices.

Isolation

Does your plan identify:

- How to isolate symptomatic individuals, who are residential (if applicable) and non-residential?
 - In the event that an individual begins to exhibit COVID-19 symptoms, individual will be removed from the populated area/classroom and taken to the nearest unoccupied area to be evaluated by a Public Safety Emergency Medical Technician (EMT) or Campus Nurse. A call will be placed to 911 for further medical assistance and all other NYS COVID-19 Guidelines will be followed.

The following campus areas are identified as rooms to be used for temporary on-campus isolation/quarantine until affected individuals can be removed safely from the campus:

A Building	T-2 Building	F- Wing
Restroom	Restrooms	Restroom F- 103, Classroom F-114
A-118	T-242	Restroom F-208, Classroom F-218
Classroom	Classroom	Restroom F-310, Classroom F-319
A-118	T-241	

Restroom
A-211
Conference room
A-212

V- Building

Restroom
V- 112
Classroom
V-123
Restrooms
V-212
Classroom
V-213

Gym Building

Restroom
G-108
Classroom
G-106

U- Building

Restroom
U-108m
Staff Dining
U-112
Restroom
U-218
Student Center
U-219

Mac Building

Restroom
M-124
Classroom
M-129
Restroom
M-236
Conference room
M-239
Restroom
M-369
Classroom
M-366
Restroom
M-436
Classroom
M-428

T-3 Building

Restroom
T-314
Classroom
T-308

T-4 Building

Restroom
T-4182
Classroom
T-4124
Restroom
T-4269
Classroom
T-4223

T-5 Building

Restroom
T-546
Classroom
T-506

T-6 Building

Restroom
T-614
Classroom
T-604

T-7 Building

Restroom
T-7111
Classroom
T-7110
Restroom
T-7216
Classroom
T-7217

T-8 Building

Restroom
T-8102
Classroom
T-8105
Restroom
T-8204
Classroom

A&S Building

Restroom

S-148

Classroom

S-136

Restroom

S-250

Classroom

S-238

Restroom

S-349

Classroom

S-336

WAC Building

C- Wing Restroom C-103 , Classroom C-110

Restroom C-208 , Classroom C-214

Restroom C-311, Classroom C-322

D- Wing Restroom D-103, Classroom D-110

Restroom D-208, Classroom D-214

Restroom D-311, Classroom D-322

E- Wing Restroom E103, Classroom E-114

Restroom E-208, Classroom E-218

Restroom E-311, Classroom E-319

- When responding to a confirmed infected individual, Public Safety EMTs will wear full PPE (e.g. N95 mask, face and shoe covering, disposable gowns/one piece coveralls and disposable medical gloves). The individual will receive a N95 mask/face shield and disposable medical gloves.
- In either of the above cases, other students in the class and the instructor are to move to the assigned backup classroom. The current classroom/new location where the individual was taken to for further evaluations will be offline for 48 hours and the areas will be scrubbed and disinfected. Each active classroom on campus will have a shadow classroom as a plan B space for the class. The class cannot move back to the original room for 48 hours.
- Where individuals will be residing (e.g. residence halls, hotels, home) throughout the duration of their isolation, and
 - **N/A**
- The support system that will be provided including food, medicine, psychosocial, academic and/or other support, as needed.
 - **N/A**

Quarantine

Does your plan identify:

- How exposed individuals (residential and non- residential) will be quarantined away from others
As indicated under "Isolation" above:
 - In the event that an individual begins to exhibit COVID-19 symptoms, individual will be removed from the populated area/classroom and taken to the nearest unoccupied area to be evaluated by a Public Safety Emergency Medical Technician (EMT) or Campus Nurse. A call will be placed to 911 for further medical assistance and all other NYS COVID-19 Guidelines will be followed.
 - When responding to a confirmed infected individual, Public Safety EMTs will wear full PPE (e.g. N95 mask, face and shoe covering, disposable gowns/one piece coveralls and disposable medical gloves). The individual will receive a N95 mask/face shield and disposable medical gloves.
 - In either of the above cases, other students in the class and the instructor are to move to the assigned backup classroom. The current classroom/new location where the individual was taken to for further evaluations will be offline for 48 hours and the areas will be scrubbed and disinfected. Each active classroom on campus will have a shadow classroom as a plan B space for the class. The class cannot move back to the original room for 48 hours.
 - EH&S will identify and designate isolation rooms to separate anyone who has COVID-19 symptoms or

tests positive but does not have symptoms. Campus provided healthcare providers will use Standard and Transmission-Based Precautions when caring for sick people, adhering to the guidelines : What Healthcare Personnel Should Know About Caring for Patients with Confirmed or Possible COVID-19 Infection .

- Campuses must establish procedures for safely transporting anyone who is sick to their home or to a healthcare facility. If you are calling an ambulance or bringing someone to the hospital, try to call first to alert them that the person may have COVID-19 (9).
 - Kingsborough representative will call 911 and request medical assistance and will inform them that patient is exhibiting signs/symptoms of COVID.
- The support system that will be provided including food, medicine, psychosocial, academic and/or other support, as needed.
 - For the first three phases of the gradual campus reopening and throughout the Fall 2020 semester, the Food Pantry facility will not be open to the public to abide by social distancing rules due to the size of the room. ARC and CUNY Edge will continue to prepare bags for the college campus and community members. The Director of ARC will continue to have the pantry serviced by an exterminator, purchase items for the pantry and make sure the pantry is fully stocked to service the college and community members.
 - Depending on how many students KCC is expecting in the Fall semester, ARC will host "Pantry Wednesdays". Students will be able to pick up a pantry bag from U-113, ask questions and receive other food resources in their neighborhood. Furthermore, pantry bags will continue to be distributed at the front gate by Public Safety personnel on Monday – Fridays from 9am - 4pm. Besides pantry bags, "Grab & Go" bags will be given out to any students attending classes and in need of food for the day.
 - At this time, we will continue with the current process. The Campus Liaison and the Dean of Students will conduct the initial outreach to any students that have self-identified that they tested positive. Depending on that student's situation, the Campus Liaison and the Dean of Students will refer to appropriate areas to continue with follow-up (Counseling Services, Military and Veterans Affairs, Access-Ability Services, etc.) to ensure that a wraparound support system is provided to the best of our ability.

Students confirmed or suspected to have COVID-19

- For residential campuses, does your plan include how you will monitor and provide medical care and other health services to residential students who test positive and are in isolation, need more advanced medical care, or are awaiting test results?
 - N/A

Hygiene, cleaning and disinfection

- Does your plan include implementation strategies for cleaning and disinfection of exposed areas, and appropriate notification to occupants of such areas?
 - Public Safety will trace the areas where the positive occupant was present.
 - Public Safety in conjunction with Facilities will close off affected areas, open windows where possible, and wait at least 24 hours after the positive occupant was present before beginning cleaning and disinfection. Staff will follow enhanced cleaning for prevention guidance and wear full PPE.
 - If an outside contractor is used for cleaning instead, the Campus Coronavirus Coordinator will obtain in writing the following information:
 - Scope of work,
 - Cleaning methods,
 - Re- occupancy guidance,
 - Products used, and

- Associated product safety data sheets.
- We suggest the campus Liaison be responsible for communicating exposed areas on campus.

Cleaning and Disinfection Plan

- Each area of the campus is assigned to a Custodial team and supervisor. Logs, checklists, and other forms of documentation will be completed by Custodians and supervisors to track cleaning and sanitizing activities. These administrative logs will be reviewed, and analyzed by Facility managers. Adjustments will be made to maintain the Custodial Department's day-to-day operations efficiently.
- Employees will be required to wear more protective PPE due to the nature of their work. Employers must comply with all applicable OSHA standards.
- All Custodian employees have been trained on the proper use of PPE and cleaning products. Kingsborough will use Department of Environmental Conservation list of products registered in New York State, EPA approved and products listed on the EPA List.
- The College will ensure adherence to hygiene and cleaning and disinfection requirements as advised by the CDC and NYSDOH, including "Guidance for Cleaning and Disinfection of Public and Private Facilities for COVID-19," and the "STOP THE SPREAD" poster, as applicable
 - Cleaning refers to the removal of dirt and impurities, including germs, from surfaces. Cleaning alone does not kill germs. Nevertheless, removing the germs decreases their number and, therefore, any risk of spreading infection. Cleaning must be conducted before disinfection to remove dirt and oils that could impede the disinfection process.
 - Disinfecting works by using chemicals to kill germs on surfaces. This process does not necessarily clean dirty surfaces or remove germs. But killing germs remaining on a surface after cleaning, further reduces any risk of spreading infection.
- Scheduled cleaning and disinfection of the facilities will increase, especially targeting high-risk areas for frequently touched surfaces as per NYSDOH's "Interim Guidance for Cleaning and Disinfection of Public and Private Facilities for COVID-19."
- Disinfecting Protocols will include the use of electrostatic sprayers, steamers, and the use of power washers were applicable.
- Soap and paper supplies in all restrooms, kitchenettes and other areas with soap dispensers to ensure that people can wash their hands frequently per CDC recommendations

Entrances, Elevators, and Stairs

Entrances and Elevators have a higher risk of contamination due to its frequent usage and required touch. These areas will be given special attention as they are considered high touch surfaces.

- General cleaning will take place continuously throughout the day.
- Disinfecting will include:
 - Stair railings
 - Elevator buttons and walls
 - Handles
 - Doors and Push Plates
- Hand Sanitizer Stations will be installed throughout common areas, such as at the building entrances and exits, corridors, and elevator lobbies. Hand sanitizing solutions consist of an alcohol-based hand sanitizer containing at least 60% alcohol for areas where hand washing facilities may not be available or practical. Hand sanitizers will be replenished as needed.
- The College will provide and maintain hand hygiene stations in each facility, providing access to handwashing with soap, running water, and disposable paper towels, as well as an alcohol-based hand sanitizer containing 60% or more alcohol for areas where handwashing is not available or practical. 600 hand hygiene stations containing alcohol-based hand sanitizer with at least 60% alcohol will be provided and maintained at select locations campus wide.
- Sinks are readily available campus wide. In the case where a lab does not have a sink, access will be provided to either the preparation or teaching labs to allow for hand sanitization.

- All building restrooms on the floors shall be used. Restrooms will undergo regular cleaning and have instructions as to how to report deficiencies in hygiene and supplies in each location.
- All occupants are encouraged to use cleaning/disinfection supplies before and after use of shared and frequently touched surfaces, followed by hand hygiene.
- Restroom facilities will be stocked with soap and will be inspected at a minimum daily for stocking and hygiene.
- All research labs will be supplied with a quaternary disinfectant, or equivalent, that will be used by research staff to clean high touch surfaces at a frequency as deemed appropriate for the labs. In cases where equipment may be used by more than one researcher, that equipment will be cleaned with disinfectant or alcohol wipes.
- NYS DOH and CDC posters are located throughout the campus that outline the principles of proper hand washing.

Lobbies, Hallways and Gathering Places

Lobbies, hallways, and student gathering areas are considered high risk. As such, the following cleaning activities will be performed:

- General Cleaning – will take place continuously throughout the day
- Disinfecting high touch areas will take place several times a day.
- High touch points include:
 - Stair railings
 - Doors and Push Plate
 - Hand sanitizer stations will be replenished as needed

Restrooms

- General cleaning, sanitizing and monitoring of soap and paper supply will be high priority.
- Deep cleaning will take place daily.
- Disinfecting will target:
 - High touch points
 - Fixtures
 - Dispensers
 - Mirrors
 - Push Plates
 - Trash receptacles
 - Handles
 - Stall Doors

Classrooms

- High touch public resources will be removed from all classrooms
- Deep cleaning will take place daily.
- High touch areas will be disinfected daily.
- High touch points include:
 - Tables and chairs
 - Desktops
 - Cabinets
 - Podiums
 - Doors
 - Light switches
- Hand sanitizer stations are installed in all computer labs and will be restocked as needed.

Clinical Laboratory Science

Designated staff or personnel will be responsible for the maintenance of the Science and Health Sciences lab equipment, including cleaning and disinfecting laboratory equipment including, bench tops after each class.

- General cleaning will take place once a day or as needed. Deep cleaning will be performed daily
- Disinfecting all high touch areas will be performed daily by a designated staff member
- Labs are equipped with sink and students are required to practice good hygiene.
- Where cleaning and disinfecting supplies are not provided within a Science/Health Sciences laboratory for students and professors to use before and after use of shared equipment/models, College Laboratory Technicians or designated personnel.

Offices and Conference Rooms

Offices will be inspected and cleaned before reopening. General cleaning practices will resume when space is reoccupied. Occupants of the College will be vested with the responsibility of cleaning their personal work areas. The College Campuses will provide departments with single-use disinfecting wipes and/or multi-surface spray cleaners to support self-servicing.

- General cleaning will take place once a day or as needed.
- Common Used Equipment – When available, the College will provide appropriate supplies to clean surfaces before and after the use of common used equipment. We encourage the use of these supplies following the manufacturer's instructions, followed by hand hygiene.

Communication

- Does your plan describe how you will share with your campus community the protocols and safety measures taken by the institution?
 - A Communications plan has been created for the entire campus community including students, faculty, and staff that will share with the campus community the health metrics, protocols and safety measures. This plan also applies to the section below, Shutdown Communication. See Addendum E for the details of the plan.

IV. Shutdown: Contingency plans for decreasing on-campus activities and operations and/or closing the campus.

Reclosing: New York State has set a threshold for reclosing: whenever the lesser of 100 individuals or 5% of the total on-campus population – inclusive of students, faculty, and staff – of a higher education institution location test positive for COVID-19 within a rolling 14-day period, the location must immediately (1) transition all in-person learning to remote format(s) and (2) limit on-campus activities for a period of 14 days. Provided, however, that a higher education institution location which tests an average of at least 25% of its total on-campus population for COVID-19 each week as part of an ongoing policy of surveillance testing shall not be required to transition to remote learning or to limit on-campus activities unless the *greater* of 100 individuals or 5% of the total on-campus population test positive using a 14-day rolling average.

For additional NYS Guidance for Infection Rates on College Campuses please see:

<https://www.governor.ny.gov/sites/governor.ny.gov/files/atoms/files/HigherEducationSupplementalGuidance.pdf>

Full-time, hybrid and in-person learning:

- Full-time remote learning will occur if the area has at least 100 new weekly cases per 100,000 people or a seven-day positivity rate of 10% or greater.
 - Hybrid learning (partly remote and partly in person) will occur if the area has 50 to 100 new weekly cases per 100,000 people or a seven-day positivity rate of 8 to 10%.
 - In-person learning (within allowed capacity limits) will occur if the area has fewer than 50 new weekly cases per 100,000 people and a seven-day positivity rate of less than 8%.
-
- **External monitoring criteria will include:**
 - Federal, New York State, and New York City regulatory guidelines and mandates.
 - Infection/health system status at the local, state, regional and nation-wide level.
 - Status of resources and infrastructure to combat contagion (e.g., PPE, health system capacity, testing and tracing).
 - Compliance of greater public with COVID-19 protocols (e.g., group gatherings, social distancing).
 - Reclosing status of neighboring universities.
-
- **Internal monitoring criteria will include:**
 - Spread of infection on campus (i.e., via data reported by our Campus Coronavirus Liaisons - metrics on current caseload, new flu-like symptoms, spread)
 - Status of resources and infrastructure to combat contagion on campus (e.g., College/University health system capacity, PPE resources, Testing & tracing resources).
-
- **The Center for Disease Control Decision-Making Tree States:**
 - In the case of a confirmed COVID-19 case on campus, the campus should consider a short class suspension of up to 7 days for areas in which the positive occupant was present (see CUNY Guidelines for Safe Campus Reopening, Section III).
 - May involve rolling campus closures (e.g., of 14–28 days) as required by internal and external monitoring criteria
 - Ramp-down activities align with the level of community spread, with minimal or moderate spread requiring higher levels of cleaning and potential closure.
 - Extended closure is suggested with substantial community spread, defined by CDC as large-scale community transmission, healthcare staffing significantly impacted, and multiple cases within communal settings.
-
- The College will be ready to deploy distance learning modalities with as few employees on campus as possible, to instruct only those who have been designated as essential staff to report to work, and to transition to distance working for all non-essential staff (March 15, 2020 letter from Chancellor).
 - This should include readiness to deploy targeted distance learning modalities if necessary due to targeted shutdowns of particular buildings/areas impacted by COVID-19
 - In the event of a campus-wide shut down or a targeted shutdown of particular areas on a campus, only those previously identified as essential, in their job descriptions, will report to campus
 - A checklist will be used to restrict on campus activities to those that are absolutely necessary to retain critical operations such as facilities, research, and laboratory viability.

- Effective August 02, 2021, all non-essential support staff will be required to report for on-campus duties a minimum of two days per week, according to the needs of the department. All non-essential support staff employees will be assigned a combination of on-campus and remote work schedules. These schedules are designed to reduce room occupancies to 50% capacity and allow for 6 feet of social distancing compliance. Please refer to **Exhibit B**.

Operational activity

Does your plan:

- Indicate which operations will be decreased, scaled back, ramped down, or shutdown and which operations will be conducted remotely.

Phase I CUNY- Decisions to shut down will begin with the Campus Coronavirus Liaisons who will report daily to the Campus Reopening Committee and to the Chancellery/COO's Office's on decisions as to closures. If the CUNY Board of Trustees calls for partial or full closure, the College will activate our plans.

Circumstances that Warrant Closure-

It is the intention of the College and CUNY to move forward and bring more activities back to campus over time.

- It is understood that the Chancellery/COO's Office and the Campus Reopening Committees will monitor a range of internal and external criteria when assessing whether a ramp down or closure of Kingsborough Community College campus is required.

- External monitoring criteria should include:

- Federal, New York State, and New York City regulatory guidelines and mandates.
- Infection/health system status at the local, state, regional and nation-wide level.
- Status of resources and infrastructure to combat contagion (e.g., PPE, health system capacity, testing and tracing)
- Compliance of greater public with COVID-19 protocols (e.g., group gatherings, social distancing)
- Reclosing status of neighboring universities

- Internal monitoring criteria should include

- Spread of infection on campus (i.e., via data reported by our Campus Coronavirus Liaisons - metrics on current caseload, new flu-like symptoms, spread)
- Status of resources and infrastructure to combat contagion on campus (e.g., College/University health system capacity, PPE resources, Testing & tracing resources).

- In addition to the above, the College will incorporate any guidance on relevant re-closure criteria provided by New York State as part of Phase 4 of NYS NY Forward reopening guidance for Education institutions.

-

The College will provide options for vulnerable populations, including:

- Offering options for faculty and staff at higher risk for severe illness including older adults and people of all ages with certain underlying medical conditions that limit their exposure risk (e.g., telework and modified job responsibilities). Offering options for students at higher risk for severe illness that limit their exposure risk (e.g. virtual learning opportunities or delay the required in-person training).

- The College will inform faculty to check in with students as frequently as possible and work with Student Affairs to report safety and welfare concerns to respective agencies, consistent with applicable law.
- Putting in place policies to protect the privacy of people at higher risk for severe illness regarding underlying medical conditions in compliance with applicable federal and state privacy and confidentiality laws.
- Students will be informed of the availability of services on campus for “food insecure” students.
- The College is required to monitor health conditions using the criteria above and look for warning signs that infection may be increasing.
 - o Per the governance arrangements set out in Part 1, Section B, the College’s Coronavirus Liaisons have primary responsibility for collecting accurate and complete data about each individual at the College for possible exposure to the coronavirus and for sharing that information with the Campus Reopening Committee and the SVC for Institutional Advancement.
 - o The College’s Coronavirus Liaisons will report information from our campus as well as the online NYS Daily Health Screening Template.
 - o The College will actively monitor the situation on campus.

CUNY- Kingsborough Community College Ramp-Down Guidance

With a confirmed COVID-19 case on campus, the campus should consider a short class suspension of up to 7 days for areas in which the positive occupant was present (see CUNY Guidelines for Safe Campus Reopening, Section III. B), along with building and facility closure to clean and disinfect. The campus should also contact the NYS Contact Tracer Initiative in consultation with local/State officials. Shutdowns may involve rolling campuses closures (e.g., of 14–28 days) as required by internal and external monitoring criteria (A Blueprint for Back to School).

- o Ramp-down activities align with the level of community spread, with minimal or moderate spread requiring higher levels of cleaning and potential closure.
- o Extended closure is suggested with substantial community spread, defined by CDC as large-scale immunity transmission, healthcare staffing significantly impacted, and multiple cases within communal settings.
- The College should expect to only close buildings/areas within its particular campus if the suspected exposure or positive findings that occur reflect confidence in a low level of risk to the wider campus community. This will allow deep-cleaning and disinfection of buildings, premises or grounds. This should be coupled with notifications to potentially impacted students, faculty and staff, and ramp down measures being applied (e.g., testing, referrals to City testing sites) and tracing of members of the campus community, moving classes to remote learning, asking employees to work remotely, etc. for the short duration of such limited closures (March 19, 2020 letter to staff from Chancellor).
 - o Thresholds for possible ramp down or closure will be closely monitored (All city, State and CUNY public health protocols will be followed)
- In the early phases of the outbreak, New York City experienced substantial community transmission in which individuals who had no known contact with infected individuals tested positive for the virus. Should there be a return of substantial community transmission, the campus community --students, faculty and staff-- should act as if they have been exposed: staying home and monitoring for symptoms. This would require a ramp down or shutdown of CUNY buildings and/or campuses to ensure CUNY does its part to protect the most vulnerable

members of the community (March 20, 2020 letter from Chancellor). Such decisions will be made in consultation with the Chancellery/COO's Office and local/State officials.

- The ramp-down response to the local and community health situation within the College, a community or the City as a whole, should be made following the governance process set out in Part 1, Section B, of the CUNY Guidelines for Safe Campus Reopening. Final decisions on shutting down particular buildings/areas within the Kingsborough campus, or multiple CUNY campuses, as appropriate, will be made by the Chancellery/COO's Office in consultation with local/State authorities.

The reopening plan for the College proposes four phases, moving from a soft reopening to full operations as described in the Phasing Section of the CUNY Guidelines for Safe Campus Reopening. Depending on which phase of reopening CUNY is in, closure of campus may involve reverse engineering to lower phases, up to and including a total shutdown.

- The College will implement plans and procedures to be ready to close particular buildings/areas on campus, or to close campus-wide, in the event of a resurgence of the virus, and return to essential service and workforce restrictions.

- The College or CUNY Central should expect to move forward and backward between the above phases, and to respond with targeted shutdowns of impacted buildings/areas if a person with COVID-19 is confirmed to have been on campus, to clean/disinfect/contact trace in consultation with local health officials.

- The College will make a checklist of tasks that stopped during the previous shutdown in order to “reverse engineer the closing and be prepared for any future campus-wide closings. See attached checklists.

- The College will be ready to deploy distance learning modalities with as few employees on campus as possible, to instruct only those who have been designated as essential staff to report to work, and to transition to distance working for all non-essential staff (March 15, 2020 letter from Chancellor). This should include readiness to deploy targeted distance learning modalities if necessary due to targeted shutdowns of particular buildings/areas impacted by COVID-19.

- The College has effective approval processes to enable staff to request supervisor approval for telecommuting, in accordance with campus telecommuting policies (March 15, 2020 letter from Chancellor). This includes targeted use of telecommuting if necessary due to targeted shutdowns of particular buildings/areas impacted by COVID-19.
- All supervisors will maintain structures and channels that will enable employees to do their jobs remotely, and to ensure that all hardware and software is fully functional (March 15, 2020 letter from Chancellor).
- Supervisors will implement remote check-in plans, and all employees should receive details about their work schedules and other expectations of job performance for the duration of the arrangement (March 15, 2020 letter from Chancellor).

- The College has communications plan in place to address questions from students, faculty and staff (See Addendum E).

- In the event of a campus-wide shut down or a targeted shutdown of particular areas on a campus, only those previously identified as essential, in their job descriptions, will report to campus.

- Managers of College staff who are not able to remotely perform all of their job duties should look for ways to minimize everyone's potential exposure, including: where possible, combining remote and on-premises work; staggering schedules to enable employees to use public transit during off-peak times; implementing staffing rotations; condensing work weeks, with more hours but fewer days as CUNY- Kingsborough Community College

Reopening Plan August 2020 77 during the summer; and, for those who are working on-site, utilizing stringent social-distance strategies (March 15, 2020 letter from Chancellor).

- To minimize the risk to essential staff including ITS personnel, custodians, public safety officers and facilities staff, general access to campuses/campus areas that are shutdown should be limited to the extent possible. E.g., Access to impacted areas should be limited except by appointment. Campuses can be contacted for specific information (March 20, 2020 letter from Chancellor).

- The College will have protocols for ramping down research and moving to remote work will follow Research Continuity guidance on the Guidance on Academic Continuity

- The CDC provides the following 'Institutions of Higher Education Decision Tree':

<https://www.cdc.gov/coronavirus/2019-ncov/downloads/considerations-for-school-closure.pdf?fbclid=IwAR04nUvqxW-NPEcw1SJzYI1ZKOblkUAr8TapBG61427dvBO1fqALwlpURTA>

In the event of a shutdown amid surges in COVID-19 cases, only essential employees will report for duty. Modified and alternating schedules will go into effect as follows:

- **Public Safety**

- **Lieutenants, Specialists, Corporals and Sergeants**

- Will alternate work schedules on a daily basis
 - A minimum of two (2) supervisors will be on duty per tour (3 tours)

- **Peace Officers and Campus Security Assistants**

- No more than six (6) Officers will work each of the following tours:
 - 1) Charlie - 11x7
 - 2) Alpha - 7x3
 - 3) Bravo - 3x11

- **Buildings and Grounds**

- **Trades**

- One (1) Electrician, One (1) Plumber, One (1) Maintenance employee will report for duty per day.

- **Custodians**

- Six (6) Custodians and One (1) supervisor will work a staggered a.m. shift per day.
 - Nine (9) Custodians and one (1) supervisor will work a staggered p.m. schedule per day.

- **Administrative Superintendent**

- One (1) Administrative Superintendent will work per day.

- **Boiler Plant**

- Plant operation schedules will remain the same. Staffing levels will continue as normal.

- **OITS**

- L-117-One Tech on duty daily
 - L-114-One Tech and support person on duty daily
 - M-224-Two support person on duty daily
 - M-200 One support person on duty daily
 - M-220 One Tech on duty daily
 - S-220 One Tech on duty daily
 - L-121 One switchboard person on duty daily
 - L-116, L-715 Two Network techs on duty daily
 - L-715 on support person on duty daily
 - One Manager on duty every day

- Describe a process to conduct orderly shutdown, which may include phasing, milestones, and involvement of key personnel?
 - Official CUNY Guidelines will be required

Move-out

For residential campuses, does your plan describe:

- How students would safely depart campus? and
 - N/A
- Any necessary policies for students who may not be able to depart campus quickly?
 - N/A

Communication

- Does your plan comprehensively describe how to communicate internally and externally throughout the shutdown process?
 - Note: See the college's communication plan below, Addendum E.

Note: See Addendum F for KCC Ramp Down Checklist for B&G, EH&S, IT and for PS.

Works Cited

CUNY Office of Library Services and the Council of Chief Librarians: "Resuming Onsite Services: Final Report and Recommendations of the CUNY Libraries COVID-19 Task Force." The City University of New York, 30 June 2020.

Office of the Chancellor: "Guidelines for Safe Campus Reopening." The City University of New York, 16 July 2020.

Office of the Chancellor: "Supplemental Guidelines for Safe Campus Reopening." The City University of New York, 16 July 2020.

Office of the Chancellor: "CUNY Campus Reopening Checklist." The City University of New York, 16 July 2020.

CUNY Guidelines for Safe Campus Reopening, April 20, 2021

Supplemental CUNY Guidelines for Safe Campus Reopening, April 20, 2021

Addendum A: Social Distancing Occupancy Plan (Rev. 08/20/2020)

Room Number	Floor Area (Sq. Ft.)	Seating Type	Classroom Type	Scheduled Student Occupancy	New Social Distancing Occupancy	Comments
West Academic Cluster (WAC) Building - Wing C						
C110	437	TABLET ARM	GENERAL	24	6	
C111	459	TABLET ARM	GENERAL	24	6	
C112	1,355	FIXED	LECTURE HALL	86	17	
C214	440	TABLET ARM	GENERAL	24	6	
C215	453	TABLET ARM	GENERAL	24	6	
C216	504	TABLET ARM	GENERAL	28	8	
C217	488	TABLET ARM	GENERAL	28	6	
C319	599	TABLET ARM	GENERAL	31	10	
C321	514	TABLET ARM	GENERAL	28	8	
C322	487	TABLET ARM	GENERAL	28	8	
West Academic Cluster (WAC) Building - Wing D						
D110	435	TABLET ARM	GENERAL	24	6	
D111	450	TABLET ARM	GENERAL	24	6	
D112	1,355	FIXED	LECTURE HALL	96	17	
D214	444	TABLET ARM	GENERAL	24	6	
D215	461	TABLET ARM	GENERAL	24	6	

Room Number	Floor Area (Sq. Ft.)	Seating Type	Classroom Type	Scheduled Student Occupancy	New Social Distancing Occupancy	Comments
D216	508	TABLET ARM	GENERAL	28	6	
D217	491	TABLET ARM	GENERAL	28	6	
D319	599	TABLET ARM	GENERAL	32	10	
D321	517	TABLET ARM	GENERAL	28	8	
D322	483	TABLET ARM	GENERAL	28	6	
West Academic Cluster (WAC) Building - Wing E						
E111	495	TABLET ARM	GENERAL	28	6	
E112	496	TABLET ARM	GENERAL	28	6	
E113	453	TABLET ARM	SPECIALIZED	9	4	Dedicated to Access-Ability Center
E114	438	TABLET ARM	GENERAL	28	6	
E205	648	TABLET ARM	GENERAL	35	9	
E215	496	TABLET ARM	GENERAL	28	6	
E216	498	TABLET ARM	GENERAL	28	6	
E217	450	TABLET ARM	GENERAL	24	6	
E218	443	TABLET ARM	GENERAL	24	6	
E319	1,357	FIXED	LECTURE HALL	68	19	Computerized Lecture Hall
E321	599	TABLET ARM	FLEXIBLE	28	7	
West Academic Cluster (WAC) Building - Wing F						

F111	492	TABLET ARM	GENERAL	28	6	
Room Number	Floor Area (Sq. Ft.)	Seating Type	Classroom Type	Scheduled Student Occupancy	New Social Distancing Occupancy	Comments
F112	486	TABLET ARM	GENERAL	28	6	
F113	453	TABLET ARM	GENERAL	24	6	
F114	442	TABLET ARM	GENERAL	24	6	
F215	493	TABLET ARM	GENERAL	28	6	
F216	491	TABLET ARM	GENERAL	28	6	
F217	451	TABLET ARM	GENERAL	24	6	
F218	442	TABLET ARM	GENERAL	24	6	
F319	1,346	FIXED	LECTURE HALL	68	19	Computerized Lecture Hall
F321	598	TABLET ARM	GENERAL	31	10	
Health & Physical Education Center (G) Building						
G102	2,611	EXERCISE EQUIPMENT	FITNESS ROOM	35	8	Dept. Proposes 8 Students Maximum
G206	2,370	EXERCISE EQUIPMENT	FITNESS ROOM	31	8	Dept. Proposes 8 Students Maximum
G213	2,512	CHAIR/MAT	SPECIALIZED	45	20	8+ CPR Mannequins/12 Tablet Arm Chairs
G213A	911	CHAIR/MAT	SPECIALIZED	35	12	7 Folding Chairs/5 Mats
Library (L) Building						
L100/L101	1,381	FIXED	OPEN COMPUTER LAB	108	33	Open Computer Lab

Room Number	Floor Area (Sq. Ft.)	Seating Type	Classroom Type	Scheduled Student Occupancy	New Social Distancing Occupancy	Comments
L100A	674	FIXED	OPEN COMPUTER LAB	52	14	Open Computer Lab
L100V	628	FIXED	COMPUTER LAB	43	11	
L115A	1219	TABLE/CHAIR	STEM LAB	25	10	
L118B	409	FIXED	COMPUTER LAB	10	6	
L130	566	FIXED	COMPUTER LAB	20	5	Dept. Proposes 5 Students Maximum
L131	610	MIXED	COMPUTER ROOM	20	5	Dept. Proposes 5 Students Maximum
L137	1,207	MIXED	VIDEO STUDIO	18	5	Dept. Proposes 5 Students Maximum
L139A	587	TABLET ARM	GENERAL	38	10	
L141	813	TABLET ARM	GENERAL	50	12	
L218	1,260	FIXED	COMPUTER LAB	36	11	
Marine & Academic Center (M) Building						
M103	1,166	N/A	REHEARSAL/RECITAL ROOM	30	15	Dept. Proposes 15 Students Maximum
M108	1,228	MIXED	COMPUTER WORKSHOP	37	18	
M109	765	FIXED	COMPUTER LAB	31	16	
M110	856	FIXED	COMPUTER LAB	30	14	
M111	739	FIXED	COMPUTER LAB	26	12	
M114	827	FIXED	COMPUTER LAB	30	16	
M118	820	FIXED	COMPUTER LAB	31	14	

Room Number	Floor Area (Sq. Ft.)	Seating Type	Classroom Type	Scheduled Student Occupancy	New Social Distancing Occupancy	Comments
M119	674	FIXED	COMPUTER LAB	22	12	Dept. Proposes On-Line Only in This Room
M125	761	FIXED	COMPUTER LAB	30	16	
M128	472	TABLET ARM	GENERAL	32	11	
M129	474	TABLET ARM	GENERAL	31	11	
M130	1,392	MIXED	EXHIBIT AREA	50	18	
M130C	1,383	FIXED	LECTURE HALL	78	18	
M138	2,630	FIXED	MAC PLAYHOUSE	298	47	
M140	3,414	MIXED	SCENE SHOP	29	8	Dept. Proposes Split Sessions @ 8 SD Students
M146	1,805	FIXED	LECTURE HALL	276	28	
M147	1,806	FIXED	LECTURE HALL	130	28	
M149	2,206	MIXED	MARINE SHOP	15	10	Dept. Proposes 10 Students Maximum
M152	1,052	BOOTH	NAVIGATION LAB	25	4	Maritime Tech. Dept. Proposes 4 SD Students
M153	562	TABLET ARM	GENERAL	40	10	
M154	571	TABLET ARM	GENERAL	37	10	
M159	1,025	FIXED	COMPUTER LAB	44	21	
M161	764	BOOTH	WELDING SHOP	48	4 & 8	Maritime Tech Dept.:4 - Cont. Ed. Dept.: 8
M200A	986	FIXED	OPEN COMPUTER LAB	24	9	Cyber Lounge
M208	567	TABLET ARM	GENERAL	38	10	
M209	566	FIXED	N/A	39	12	

Room Number	Floor Area (Sq. Ft.)	Seating Type	Classroom Type	Scheduled Student Occupancy	New Social Distancing Occupancy	Comments
M214	1,101	FIXED	COMPUTER LAB	30	18	
M220A	917	FIXED	COMPUTER LAB	31	16	
M223	1,027	FIXED	COMPUTER LAB	28	15	
M244	570	TABLET ARM	GENERAL	40	10	
M246	2,266	FIXED	FOOD PREP. LAB	18	9	Dept. Proposes 9 Students Maximum
M247	967	FIXED	FOOD PREP. LAB	18	9	Dept. Proposes 9 Students Maximum
M302	363	TABLET ARM	GENERAL	22	7	
M305	539	TABLET ARM	GENERAL	40	8	
M306	552	TABLET ARM	GENERAL	45	8	
M313	554	TABLET ARM	GENERAL	40	8	
M314	901	TABLET ARM/TABLES	FASHION LAB	50	13	Business Dept. Proposes 10 SD Students
M322	974	FIXED	COMPUTER LAB	30	11	
M326	685	TABLET ARM	GENERAL	40	11	
M330	681	TABLET ARM	GENERAL	42	11	
M333	496	TABLET ARM	GENERAL	40	7	
M336	635	TABLET ARM	GENERAL	54	11	
M337	534	TABLET ARM	GENERAL	45	9	
M338	534	TABLET ARM	GENERAL	37	8	
M339	635	TABLET ARM	GENERAL	38	11	
M342	497	TABLE/CHAIR	FASHION LAB	35	4	Dept. Proposes 4 SD Students Max. at a Time
M345	685	TABLET ARM	GENERAL	46	12	

Room Number	Floor Area (Sq. Ft.)	Seating Type	Classroom Type	Scheduled Student Occupancy	New Social Distancing Occupancy	Comments
M349	682	FIXED	COMPUTER LAB	40	9	
M358	584	TABLET ARM	GENERAL	40	8	
M366	538	TABLET ARM	GENERAL	35	8	
M367	527	TABLET ARM	GENERAL	35	7	
M374	916	TABLE	FASHION LAB	40	12	Dept. Proposes 8 SD Students Max. at a Time
M379	440	TABLET ARM	GENERAL	42	10	
M380	439	TABLET ARM	GENERAL	42	10	
M385	953	MIXED	SURGICAL LAB	30	8	Cont. Ed. Dept. Proposes 8 SD Students
M389	558	TABLET ARM	GENERAL	40	10	
M394	627	TABLET ARM	GENERAL	37	13	
M394A	596	TABLET ARM	GENERAL	40	10	
M395	580	TABLET ARM	GENERAL	41	10	
M396	580	TABLET ARM	GENERAL	44	10	
M397	576	TABLET ARM	GENERAL	40	10	
M406	554	TABLET ARM	GENERAL	40	11	Nursing Dept. Proposes 4 SD Students Max.
M411	1,301	FIXED	COMPUTER LAB	93	24	Nursing Dept. Proposes 4 SD Students Max.
M414	594	TABLET ARM	GENERAL	25	10	Nursing Dept. Proposes 4 SD Students Max.
M415	602	MIXED	NURSING LAB	42	9	Nursing Dept. Proposes 4 SD Students Max.
M421	358	MIXED	NURSING LAB	22	4	Nursing Dept. Proposes 4 SD Students Max.

Room Number	Floor Area (Sq. Ft.)	Seating Type	Classroom Type	Scheduled Student Occupancy	New Social Distancing Occupancy	Comments
M425	608	FIXED	COMPUTER LAB	45	19	Nursing Dept. Proposes 4 SD Students Max.
M428	523	FIXED	COMPUTER LAB	34	8	Nursing Dept. Proposes 4 SD Students Max.
Performing Arts Center (PAC) Building						
PAC100C	4,620	FIXED	THEATER	495	92	PAC Theater/Auditorium
Arts & Sciences (S) Building						
S101	1,212	FIXED	BIOLOGY LAB	24	9	
S103	1,212	FIXED	BIOLOGY LAB	24	9	
S113	480	TABLET ARM	GENERAL	35	9	
S125	1,212	FIXED	BIOLOGY LAB	17	9	
S135	1,202	FIXED	BIOLOGY LAB	17	9	
S136	498	TABLET ARM	GENERAL	42	8	
S162	1,462	FIXED	LECTURE HALL	90	16	
S163	1,444	FIXED	LECTURE HALL	90	16	
S201	1,212	FIXED	BIOLOGY LAB	24	9	

Room Number	Floor Area (Sq. Ft.)	Seating Type	Classroom Type	Scheduled Student Occupancy	New Social Distancing Occupancy	Comments
S203	1,212	FIXED	BIOLOGY LAB	20	9	
S213	488	TABLET ARM	GENERAL	30	9	
S214	1,206	FIXED	COMPUTER LAB	30	14	
S225	1,201	FIXED	COMPUTER LAB	30	14	
S226	1,212	FIXED	BIO LAB	24	9	
S237	1,221	FIXED	BIO LAB	24	9	
S238	506	TABLET ARM	GENERAL	32	8	
S245	638	FIXED	COMPUTER LAB	40	12	
S246	622	MIX	PHYS. THERAPY LAB	24	7	
S301	1,212	FIXED	EARTH SCI. LAB	24	9	
S303	1,216	FIXED	GRAPHIC LAB	24	9	
S313	473	TABLET ARM	GENERAL	30	10	
S314	1,206	FIXED	CHEMISTRY LAB	20	9	
S324	1,205	FIXED	CHEMISTRY LAB	24	9	
S325	1,212	FIXED	CHEMISTRY LAB	24	9	
S335	1,224	FIXED	ORG. CHEMISTRY LAB	24	9	
S336	506	TABLET ARM	GENERAL	40	10	
S346	1,217	FIXED	PHYSICS LAB	24	9	
S348	1,219	FIXED	PHYSICS LAB	24	9	
T2 Building						
T215	658	TABLE/CHAIR	SPECIALIZED	20	7	Dedicated to EMS Program

T216	790	FIXED	COMPUTER LAB	45	9	
Room Number	Floor Area (Sq. Ft.)	Seating Type	Classroom Type	Scheduled Student Occupancy	New Social Distancing Occupancy	Comments
T218	367	TABLET ARM	GENERAL	23	5	Dedicated to EMS Program
T220	380	TABLET ARM	GENERAL	23	6	
T224	387	TABLET ARM	GENERAL	23	6	
T225	370	TABLET ARM	GENERAL	24	5	
T227	570	TABLET ARM	GENERAL	35	8	
T229	493	TABLET ARM	GENERAL	31	8	
T230	447	TABLET ARM	GENERAL	31	6	
T235	654	TABLET ARM	GENERAL	40	5	
T236	768	FIXED	COMPUTER LAB	34	11	
T237	374	TABLET ARM	GENERAL	22	5	
T238	381	TABLET ARM	GENERAL	22	5	
T240	381	TABLET ARM	GENERAL	26	5	
T241	400	TABLET ARM	GENERAL	28	6	
T243	819	FIXED	COMPUTER LAB	30	9	
T246	694	TABLET ARM	GENERAL	45	12	
T247	675	TABLET ARM	GENERAL	48	11	
T248	694	TABLET ARM	GENERAL	54	12	
T249	612	TABLET ARM	GENERAL	34	6	
T250	620	TABLET ARM	GENERAL	48	12	
T252	864	TABLET ARM	GENERAL	30	7	

T253	338	TABLET ARM	GENERAL	23	6	
T257	286	TABLET ARM	GENERAL	18	5	

Room Number	Floor Area (Sq. Ft.)	Seating Type	Classroom Type	Scheduled Student Occupancy	New Social Distancing Occupancy	Comments
T259	434	TABLET ARM	GENERAL	24	8	
T260	326	TABLET ARM	GENERAL	18	4	
T262	573	TABLET ARM	GENERAL	41	11	
T264	578	TABLET ARM	GENERAL	24	10	
T265	391	TABLET ARM	GENERAL	21	7	
T267	379	TABLET ARM	GENERAL	21	6	
T268	378	TABLET ARM	GENERAL	27	5	
T271	672	TABLET ARM	GENERAL	40	11	
T276	671	TABLET ARM	GENERAL	36	12	Cont. Ed.Dept. Proposes 6 SD Students
T277	763	TABLET ARM	GENERAL	40	15	
T279	759	TABLE/CHAIR	SPECIALIZED	28	9	Cont. Ed.Dept. Proposes 6 SD Students
T281	1,277	BED/TABLE - NO SEATING	ER SIMULATION	20	6	Cont. Ed.Dept. Proposes 6 SD Students
T3 Building						
T302	658	MIXED	GENERAL	33	7	
T303	747	TABLE	NAVIGATION LAB.	12	8	
T304	690	TABLET ARM	GENERAL	35	8	
T308	854	TABLET ARM	GENERAL	42	14	
T4 Building						
T4101	574	TABLET ARM	GENERAL	40	9	
T4103	1,137	FIXED	COMPUTER LAB	62	14	

Room Number	Floor Area (Sq. Ft.)	Seating Type	Classroom Type	Scheduled Student Occupancy	New Social Distancing Occupancy	Comments
T4104	966	TABLET ARM	GENERAL	60	17	
T4107	942	TABLET ARM	GENERAL	58	18	Cont. Ed. Dept. Proposes 8 SD Students
T4111	1,164	FIXED	COMPUTER LAB	68	18	Cont. Ed. Dept. Proposes 8 SD Students
T4112	395	TABLET ARM	GENERAL	26	6	
T4124	364	TABLET ARM	GENERAL	33	6	Cont. Ed. Dept. Proposes 6 SD Students
T4129	368	MIXED	NURSING LAB	16	8	Cont. Ed. Dept. Proposes 8 SD Students
T4135	544	TABLET ARM	GENERAL	40	8	
T4136	898	TABLET ARM	GENERAL	56	16	
T4137	824	TABLET ARM	GENERAL	43	15	
T4159	512	FIXED	COMPUTER LAB	27	7	
T4201	792	TABLET ARM	GENERAL	35	14	
T4205	716	TABLET ARM	GENERAL	44	13	
T4206	899	FIXED	COMPUTER LAB	56	16	
T4207	482	TABLET ARM	GENERAL	45	8	
T4210	478	TABLET ARM	GENERAL	40	8	
T4211	462	TABLET ARM	GENERAL	30	8	
T4212	1,017	FIXED	COMPUTER LAB	52	11	
T4213	462	TABLET ARM	GENERAL	30	8	
T4214	462	TABLET ARM	GENERAL	30	7	
T4215	439	TABLET ARM	GENERAL	35	7	
T4220	523	TABLET ARM	GENERAL	33	8	

Room Number	Floor Area (Sq. Ft.)	Seating Type	Classroom Type	Scheduled Student Occupancy	New Social Distancing Occupancy	Comments
T4223	273	TABLET ARM	GENERAL	20	5	
T4224	440	TABLET ARM	GENERAL	30	7	
T4225	535	TABLET ARM	GENERAL	35	7	
T4226	547	TABLET ARM	GENERAL	31	7	
T4227	546	TABLET ARM	GENERAL	42	7	
T4230	1,030	FIXED	COMPUTER LAB	51	13	
T4232	1,030	FIXED	COMPUTER LAB	50	13	
T4233	668	TABLET ARM	GENERAL	40	11	
T4252	833	TABLET ARM	GENERAL	45	12	
T5 Building						
T515	462	TABLET ARM	GENERAL	31	8	
T516	1,241	FIXED	COMPUTER LAB	24	9	
T522	1,083	FIXED	COMPUTER LAB	24	9	
T524	575	TABLET ARM	GENERAL	20	8	
T6 Building						
T603	728	TABLET ARM	TESTING	46	12	
T604	755	TABLET ARM	TESTING	40	14	
T7 Building						
T7103	666	TABLET ARM	GENERAL	36	12	

Room Number	Floor Area (Sq. Ft.)	Seating Type	Classroom Type	Scheduled Student Occupancy	New Social Distancing Occupancy	Comments
T7105	729	TABLET ARM	GENERAL	41	14	
T7106	965	TABLET ARM	GENERAL	60	18	
T7107	497	TABLET ARM	GENERAL	36	9	
T7110	701	TABLET ARM	GENERAL	30	13	
T7112	767	TABLET ARM	GENERAL	47	14	
T7117	727	FIXED	COMPUTER LAB	39	10	
T7119	710	FIXED	COMPUTER LAB	44	12	
T7201	566	TABLET ARM	GENERAL	35	10	
T7204	647	TABLET ARM	GENERAL	34	12	
T7206	733	TABLET ARM	GENERAL	46	12	
T7208	811	TABLET ARM	GENERAL	52	14	
T7210	837	TABLET ARM	GENERAL	38	16	Brighton Ballet
T7212	600	TABLET ARM	GENERAL	27	11	Brighton Ballet
T7217	845	TABLET ARM	GENERAL	30	15	Brighton Ballet
T7221	900	FIXED	COMPUTER LAB	47	13	
T7222	750	FIXED	COMPUTER LAB	40	12	
T8 Building						
T8105	662	TABLET ARM	GENERAL	45	10	Piano
T8106	645	TABLET ARM	GENERAL	40	10	Piano
T8205	498	TABLET ARM	GENERAL	30	8	Piano
T8207	1,391	TABLET ARM	GENERAL	50	14	Piano

T8210	578	TABLET ARM	GENERAL	36	7	Piano
Room Number	Floor Area (Sq. Ft.)	Seating Type	Classroom Type	Scheduled Student Occupancy	New Social Distancing Occupancy	Comments
T8211	786	TABLET ARM	GENERAL	12	10	Piano
T8211A	378	MUSIC KEYBOARD	SPECIALIZED	11	5	
T8211B	328	MUSIC KEYBOARD	SPECIALIZED	12	5	
T8212	1,030	TABLET ARM	GENERAL	47	15	Piano
College Center (U) Building						
U112	1664	MIXED	STAFF LOUNGE	78	27	
U118	1,803	FIXED	CULINARY KITCHEN	20	9	Dept. Proposes 9 Students Maximum
U123	9200	MIXED	SERVERY	N/A	22	Maximum of 22 Persons at a Time
U124	1430	MIXED	VENDING MACHINES	18	9	
U219	3,458	TABLE/CHAIR	MULTI-PURPOSE	109	30	Lecture Style Setup w/Tablet Arm Chairs
U220	3,454	TABLE/CHAIR	MULTI-PURPOSE	72	23	Lecture Style Setup w/Table Arm Chairs
U225	714	FIXED	FOOD PREP. LAB	N/A	9	Dept. Proposes 9 Students Maximum
U227A	350	FIXED	COMPUTER LAB	21	7	Dept. Proposes 5 Students Maximum
Regina S. Peruggi Academic Center (V) Building						
V105G	1.368	MIXED	CHILD CARE	40	9	2 Toddlers, 3 3-yr. olds & 4 School Age Children
V201	816	FIXED	COMPUTER WORKSHOP	26	8	Admissions & Financial Aid Application Center
V202	1,120	TABLET ARM	LECTURE ROOM	57	11	
V204	611	TABLET ARM	GENERAL	40	10	

Room Number	Floor Area (Sq. Ft.)	Seating Type	Classroom Type	Scheduled Student Occupancy	New Social Distancing Occupancy	Comments
V205	623	FIXED	COMPUTER LAB	27	8	
V208	617	TABLET ARM	GENERAL	40	11	
V209	621	TABLET ARM	GENERAL	40	10	
V210	665	TABLET ARM	GENERAL	40	10	
V213	679	TABLET ARM	GENERAL	40	11	
V214	688	TABLET ARM	GENERAL	40	11	
V223	1,028	FIXED	COMPUTER LAB	21	12	
V225	1,027	FIXED	COMPUTER LAB	28	12	
Other Teaching Spaces						
Vessel 4	N/A	OTHER	KBCC 1	N/A	2	Maritime Tech. Dept. "2 SD Students/1 Professor"

COLOR CODES:



GENERAL CLASSROOMS

COMPUTER LABS

OTHER LABS, STUDIOS, LECTURE HALLS AND SPECIALIZED ROOMS/SPACES

Addendum B: Signage and Classroom Protocols

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.
 - 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.
 - 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
 - Floor Decal on the elevator floor indicating where to stand to ensure social distance compliance.
 - Elevator Waiting Area
 - Floor decals supporting 6ft 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 6ft 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.
 - 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 6ft social distance at each chair/desk location.
 - Portable plastic shields placed on each instructor’s desk/podium.
 - Stanchions installed to give each instructor 6ft clearance at the podium.
 - Social distancing markers outside each classroom with 6ft 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.

Cafeteria:

- Social Distancing Message
 - Occupancysignageindicatingthemaximumnumberofpeoplepermitted.
 - Furniture not in use markers
 - Health advisory signage-“Stop the Spread”
 - VendingMachines–Healthadvisorysignage-“StoptheSpread”
 - ATMMachines–Healthadvisorysignage-“StoptheSpread”

Receiving Area:

- Social Distancing Message
 - Occupancysignageindicatingthemaximumnumberofpeoplepermitted.
 - Hand washing and hand sanitizing signage.
 - Social distancing entering and exiting classrooms signage.
 - Health advisory signage -“Stop the Spread”

Addendum C: Classroom Social Distance Protocols

The following protocols will be applied to each classroom:

- Social Distancing
 - Occupancy signage indicating the maximum number of people permitted
 - A Social Distance Occupancy schematic will be outside of 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 6ft social distance at each chair/desk location.
 - Portable plastic shields placed on each instructor's desk/podium.
 - Stanchions installed to give each instructor 6ft clearance at the podium.
 - Social distancing markers outside each classroom with 6ft 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.
- Social Distancing Message
 - Hand washing and hand sanitizing signage.
 - Social distancing entering and exiting classrooms signage.
 - No moving of chairs/desks signage.
 - Health advisory signage – “Stop the Spread”

Addendum D: Covid-19 Prevention Cleaning And Disinfection Protocols

I. Introduction:

Kingsborough Community College is undertaking these enhanced cleaning and disinfection procedures to prevent community spread of COVID-19. These cleaning protocols are intended to reduce the spread of COVID-19, and do not apply to areas where a person with COVID-19 spent time. Areas where a COVID-19 positive person spent time will be assessed on a case-by-case basis, and cleaning and disinfection will be implemented based on the risk of potential contamination as determined by the Environmental Health & Safety Department (EH&S)

The procedures for cleaning and disinfecting are designed for each specific area i.e. bathrooms, classrooms, elevators, labs, and offices with a focus on high-touch surfaces, such as desks, tables, buttons, handrails, faucets, doorknobs, dispensers, shared equipment, and shared keyboards. Increased frequency of cleaning and disinfecting with attention to these areas helps remove bacteria and viruses, including COVID-19.

II. Safety Guidelines During Cleaning and Disinfection:

- Follow the manufacturer's instructions and Safety Data Sheet (SDS) for safe and effective use of all cleaning and disinfection products (e.g., dilution concentration, application method and contact time, required ventilation, and use of personal protective equipment).
- Wear disposable gloves when cleaning and disinfecting. Gloves should be discarded after each use. Clean hands immediately after gloves are removed.
- Wear eye protection when there is a potential for splash or splatter to the face.
- Uniforms must be worn while cleaning. Employees must change into personal clothing before leaving the campus.
- Store chemicals in labeled, closed containers. Store them in a manner that prevents tipping or spilling.
- Practice good hand hygiene after cleaning:
 - Wash hands often with soap and warm water for at least 20 seconds.
 - If soap and warm water are not readily available, use an alcohol-based hand sanitizer that contains at least 60% alcohol.
- Ensure that disinfectants are prepared (well-ventilated areas) and handled safely, wearing the appropriate PPE to avoid chemical exposures.

III. 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.
- 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).

IV. *Cleaning and Disinfection of Areas*

Surface areas such as 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.

Bathrooms

Items to be Cleaned	Task	Frequency	Responsible Party
Sinks, toilets, floor, faucets, surfaces, doors, locks, towel dispensers	Cleaning of soiled/dirty surfaces.	Daily	Custodians
High touch areas of sinks, toilets, floor, faucets, surfaces, doors, locks, towel dispensers	Disinfect	3 times a day	Custodians

Classrooms

Items to be Cleaned	Task	Frequency	Responsible Party
Desks, tables, buttons, handrails, faucets, doorknobs, phones	Cleaning of soiled/dirty surfaces.	Daily	Custodians
High touch areas desks, tables, buttons, handrails, faucets, doorknobs, phones	Disinfect	Between each class	Custodians
Electronics/podiums/screens	Disinfect	Between each class	Users

Elevators

Items to be Cleaned	Task	Frequency	Responsible Party
Floor, doors, buttons, panels	Cleaning of soiled/dirty surfaces.	Daily	Custodians
High touch areas of buttons, doors, and panels	Disinfect	3 times a day	Custodians

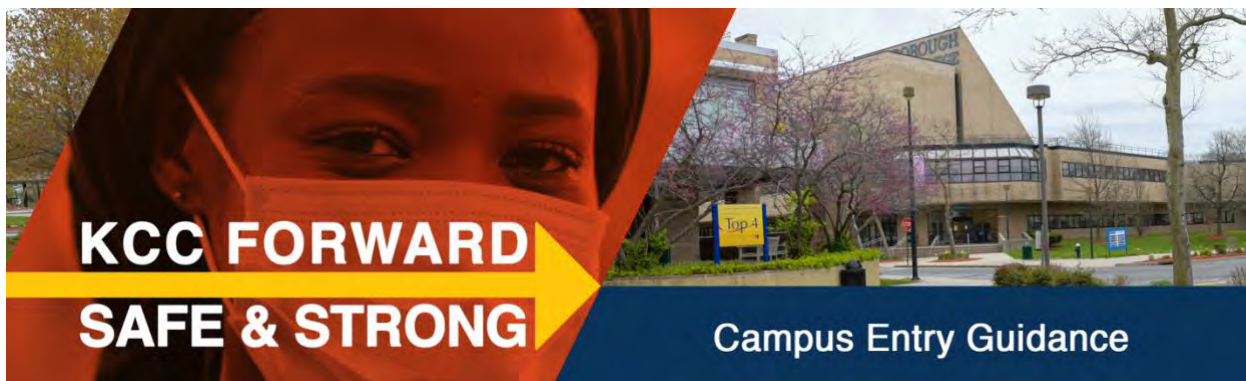
Labs

Items to be Cleaned	Task	Frequency	Responsible Party
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Chairs, desks, tables, buttons, handrails, faucets, doorknobs, phones	Cleaning of soiled/dirty surfaces.	Daily	Custodians
High touch areas: desks, tables, chairs, buttons, handrails, faucets, doorknobs, phones	Disinfect	Between each class	Custodians
Electronics/podiums/screens	Disinfect	Between each class	Users
Lab equipment	Clean and Disinfect	Between each class	CLTs

Offices

Items to be Cleaned	Task	Frequency	Responsible Party
Floors, chairs, tables, buttons, handrails, faucets, doorknobs, phones	Cleaning of soiled/dirty surfaces.	Weekly	Custodians
High touch areas desks, tables, buttons, handrails, faucets, doorknobs, phones	Disinfect	Daily	Users
Electronics/podiums/screens	Disinfect	Between each class	Users



Addendum E: COMMUNICATIONS PLAN

1) General Communications

- a) All audiences, including, students, faculty, staff, visitors, parents/guardians, general public
 - i) www.kbcc.cuny.edu/campusentry/ serves as the main vehicle for communicating policies and procedures related to college operations
 - ii) Social media announcements on Instagram, Facebook and Twitter will amplify messages/announcements posted to the website and will refer viewers to the webpage for additional information.
 - (1) Post as needed and amplify webpage
 - iii) Expand “ASK ME! KCC” chat team knowledge base with information and links to relevant web sections
- b) Faculty and Staff
 - i) Outlook email messages to be issued by college President or Office of Marketing & Communications as needed
- c) Matriculated Students email and text messages to be issued by Student Life and IT as needed
 - i) Develop section of the student portal that highlights key areas and links to relevant webpages
- d) Continuing Education student email and text messages to be issued by the Continuing Education team as needed
- e) Details as to who should be contacted if a student, faculty or staff member tests positive for COVID-19
- f) Who to contact if you feel sick on campus or off campus
- g) As areas of use on campus are expanded, broad communications will be deployed to inform the community of changes/updates

2) Return to Campus Planning Communications/ Engagement

- a) All audiences, including, students, faculty, staff, visitors, parents/guardians, general public
 - i) Develop a planning page on the www.kbcc.cuny.edu/campusentry/ webpage that details membership and reports for the Planning and Operational Task Forces
 - ii) Include ‘virtual suggestion box’ for community input on website and link to in related communications
 - iii) Convene ‘Town Hall’ style meetings to allow for further community input
 - iv) Collect comments/questions received via ‘virtual suggestion box’ and social media from the campus community
 - (1) Suggestions will be routed to the Operational Task Force Chairperson

3) On-Campus Safety Protocol Communications

- a) All persons scheduled to be present on campus; general public
 - i) Develop section on www.kbcc.cuny.edu/campusentry/ page will serve as hub for detailing on-campus safety protocols
 - (1) Explain signage that is utilized on campus and protocol for moving through campus
 - (2) Detail what's accessible, what isn't, entrances/exits, fire safety considerations, screening questionnaire process with link to health template (see temperature checks (if applicable), occupancy limits, etc.
 - (3) Detail protocol related to non-compliance
 - (a) Issues with non-compliance with social distancing, hygiene, or safety practices should be reported confidentially to the Coronavirus Campus Coordinator
 - (i) Implement online forms for members of the community to report instances of non-compliance
 - (4) Detail who is and is not permitted on campus during each phase (i.e. no unannounced visitors)
 - (5) Details as to who to contact if a student, faculty or staff member tests positive for COVID-19
 - (6) Include testing resources
 - (7) Outline protocols for access to additional services, such as Library, Computer Labs, Parking
 - (8) Highlight mental health resources, including anxiety about traveling to/from campus and around distance education
 - (9) Detail disinfecting/ sanitizing protocols
 - (10) Training is required for employees and will be completed via Blackboard
 - (11) Training required for students
 - (12) Include archived communications
 - (13) Provide tips for safe commuting to/from campus
 - (14) Detail measures / scenarios for partial and full closure
 - (15) Updated regularly/as needed
 - (a) Link to page from homepage, coronavirus page, Admissions, Continuing Ed, Faculty and Student Portals and other high-level pages as needed.
 - ii) Faculty/ Staff scheduled to be on campus
 - (1) Email steps/protocols directly to named persons; emphasize required training and additional protocols for admittance to campus
 - iii) One-pager PDF of quick tips for coming to campus
 - iv) Emails group for students registered for a course on campus
 - (1) Matriculated list
 - (2) Continuing Education list
 - (3) Faculty and Staff involved with the courses on campus
 - v) Amplify webpage on social media
- b) Students with off-site clinical placements
 - i) Support departments like Health Sciences and other in communicating off-site specific protocols for students participating in clinical internships or activities off campus
 - (1) Outline the departments and to develop communications as needed

4) Distance Operations Communications

- a) All audiences
- b) Continue to maintain webpages to support remote operations
 - i) Distance Learning Resources for Students
 - ii) Distance Learning Resources for Faculty

- iii) KCC/CUNY Updates
- iv) Coronavirus Information

- c) Develop additional remote operations webpages
 - i) Staff distance working resources
 - (1) Employee resources (i.e. HR/payroll)
 - (2) How to work remotely...
 - (3) Training

5) On-Campus Signage

- a) All persons scheduled to be present on campus
 - i) Signage designs to be provided by campus Communications and Marketing, printed by the Print Shop and installed by Building Operations
 - (1) To include reminders of proper hygiene, social distancing rules, appropriate types and use of PPE, and cleaning and disinfecting protocols; Specific room or space occupancy limits, if applicable; and Additional precautions that must be observed for unique spaces; Floor markings or barrier tape where necessary to promote physical distancing
 - ii) See samples; additional formats/messages to be prepared as needed

6) Mental Health Communication

- a) All audiences
- b) Develop sub-page of www.kbcc.cuny.edu/campusentry/ that draws attention to the importance of mental health during the pandemic
- c) Additional content to be developed by Counseling Center staff and Human Resources and to ask “What do you need” and include CUNY guidance:
 - i) Supplement mental health content of webpage with resources: Encourage employees and students to take breaks from watching, reading, or listening to news stories, including social media if they are feeling overwhelmed or distressed; promote employees and students eating healthy, exercising, getting sleep and finding time to unwind; encourage employees and students to talk with people they trust about their concerns and how they are feeling; provide phone number for Statewide Mental Health Hotline
 - ii) Develop and communicate the availability of check-in forums for faculty and staff through CUNY employee assistance program
 - iii) Continue to offer and communicate the availability of check in forums for students
 - iv) Ensure mental health resources (campus and external) are widely available through website, students and faculty and staff portals, social media, email communications, etc.

7) Confirmed Case Communications

- a) Work with Coronavirus Coordinator, Coronavirus Liaison and CUNY Central to prepare and distribute communications as needed in the event a case is confirmed on campus
 - i) Communications and Marketing to prepare scripts for email messages and phone calls to direct contacts for use by campus contact tracing personnel
 - ii) College-wide update via website
 - iii) Confirmed cases result in partial or full closures; see *Emergency Closing Communication Plan*

8) Ramp Down/ Shut Down Communications

- a) Once the Coronavirus Coordinator has determined the need for a ramp down or shut down, the *Emergency Closing Communications Plan* will be deployed
 - i) The Coronavirus Coordinator will communicate the decision to scale back or close operations to the VP for Communications and Marketing

ii) Partial and Full Closure communications include but are not limited to:

- (1) homepage
- (2) www.kbcc.cuny.edu/campusentry/
- (3) Email (via Outlook) to faculty and staff
- (4) Email (via Hobsons) to students
- (5) Email to Continuing Education students
- (6) CUNY Alert
- (7) Social media
 - (a) Instagram
 - (b) Facebook
 - (c) Twitter
- (8) Phone line message

9) Training

- a) All employees to complete CUNY training via Blackboard prior to coming to campus
- i) Must communicate said requirement in a timely manner
- ii) Course completion coordinated into campus entry protocol

- b) All students are required to complete training prior to coming to campus
- i) Confirm Continuing Education students can access training (currently on Blackboard)

- c) Training for Public Safety personnel– to be developed (or determined by CUNY) and required for persons at entries

- d) Personnel performing screening activities are required to view the NYS screeners’ training video (NYS higher education guidance provides that screeners may be trained by employer identified individuals who are familiar with CDC, NYSDOH, and OSHA protocols.

- e) Training for faculty and staff regarding office sanitizing steps and Material Safety Data Sheets (MSDS) – to be developed and made available to all faculty and staff

- f) Curate videos from trusted sources, such as CDC, NYS Dept. of Health and NYCDOHMH how to adequately put on, take off, clean (as applicable), and discard PPE, including but not limited to, appropriate face coverings; such training should be extended to contractors if the campuses will be supplying the contractors with PPE.
- i) Include on on-campus safety webpage and link to from related communications

- g) Refer faculty and staff to CUNY’s forthcoming mental health trainings

- h) All training to be delivered remotely via website, faculty/staff portal

Addendum F: Ramp-Down Checklists

This checklist will be used to restrict on campus activities to those that are absolutely necessary to retain critical operations such as facilities, research, and laboratory viability, such as:

- Care for animals, cell cultures or biological specimens,
- Proper and secure storage of chemicals, reagents and sensitive, perishable supplies and material
- Maintaining equipment and facilities that cannot be maintained remotely or shut down without significant cost or consequences to operations or research.

The reduction of on campus activities to be implemented immediately when a ramp down threshold has been reached (see ramp down thresholds for each phase).

This checklist may not address every consideration that must be taken within your department/laboratory. Please contact the Coronavirus Coordinator with any questions concerning the prompt and safe suspension of activities and related hazards within your department/laboratory.

Building & Grounds Ramp-Down Checklist

This checklist will be used in the case of a campus closing to retain critical operations for Building & Grounds.

Preparing

Task	Complete or N/A	Notes
Identify all non-critical activities that can be ramped down, curtailed, suspended or delayed. Including require timeframe to safely complete the task.		
Identify all critical activities, including but not limited to time required to maintain facilities, equipment.		
Identify primary and backup personnel able to safely perform essential activities.		

Communications

Task	Complete or N/A	Notes
Create an emergency contact list of department personnel.		
Ensure the contact list is saved where it can be remotely accessed by everyone in the department and a copy sent to College Coronavirus Coordinator or designated personnel. Include home and cell phone numbers.		
Test your phone tree or email group to facilitate emergency communication amongst department personnel, PIs and student workers/researchers as applicable.		

Notify all department employees of emergency shut down.		
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Shipping/Receiving

Task	Complete or N/A	Notes
Procurement of new orders are to be limited to items needed to support minimal critical functions.		
If possible, cancel orders for non-essential materials if they have not yet shipped.		
Plan ahead for any outgoing shipments, both on the shipping and receiving end.		
Notify the receiving/mail services department of any expected incoming shipments. Include storage requirement upon arrival on campus.		
Plan ahead for any critical equipment deliveries or expensive items.		

Safety/Compliance/ Maintenance

Tasks	Complete or N/A	Notes
Fire alarm systems - Ensure all fire alarms are active with all trouble alarms clear.		
Generators - Ensure generators are fully operational and fueled.		
Fuel tanks - Ensure fuel tanks are filled.		
HVAC - Adjust all set points to reduce energy, shut fans to non-populated areas of campus, shut down non-critical equipment to limit unnecessary wear. Ensure sensitive rooms have proper ventilation, heating and cooling based on function.		
Vehicles - Ensure vehicles and motorized equipment are fueled, safeguarded and ready for operation.		
Contractors - Contact all service Contractors/Vendors to inform them of the campus ramp down plan. Advise as to how necessary scheduled service will be conducted in accordance with the ramp down protocols.		

Culinary areas –Close gas valves to ovens and stoves. Turn off ice machines. Contact Culinary department to warn of potential refrigerated food spoilage.		
Unoccupied Buildings- Remove all garbage. Perform a search of all rooms (classroom, restrooms, labs, office space etc.) for any potential hazards that need safeguarding. Close all windows. Turn off room lights. Lock all doors. Keep hallway, stairwell and public space lighting on.		

Equipment

Tasks	Complete or N/A	Notes
Prepare equipment if routine upkeep is required, ensure proper schedule and access is approved.		
Review proper shut down procedures and measures to prevent surging.		
Shut down and unplug sensitive electric equipment.		
Turn off appliances, equipment, and computers (not associated with remote access). Unplug if possible.		
Check that equipment requiring uninterrupted electrical power is connected to an Uninterrupted Power Supply and/or emergency power.		

Security

Task	Complete or N/A	Notes
Lock all entrances. Ensure key personnel supporting critical functions have approved access.		
Ensure Public Safety is aware of who will be accessing the various areas for critical functions.		
Close all windows.		

Contractors

Task	Complete or N/A	Notes
Notifications		
Approve access		

Environmental Health and Safety Ramp-Down Checklist

This checklist will be used in the case of a campus closing to retain critical operations such as facilities, research, and laboratory.

Preparing

Task	Complete or N/A	Notes
Identify all non-critical activities that can be ramped down, curtailed, suspended or delayed. Including require timeframe to safely complete the task.		
Identify all critical activities, including but not limited to time required to maintain facilities, equipment, and critical research		
Identify primary and backup personnel able to safely perform essential activities.		

Communications

Task	Complete or N/A	Notes
Create an emergency contact list of department personnel. Include principal investigators (PIs), Public Safety (PS), EHSO, Facilities as applicable.		
Ensure the contact list is saved where it can be remotely accessed by everyone in the department and a copy sent to College Coronavirus Coordinator or designated personnel. Include home and cell phone numbers.		
Test your phone tree or email group to facilitate emergency communication amongst department personnel, PIs and student workers/researchers as applicable.		
For instructional and research laboratories ensure that the chemical inventories and associated hazards are up to date and specifics inspection logs accessible (i.e. peroxide formers).		

Shipping/Receiving

Task	Complete or N/A	Notes
Procurement of new orders are to be limited to items needed to support minimal critical functions.		
If possible, cancel orders for non-essential materials if they have not yet shipped.		

Plan ahead for any outgoing hazmat shipments, both on the shipping and receiving end.		
Notify the receiving/mail services department of any expected incoming shipments. Include storage requirement upon arrival on campus.		
Plan ahead for any Dry Ice shipments and ensure they are properly stored.		

Laboratories (Instructional and Research)

Tasks	Complete or N/A	Notes
Consolidate storage of valuable perishable items within storage units that have backup generator systems.		
Secure all hazardous materials in long-term storage. Label and securely cap every container.		
Ensure all flammables are stored in flammable storage cabinets.		
Ensure that all items are labeled appropriately. All working stocks of materials must be labeled with the full name of its contents and include hazards.		
Remove all chemicals from benchtops and fume hoods and store in cabinets or appropriate shelving.		
Remove and properly discard any contents within the refrigerator that will spoil over time.		
Request waste pick up of waste chemicals.		
Test all Peroxide forming compounds. Request pick up of unstable chemicals.		

Physical Hazards

Tasks	Complete or N/A	Notes
Close gas valves. If possible, shut off gas to area.		
Turn off appliances, equipment, and computers (not associated with remote access). Unplug if possible.		
Secure compressed gas cylinders and store in upright position. Remove regulators and use cylinder cap to secure the valve.		

Protect against flooding from broken pipes. Elevate chemicals, materials, supplies, equipment, personal items and electrical wires, off of the floor.		
Check that equipment requiring uninterrupted electrical power is connected to an Uninterrupted Power Supply and/or emergency power.		

Equipment

Tasks	Complete or N/A	Notes
Prepare equipment if routine upkeep is required, ensure proper schedule and access is approved.		
Check that refrigerator, freezer, and incubator doors are tightly closed.		
Biosafety cabinets: surface decontaminate the inside work area, close the sash and power down. Do NOT leave the UV light on.		
Fume hoods: Clear the hood of all hazards, allowing for proper airflow and shut the sash.		
Review proper shut down procedures and measures to prevent surging.		
Shut down and unplug sensitive electric equipment.		

Decontamination

Tasks	Complete or N/A	Notes
Decontaminate/sanitize areas of the lab as you would do routinely at the end of the day.		
Decontaminate/sanitize and clean any reusable materials.		
Document a contamination survey if you have a radioactive material permit for unsealed material.		

Waste Management

Tasks	Complete or N/A	Notes
Collect and label all hazardous chemical waste in satellite accumulation areas (SAAs). Segregate incompatible chemicals (e.g., in plastic secondary bins or trays).		
Request non-regulated or chemical hazardous waste to be collected.		
Collect all solid biological waste in appropriate containers. If your lab does not have a routine bio-waste pick up schedule a waste pick up.		

Collect radioactive waste in appropriate waste containers and schedule a waste pick up		
Properly discard unwanted, non-hazardous chemicals.		

Security

Task	Complete or N/A	Notes
Lock all entrances to the lab and office. Ensure key personnel supporting critical functions have approved access.		
Ensure Public Safety is aware of who will be accessing the labs and facility for critical functions.		
Close all windows.		
Secure lab notebooks, personal items and other data.		
If DEA/NYSDOH Controlled Substances are needed during wind-down or animal emergencies, ensure that those performing the essential tasks are authorized and know how to access.		

General Area

Tasks	Complete or N/A	Notes
Remove all perishable and open food items from the lab's break areas, lockers, and personal spaces.		
Perform general housekeeping.		

Facilities

Tasks	Complete or N/A	Notes
HVAC and temperature control in vital areas (i.e. IT closet, animal laboratories)		

Office of Information Technology (OITS) Ramp-Down Checklist

This checklist will be used in the case of a campus closing to retain critical operations for OITS:

Preparing

Task	Complete or N/A	Notes
Identify all non-critical activities that can be ramped down, curtailed, suspended or delayed. Including require timeframe to safely complete the task.		
Identify all critical activities, including but not limited to time required to maintain facilities, equipment.		
Identify primary and backup personnel able to safely perform essential activities.		
Ensure all systems that will be accessed remotely are turned on and appropriate setup is done on all those systems		
Verify that all data center equipment is 100% operational and try to rectify all issues prior to Ramp- Down		

Communications

Task	Complete or N/A	Notes
Create an emergency contact list of department personnel.		
Ensure the contact list is saved where it can be remotely accessed by everyone in the department and a copy sent to College Coronavirus Coordinator or designated personnel. Include home and cell phone numbers.		
Test your phone tree or email group to facilitate emergency communication amongst department personnel, PIs and student workers/researchers as applicable.		
Notify all department employees of emergency shut down.		

Notify all departments to provide a list of extension that will be forwarded to personal cell phones		
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Shipping/Receiving

Task	Complete or N/A	Notes
Procurement of new orders are to be limited to items needed to support minimal critical functions.		
If possible, cancel orders for non-essential materials if they have not yet shipped.		
Plan ahead for any outgoing shipments, both on the shipping and receiving end.		
Notify the receiving/mail services department of any expected incoming shipments. Include storage requirement upon arrival on campus.		
Plan ahead for any critical equipment deliveries or expensive items.		
Plan ahead for any critical equipment deliveries or expensive items, inform all vendors of the time and days shipping and receiving will be open		

Safety/Compliance/Maintenance

Tasks	Complete or N/A	Notes
Ensure that all staff are aware of protocols for safe computing and CUNY Technology use policy		
Ensure appropriate time out on all Remote systems like Citrix and VMware		

Equipment

Tasks	Complete or N/A	Notes
Prepare equipment if routine upkeep is required, ensure proper schedule and access is approved.		
Review proper shut down procedures and measures to prevent surging. Contact IT Help desk before disconnecting or turning off any equipment		
Shut down and unplug sensitive electric equipment. Contact IT department before disconnecting anything that is Technology related		
Turn off appliances, equipment, and computers (not associated with remote access). Contact IT		

Help desk before disconnecting or turning off any equipment.		
Check that equipment requiring uninterrupted electrical power is connected to an Uninterrupted Power Supply and/or emergency power. Contact IT Help desk before disconnecting or turning off any equipment.		

Security

Task	Complete or N/A	Notes
Lock all entrances to secure equipment. Ensure key personnel supporting critical functions have approved access.		
Ensure Public Safety is aware of who will be accessing the various areas for critical functions.		
Close all windows.		

Contractors

Task	Complete or N/A	Notes
Notifications		
Approve access		
Notify all vendors about receiving invoices electronically.		

Public Safety Department Ramp-Down Checklist

This checklist will be used in the case of a campus closing to retain critical operations for Public Safety:

Preparing

Task	Complete or N/A	Notes
<p>Identify all non-critical activities that can be ramped down, curtailed, suspended or delayed. Including required timeframe to safely complete the task.</p> <p>Lock down classrooms and restrooms. Close all windows. Turn off the lights. Secure all doors. Deactivate automatic doors. This will take place throughout the tours once the ramp down is in effect.</p>		
<p>Identify all critical activities, including but not limited to time required to maintain facilities and equipment.</p> <p>Lock down classrooms and restrooms. Close all windows. Turn off the lights. Secure all doors. Deactivate automatic doors. This will take place once the ramp down is in effect.</p>		
<p>Identify primary and backup personnel able to safely perform essential activities.</p>		

Public Safety personnel-B&G essential staff. I.T.- Essential staff campus access list.		
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Communications

Task	Complete or N/A	Notes
Create an emergency contact list of department personnel. Ensure all P.S personnel 24 hour contact list are up to date. Create an essential staff contact list		
Ensure the contact list is saved where it can be remotely accessed by everyone in the department and a copy sent to the College Coronavirus Coordinator or designated personnel. Include home and cell phone numbers.		
Test your phone tree or email group to facilitate emergency communication amongst department personnel, PIs and student workers/researchers as applicable. -Lieutenants will contact Sergeants -Sergeants will contact officers		
Notify all department employees of emergency shut down. -Chief will inform Lieutenants -Lieutenants will notify Sergeants - Sergeants will brief officers of their new assignments		

Shipping/Receiving

Task	Complete or N/A	Notes
Procurement of new orders are to be limited to items needed to support minimal critical functions.		
If possible, cancel orders for non-essential materials if they have not yet shipped.		
Plan ahead for any outgoing shipments, both on the shipping and receiving end.		
Notify the receiving/mail services department of any expected incoming shipments. Include storage requirements upon arrival on campus (insert email or number).		
Plan ahead for any critical equipment deliveries or expensive items.		

Safety/Compliance/Maintenance

Tasks: Safety	Complete or N/A	Notes
The sensitive areas of concern will be closely monitored by patrol and CCTV		
Update departmental 24 hour contact list.		
Ramp down of staffing schedule		

Equipment

Tasks	Complete or N/A	Notes
Prepare equipment if routine upkeep is required, ensure proper schedule and access is approved.		
Review proper shut down procedures and measures to prevent surging.		
Shut down and unplug sensitive electric equipment.		
Turn off appliances, equipment, and computers (not associated with remote access). Unplug if possible.		
Check that equipment requiring uninterrupted electrical power is connected to an Uninterrupted Power Supply and/or emergency power.		

Security

Task: Ensuring safety and security on the campus while ramping down once a shutdown has been enacted.	Complete or N/A	Notes
Lock all entrances to buildings and campus. Ensure key personnel supporting critical functions have approved access.		
Ensure Public Safety is aware of who will be accessing the various areas for critical functions. Science labs- Chemical rooms-Marina-Aquarium-I.T.-B&G		

Close all windows-lock all classrooms and restrooms-deactivate automatic doors		
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Contractors

Task:	Complete or N/A	Notes
What contractors will be allowed on campus access during this time		
Notifications: Work with the VP. of Finance and Administration and B&G to create an access list.		
Approve access Provide a campus access list to central and the main gate		

Addendum B: Signage and Classroom Protocols (UPDATED)

Kingsborough College has signs posted throughout the campus, consistent with NYS Department of Health (NYSDOH) COVID-19 signage. This signage (decals, posters, and digital) is used to 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, including how they should do so; follow hand hygiene and cleaning and disinfection guidelines; and follow respiratory hygiene and cough etiquette.

Identifiable, uniform, simple, and clear signage is deployed throughout all interior and exterior areas on campus. This “universal signage” is 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.

- Signage is based on the Center for Disease Control and Prevention’s (CDC) free COVID-19 print [resources](#).
- Signage includes information such as directional cues, occupancy limits, traffic patterns, and other campus policies.
 - Where necessary, Kingsborough is reducing bi-directional foot traffic through tape, signs, and other indicators with arrows in hallways, stairwells, and other spaces throughout campus. Signage and distance markers denoting spaces of 6 feet are placed in 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 are separated.
 - 6-foot distance markers are placed around desks, workstations, and other common work areas or areas where gathering is likely to occur (e.g., libraries, study centers).
- Social distancing markers are posted around the workplace using tape/signs that indicate 6 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.).

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 6ft 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”
 - “Protect Against COVID-19”
 - “Symptoms of Coronavirus (COVID-19)”
 - “Getting Back to Normal”
 - “Improve How Your Mask Protects You”

Restrooms:

- Social Distancing Message
 - Occupancy signage indicating the maximum occupancy permitted in each restroom.
 - Social distancing markers outside each restroom with 6ft 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”
 - “Protect Against COVID-19”
 - “Symptoms of Coronavirus (COVID-19)”
 - “Getting Back to Normal”
 - “Improve How Your Mask Protects You”

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 6ft social distance at each chair/desk location.
 - Portable plastic shields placed on each instructor’s desk/podium.
 - Stanchions installed to give each instructor 6ft clearance at the podium.
 - Social distancing markers outside each classroom with 6ft 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.
 - “Protect Against COVID-19”
 - “Symptoms of Coronavirus (COVID-19)”
 - “Getting Back to Normal”
 - “Improve How Your Mask Protects You”

Gymnasium

- 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.
 - Health advisory signage - "Stop the Spread"
 - "Protect Against COVID-19"
 - "Symptoms of Coronavirus (COVID-19)"
 - "Getting Back to Normal"
 - "Improve How Your Mask Protects You"

Cafeteria:

- Social Distancing Message
 - Occupancy signage indicating the maximum number of people permitted.
 - Furniture not in use markers
 - Health advisory signage - "Stop the Spread"
 - Vending Machines - Health advisory signage - "Stop the Spread"
 - ATM Machines - Health advisory signage - "Stop the Spread"
 - "Protect Against COVID-19"
 - "Symptoms of Coronavirus (COVID-19)"
 - "Getting Back to Normal"
 - "Improve How Your Mask Protects You"

Receiving Area:

- 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.
 - Health advisory signage - "Stop the Spread"
 - "Protect Against COVID-19"
 - "Symptoms of Coronavirus (COVID-19)"
 - "Getting Back to Normal"
 - "Improve How Your Mask Protects You"

Library:

- 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.
 - “Protect Against COVID-19”
 - “Symptoms of Coronavirus (COVID-19)”
 - “Getting Back to Normal”
 - “Improve How Your Mask Protects You”

Get a COVID-19 vaccine



It's SAFE!

\$0.00

It's FREE!



**It will help PROTECT
you and your family!**



**You might get side effects.
But you should FEEL BETTER
in a few days.**



**Get the FIRST
vaccine you can!**



**Keep taking basic prevention steps
when recommended.**

CS324285-A | 05/06/21

<https://www.cdc.gov/coronavirus/2019-ncov/symptoms-testing/symptoms.html>

Symptoms of Coronavirus (COVID-19)

Know the symptoms of COVID-19, which can include the following:



Symptoms can range from mild to severe illness, and appear 2–14 days after you are exposed to the virus that causes COVID-19.

Seek medical care immediately if someone has Emergency Warning Signs of COVID-19

- Trouble breathing
- Persistent pain or pressure in the chest
- New confusion
- Inability to wake or stay awake
- Pale, gray, or blue-colored skin, lips, or nail beds, depending on skin tone

This list is not all possible symptoms. Please call your healthcare provider for any other symptoms that are severe or concerning to you.



Centers for Disease
Control and Prevention
National Center for Emerging and
Zoonotic Infectious Diseases

cdc.gov/coronavirus

(3/31/20)



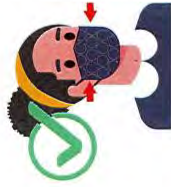
DO choose masks that



Have two or more layers of washable, breathable fabric



Completely cover your nose and mouth



Fit snugly against the sides of your face and don't have gaps



Have a nose wire to prevent air from leaking out of the top of the mask



CS 319876-0 April 28, 2021 8:45 AM

DO NOT choose masks that



Are made of fabric that makes it hard to breathe, for example, vinyl



Have exhalation valves or vents, which allow virus particles to escape



Are intended for healthcare workers, including N95 respirators

[cdc.gov/coronavirus](https://www.cdc.gov/coronavirus)

How mRNA COVID-19 Vaccines Work

Understanding the virus that causes COVID-19.

Coronaviruses, like the one that causes COVID-19, are named for the crown-like spikes on their surface, called **spike proteins**. These **spike proteins** are ideal targets for vaccines.

What is mRNA?

Messenger RNA, or mRNA, is genetic material that tells your body how to make proteins.

What is in the vaccine?

The vaccine is made of mRNA wrapped in a coating that makes delivery easy and keeps the body from damaging it.

How does the vaccine work?

The mRNA in the vaccine teaches your cells how to make copies of the **spike protein**. If you are exposed to the real virus later, your body will recognize it and know how to fight it off.

The vaccine **DOES NOT** contain **ANY** virus, so it cannot give you COVID-19. It cannot change your DNA in any way.

When your body responds to the vaccine, it can sometimes cause a mild fever, headache, or chills. This is completely normal and a sign that the vaccine is working.

After the mRNA delivers the instructions, your cells break it down and get rid of it.

GETTING VACCINATED?

For information about COVID-19 vaccine, visit: [cdc.gov/coronavirus/vaccines](https://www.cdc.gov/coronavirus/vaccines)



Students: Care for yourself one small way each day



Find creative ways to spend time safely with friends, like virtual movie parties

Do something you enjoy outside, like going to the park or for a run



Treat yourself to healthy snacks and get enough sleep



Make time to relax by reading, listening to music, or exploring a new hobby

Remember, you're not alone



Talk to someone you trust if you or a friend feels bad



320352-C

Substance Abuse and Mental Health Services Administration
Disaster Distress Hotline: call or text 1-800-985-5990

cdc.gov/coronavirus

When You Are Sick



Do not share personal household items

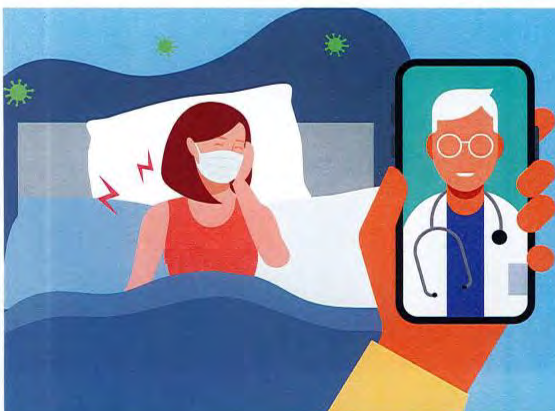
Do not share dishes, drinking glasses, cups, eating utensils, towels, or bedding with other people in your home.



Monitor your symptoms

Symptoms of COVID-19 include fever, cough, or other shortness of breath and more.

Follow instructions from your healthcare provider and local health department.



When to seek emergency medical attention

If someone is having

- Trouble breathing.
- Persistent pain or pressure in the chest.
- Inability to wake or stay awake.
- Pale, gray, or blue-colored skin, lips, or nail beds depending on skin tone.

Seek emergency medical care immediately. Call 911 or call ahead to your local emergency facility. Notify the operator that you are seeking care for someone who has or may have COVID-19.

When You Are Sick



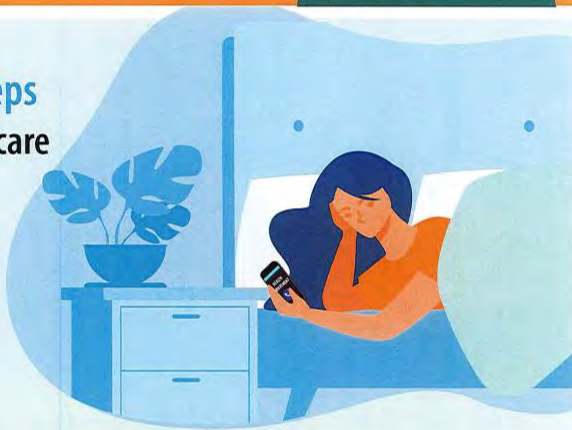
To prevent the spread of COVID-19

- Wear a mask.
- Stay at least 6 feet apart from others.
- Wash your hands often.
- Cover your coughs and sneezes.
- Clean high-touch surfaces every day.



If you are sick follow these steps Stay home except to get medical care

- Most people with COVID-19 have mild illness and can recover at home.
- Get rest and stay hydrated.
- Call before you get medical care.



Stay separate from other people and pets in your home

- Stay in a specific room as much as possible.
- Stay away from other people and pets in your home.
- If possible, you should use a separate bathroom.
- If you need to be around other people or animals in or outside of the home, wear a mask.



cdc.gov/coronavirus



Getting 'Back to Normal' Is Going to Take **All of Our Tools**

If we use all the tools we have, we stand the best chance of getting our families, communities, schools, and workplaces "back to normal" sooner:

Get vaccinated.



Wear a mask.



Stay 6 feet from others,
and avoid crowds.



Wash
hands often.



CS322251-A | 01/27/21

www.cdc.gov/coronavirus/vaccines



Protect Against COVID-19.

Safe and effective COVID-19 vaccines
are available for free for everyone living
in the United States.



Get Vaccinated:
cdc.gov/coronavirus/vaccines

I GOT MY
COVID-19
VACCINE!

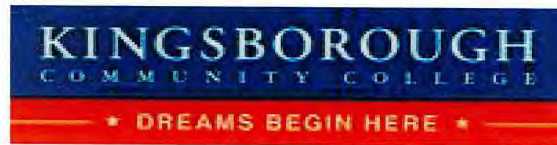


Protect Against COVID-19.

Safe and effective COVID-19 vaccines
are available for free for everyone living
in the United States.



Get Vaccinated:
cdc.gov/coronavirus/vaccines



Attention

We Are Practicing Social Distancing

**Please Practice Social
Distancing of 6ft at All Times**

- When ***Entering*** Classrooms
- When ***Exiting*** Classrooms

Please **Do Not** Move Any Chairs
Face Coverings **Must** Be Worn At
All Times

Thank You for Your Cooperation
Kingsborough Community College

RESTROOM NOTICE

Maximum Occupancy

People



Maintain 6 feet
(2m) of distance
from others.

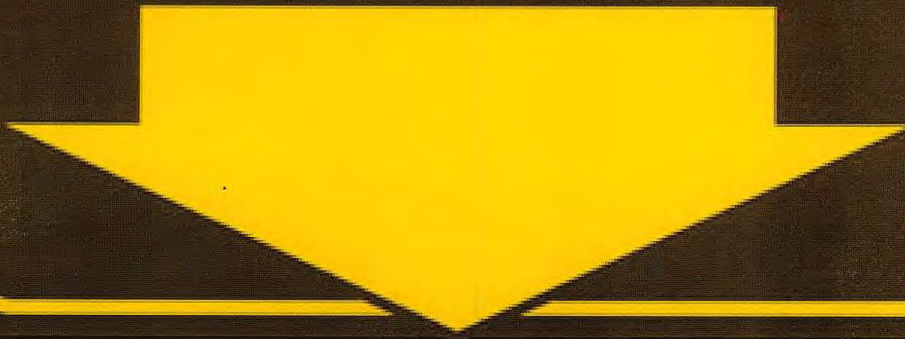


Wear a
Mask or Face
Covering.

Thank you!



**SANITIZE
HANDS
HERE**



Disinfect Computers in Labs and Classrooms

Before using Computers in this lab, please clean
the work area by following these steps:



1- Take a wipe from the dispenser



**2- Wipe down the mouse, keyboard,
desktop and chair
(if needed, use 1 additional wipe)**



3- Discard wipe in trash



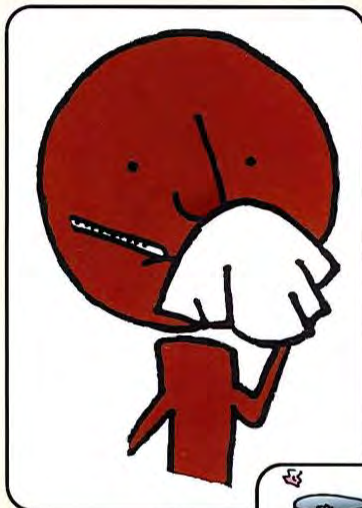
**4- Wait at least 5 minutes to allow the
disinfectant to air dry**

KINGSBOROUGH
COMMUNITY COLLEGE

— ★ DREAMS BEGIN HERE ★ —

Stop the spread of germs that make you and others sick!

Cover Your Cough



Put your used tissue
in a waste basket.



Cover your mouth
and nose with a
tissue when you
cough or sneeze.

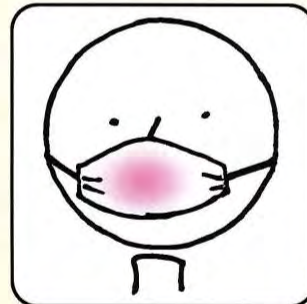
or

Cough or sneeze into
your upper sleeve,
not your hands.



You may be asked by
a health care provider
to **wear a face mask**
in public. Don't worry
if you see others
wearing masks.

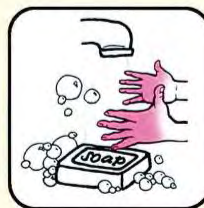
**They are preventing
the spread of germs.**



Special thanks to the Minnesota Department of Health and the Minnesota Antibiotic Resistance Collaborative.

Wash Your Hands

after coughing or sneezing.



Wash with
soap and
water.

or

Clean with
alcohol-based
hand sanitizer.



Addendum D: Covid-19 Prevention Cleaning and Disinfection

Protocols (UPDATED)

I. Introduction:

Kingsborough Community College is undertaking these enhanced cleaning and disinfection procedures to prevent community spread of COVID-19. These cleaning protocols are intended to reduce the spread of COVID-19, and do not apply to areas where a person with COVID-19 spent time. Areas where a COVID-19 positive person spent time will be assessed on a case-by-case basis, and cleaning and disinfection will be implemented based on the risk of potential contamination as determined by the Environmental Health & Safety Department (EH&S)

The procedures for cleaning and disinfecting are designed for each specific area i.e. bathrooms, classrooms, elevators, labs, and offices with a focus on high-touch surfaces, such as desks, tables, buttons, handrails, faucets, doorknobs, dispensers, shared equipment, and shared keyboards. Increased frequency of cleaning and disinfecting with attention to these areas helps remove bacteria and viruses, including COVID-19.

II. Safety Guidelines During Cleaning and Disinfection:

- Follow the manufacturer's instructions and Safety Data Sheet (SDS) for safe and effective use of all cleaning and disinfection products (e.g., dilution concentration, application method and contact time, required ventilation, and use of personal protective equipment).
- Wear disposable gloves when cleaning and disinfecting. Gloves should be discarded after each use. Clean hands immediately after gloves are removed.
- Wear eye protection when there is a potential for splash or splatter to the face.
- Uniforms must be worn while cleaning. Employees must change into personal clothing before leaving the campus.
- Store chemicals in labeled, closed containers. Store them in a manner that prevents tipping or spilling.
- Practice good hand hygiene after cleaning:
 - Wash hands often with soap and warm water for at least 20 seconds.
 - If soap and warm water are not readily available, use an alcohol-based hand sanitizer that contains at least 60% alcohol.
- Ensure that disinfectants are prepared (well-ventilated areas) and handled safely, wearing the appropriate PPE to avoid chemical exposures.

III. 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.
- 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).

IV. Cleaning and Disinfection of Areas

Surface areas such as 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.

- 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 handwashing 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 each restroom has been serviced. Shift supervisors will verify and initial the sheet.
- Classrooms/Labs 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, benchtops, student/instructor desks, and lectern and window sills.

- 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 will 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
- Surfaces which cannot be sprayed for disinfection such as keyboard, computers etc. will be cleaned and disinfected with single-use sanitizing wipes. The wipes may 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.
 - They 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 will 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)

Facilities Staff procedures to be employed for regular cleaning and disinfection:

- All custodians will wear the following Personal Protective Equipment for every cleaning/disinfection procedure:
 - Gloves
 - Safety glasses or goggles
 - Face Covering
- PPE will be donned in the following order:
 - Wash your hands with soap and water or use hand sanitizer with at least 60% alcohol content.
 - Put on face covering
 - Put on the safety glasses or goggles and make sure they fit well and do not need to be readjusted.
 - Put on gloves and inspect for any tears or defects.
- Cleaning solution can be either made with soap and water or by using Avistat-D Ready To Use Spray Disinfectant.
- All surfaces must be cleaned first by applying cleaning solution either by spraying or using a dipped cloth towel, rag or sponge to wipe down a surface to reduce the amount of soil, dirt and dust on the surface. After application, allow the surface to air dry before proceeding to disinfection step.
- Avistat-D Ready To Use Spray Disinfectant will be used for routine disinfection of hard non-porous surfaces.
- Disinfecting solution will be applied to the surface either by spraying it or wiping the surface with a dipped cloth towel or rag. Treated surfaces must remain wet for a minimum of 10 minutes. To ensure proper disinfection, allow the surface to air dry. Avoid over-application and pooling of disinfecting solution on surfaces. Exercise caution when spraying.

- The following hard non-porous surfaces can be cleaned and disinfected with both cleaning and disinfecting solutions:
 - laminated table tops (Formica)
 - plastic table tops
 - stainless steel
 - tile and grout
 - CAUTION: If in doubt whether the surface can be damaged by the solutions, apply both solutions to a small surface areas to be cleaned and disinfected first and wait several minutes prior to proceeding.
- Proceed to the next surface to be cleaned from the back of classroom/bathroom/office to the front and from the less soiled surfaces to the more heavily soiled. This will ensure decreasing levels of contamination.
- Change cleaning towels/rags frequently to minimize spreading of soil or contamination. Collect the cleaning towels/rags in a sealed bag to ensure containment. If paper towels are used, discard after finishing one area.
- High touch areas in a classroom include: doorknobs/handles, light switches, table and desk tops, as well as instructor desk and podium.
- High touch areas in a bathroom include door handles, sink, faucet, faucet handles/push buttons, soap dispenser, stall door, stall door lock, flushometer handle, toilet, toilet seat, toilet paper dispenser, towel dispenser and/or air dryer etc.
- High touch points in a lobby are:
 - doorknobs/handles
 - doors, windows
 - disabled access push buttons
 - walls, phone
 - elevator buttons and doors
 - bulletin boards
 - etc.
- High touch points in a hallway are:
 - doorknobs/handles
 - bulletin boards
 - walls
 - windows
 - windows sills
 - etc.
- High touch areas in personal office space include:
 - individual desks
 - desk cabinets
 - phone
 - computer keyboard
 - computer mouse
 - file cabinets
- Chairs will be the responsibility of the designated user. Facilities will provide cleaning and disinfecting supplies.

Procedure for cleaning and disinfection for confirmed COVID19 case

- Close off all areas for at least 24 hours.
- Increase ventilation in the area if feasible, e.g. opening outside doors, windows or increasing amount of fresh air in the area.
- If it is feasible, leave the area exposed to sunlight since UV light is known to kill viruses and bacteria.
- Custodial supervisors should visually evaluate the area to ensure that all surfaces that need to be cleaned have been identified and clearly communicated to cleaning staff.
- The following Personal Protective Equipment (PPE) is required for the custodians who will be cleaning and disinfecting surfaces in a space occupied by confirmed COVID19 case:
 - Tyvek suit with a hood and foot covers or rubber boots
 - 2 pairs of gloves – inner and outer gloves with longer cuff length, preferably different color.
 - Face shield or safety glasses/goggles.
- The PPE will be donned in the following order:
 - Don Tyvek suit after which wash your hands with soap and water for 20 seconds or use hand sanitizer with at least 60% alcohol content.
 - Put on the mask, face shield or safety glasses/goggles while avoiding unnecessary touching of your mouth, nose and eyes. Make sure they fit well and do not need to be readjusted while you perform the cleaning and disinfection.
 - Wash your hands with soap and water for 20 seconds or use hand sanitizer with at least 60% alcohol content.
 - Don inner gloves, inspect for any tears or defects and extend Tyvek suit cuffs over them.
 - Don outer gloves, inspect for any tears or defects and tuck in the cuffs of the Tyvek suit underneath the gloves.
- After donning PPE, the custodian will proceed to clean and disinfect all areas occupied by Covid positive individuals by implementing the following Enhanced Cleaning and Disinfection Procedure:
- The disinfectant to be used is CDC approved ECOLAB Peroxide Multi Surface Cleaner and Disinfectant. EPA# 1677-238.
- Victory Electrostatic cleaners will be used to apply the EPA, CDC approved disinfectant solution to surfaces.
- After application, allow the surface to air dry before proceeding to disinfection step.
- Disinfecting solution will be applied to the surface either by spraying it or wiping the surface with a dipped cloth towel or rag. Treated surfaces must remain wet for a minimum of 10 minutes. To ensure proper disinfection, allow the surface to air dry. Avoid over-application and pooling of disinfecting solution on surfaces. Exercise caution when spraying the disinfecting solution on surfaces.

- The following hard non-porous surfaces can be cleaned and disinfected with both cleaning and disinfecting solutions:
 - laminated table tops (Formica)
 - plastic table tops
 - stainless steel
 - tile and grout
 - CAUTION: If in doubt whether the surface can be damaged by the solutions, apply both solutions to a small surface areas to be cleaned and disinfected first and wait several minutes prior to proceeding.
- Proceed to the next surface to be cleaned from the back of classroom/bathroom/office to the front and from the less soiled surface to the more heavily soiled ones. This will ensure decreasing levels of contamination.
- For soft (porous) surfaces such as carpeted floor, rugs, and drapes, remove visible contamination if present and clean with appropriate cleaners indicated for use on these surfaces.
- Porous surfaces such as drapes, linens can be laundered if necessary.
- Launder items as appropriate in accordance with the manufacturer's instructions. If possible, launder items using the warmest appropriate water setting for the items and dry items completely.
- The area can be reopened once it has been cleaned and disinfected.
- Procedure for removing PPE:
 - Remove outer gloves and put them into trash.
 - Exercise caution to avoid contaminating the inner glove or the Tyvek suit.
 - Wash your gloved hands with soap and water for 20 seconds or use hand sanitizer with at least 60% alcohol content.
 - Unzip the Tyvek suit and start peeling the suit from the shoulders and back to your forearms, then pull off the arms by the cuffs slowly while avoiding touching your clothing underneath the suit. Once the suit has been pulled off your upper body, start pulling it down your hips until it is below your knees. Then, sit on a chair and use your feet also to take off the suit completely. Discard the suit with rubber boots into trash.
 - Remove your inner gloves and immediately wash your hands with soap and water for 20 seconds or use hand sanitizer with at least 60% alcohol content.
 - Remove the face shield and/or safety glasses/goggles while avoiding unnecessary touching of your mouth, nose and eyes. Wash your hands with soap and water for 20 seconds or use hand sanitizer with at least 60% alcohol content.
 - Face shield or safety glasses/goggles should be cleaned and disinfected afterwards.
- If more than 7 days have passed since the individual with confirmed COVID19 used the facility, no additional cleaning and disinfection is necessary, but regular cleaning and disinfection must continue.

Bathrooms

Items to be Cleaned	Task	Frequency	Responsible Party
Sinks, toilets, floor, faucets, surfaces, doors, locks, towel dispensers	Cleaning of soiled/dirty surfaces.	Daily	Custodians
High touch areas of sinks, toilets, floor, faucets, surfaces, doors, locks, towel dispensers	Disinfect	3 times a day	Custodians

Classrooms

Items to be Cleaned	Task	Frequency	Responsible Party
Desks, tables, buttons, handrails, faucets, doorknobs, phones	Cleaning of soiled/dirty surfaces.	Daily	Custodians
High touch areas desks, tables, buttons, handrails, faucets, doorknobs, phones	Disinfect	Between each class	Custodians
Electronics/podiums/screens	Disinfect	Between each class	Users

Elevators

Items to be Cleaned	Task	Frequency	Responsible Party
Floor, doors, buttons, panels	Cleaning of soiled/dirty surfaces.	Daily	Custodians
High touch areas of buttons, doors, and panels	Disinfect	3 times a day	Custodians

Labs

Items to be Cleaned	Task	Frequency	Responsible Party
Chairs, desks, tables, buttons, handrails, faucets, doorknobs, phones	Cleaning of soiled/dirty surfaces.	Daily	Custodians

High touch areas: desks, tables, chairs, buttons, handrails, faucets, doorknobs, phones	Disinfect	Between each class	Custodians
Electronics/podiums/screens	Disinfect	Between each class	Users
Lab equipment	Clean and Disinfect	Between each class	CLTs

Offices

Items to be Cleaned	Task	Frequency	Responsible Party
Floors, chairs, tables, buttons, handrails, faucets, doorknobs, phones	Cleaning of soiled/dirty surfaces.	Weekly	Custodians
High touch areas desks, tables, buttons, handrails, faucets, doorknobs, phones	Disinfect	Daily	Users
Electronics/podiums/screens	Disinfect	Between each class	Users

ADDENDUM E: COMMUNICATIONS PLAN (AMENDED)

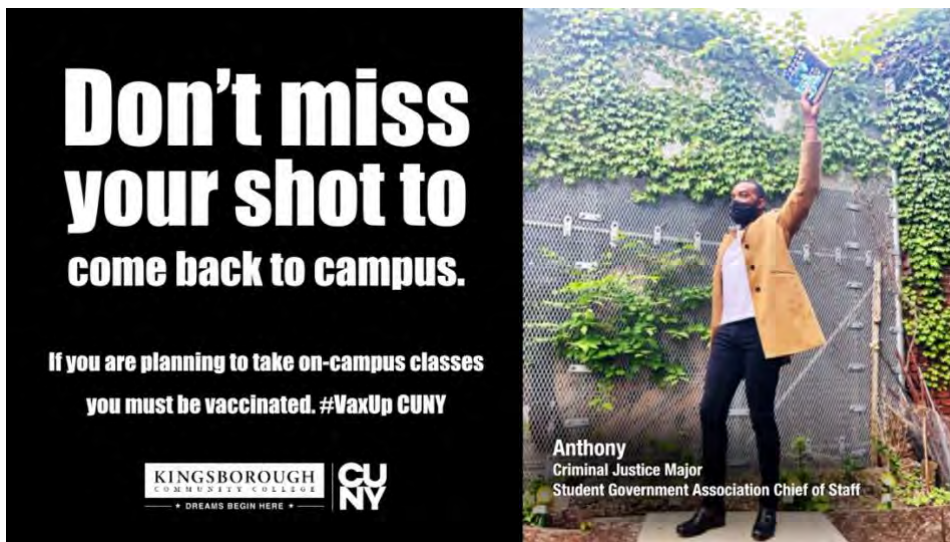
The College has developed a communications plan (provided in Addendum E: Communications Plan) for all of its stakeholder audiences, including students, faculty, staff, visitors, parents/guardians, and the general public. The College's Communications and Marketing Office will coordinate all COVID-19 related communications with the Campus Coronavirus Coordinator at KCC and CUNY.

1. Kingsborough will employ various channels to communicate policy and protocol updates to the campus community and all stakeholders including:
 - Webpages
 - Emails
 - Texts
 - Social Media
 - Signage (Digital and Printed)
 - Videos
 - Ask Me! KCC Chat Team
 - Virtual Forums/Town Halls

We will utilize CDC communications resources which also provide a social media toolkit, print materials, videos and more that are found at <https://www.cdc.gov/coronavirus/2019-ncov/communication/index.html>.

The College will use the best communication tactics for each stakeholder audience as outlined in the plan below and will use the channels consistently as a means of providing updated information that focuses on facts and transparency by:

- Communicating to the campus community and stakeholders what is being done to mitigate the spread of COVID-19 (e.g., disinfection routine, health policies for staff, and health & safety measures in place).
 - Communicating with faculty and staff any required training to help them adjust to new campus behaviors.
 - Communicating plans for reopening and drive adherence to new protocols within those plans.
 - Establish formal and informal channels of communications for the campus community to express concerns, questions, comments and feedback.
 - The College will encourage the campus community and all stakeholders to adhere to CDC and NYSDOH guidance regarding the use of PPE, specifically face coverings and social distance protocols
2. The College communications will encourage students, faculty and staff to get vaccinated by continuing to participate in CUNY's #VaxUpCUNY campaign to encourage CUNY students, alumni, faculty and staff to get their COVID-19 vaccination as soon as they become eligible.
 - The College will continue to share photos, videos and graphics through our communication channels featuring messaging that encourages vaccinations from members of the campus community who have been vaccinated. We will also develop a webpage that highlights these messages and will link it to the appropriate CUNY webpage with the latest vaccine information, including eligibility updates and links to federal, state and city resources on how and where to receive vaccinations.
 - We will invite members of the community to submit photos and messages of themselves receiving their vaccinations in an effort to dispel any fear and hesitancy that surround the vaccines.



3. The approved reopening plans will be available both digitally and in printed form.

- A link to the Reopening Plan will conspicuously posted on the campus website on the homepage ticker at the top of the page
- Multiple copies of the Reopening Plan will be printed and placed in designated offices on campus that are accessible to the entire campus community. A map of where the printed plans will be placed will be located on the website and on campus signage.

1) General Communications

- a) All audiences, including, students, faculty, staff, visitors, parents/guardians, and the general public
 - i) www.kbcc.cuny.edu/campusentry/ serves as the main vehicle for communicating policies and procedures related to college operations
 - ii) Social media announcements on Instagram, Facebook and Twitter will amplify messages/announcements posted to the website and will refer viewers to the webpage for additional information.
 - (1) Post as needed and amplify webpage
 - iii) Expand “ASK ME! KCC” chat team knowledge base with information and links to relevant web sections
- b) Faculty and Staff
 - i) Outlook email messages to be issued by college President or Office of Marketing & Communications as needed
- c) Matriculated Students email and text messages to be issued by Student Life and IT as needed
 - i) Develop section of the student portal that highlights key areas and links to relevant webpages
- d) Continuing Education student email and text messages to be issued by the Continuing Education team as needed
- e) Details as to who should be contacted if a student, faculty or staff member tests positive for COVID-19
- f) Who to contact if you feel sick on campus or off campus
- g) As areas of use on campus are expanded, broad communications will be deployed to inform the community of changes/updates **using the additional communication platforms listed above.**

2) Return to Campus Planning Communications/ Engagement

- a) All audiences, including, students, faculty, staff, visitors, parents/guardians, general public
 - i) Develop a planning page on the www.kbcc.cuny.edu/campusentry/ webpage that details membership and reports for the Planning and Operational Task Forces
 - ii) Include 'virtual suggestion box' for community input on website and link to in related communications
 - iii) Convene 'Town Hall' style meetings to allow for further community input
 - iv) Collect comments/questions received via 'virtual suggestion box' and social media from the campus community
 - (1) Suggestions will be routed to the Operational Task Force Chairperson

3) On-Campus Safety Protocol Communications

- a) All persons scheduled to be present on campus; general public
 - i) Develop section on www.kbcc.cuny.edu/campusentry/ page will serve as hub for detailing on-campus safety protocols
 - (1) Explain signage that is utilized on campus and protocol for moving through campus
 - (2) Detail what's accessible, what isn't, entrances/exits, fire safety considerations, screening questionnaire process with link to health template (see temperature checks (if applicable), occupancy limits, etc.
 - (3) Detail protocol related to non-compliance
 - (a) Issues with non-compliance with social distancing, hygiene, or safety practices should be reported confidentially to the Coronavirus Campus Coordinator
 - (i) Implement online forms for members of the community to report instances of non-compliance
 - (4) Detail who is and is not permitted on campus during each phase (i.e. no unannounced visitors)
 - (5) Details as to who to contact if a student, faculty or staff member tests positive for COVID-19
 - (6) Include testing resources
 - (7) Outline protocols for access to additional services, such as Library, Computer Labs, Parking
 - (8) Highlight mental health resources, including anxiety about traveling to/from campus and around distance education
 - (9) Detail disinfecting/ sanitizing protocols
 - (10) Training is required for employees and will be completed via Blackboard
 - (11) Training required for students
 - (12) Include archived communications
 - (13) Provide tips for safe commuting to/from campus
 - (14) Detail measures / scenarios for partial and full closure
 - (15) Updated regularly/as needed
 - (a) Link to page from homepage, coronavirus page, Admissions, Continuing Ed, Faculty and Student Portals and other high-level pages as needed.
 - ii) Faculty/ Staff scheduled to be on campus
 - (1) Email steps/protocols directly to named persons; emphasize required training and additional protocols for admittance to campus
 - iii) One-pager PDF of quick tips for coming to campus
 - iv) Emails group for students registered for a course on campus
 - (1) Matriculated list
 - (2) Continuing Education list
 - (3) Faculty and Staff involved with the courses on campus
 - v) Amplify webpage on social media

- b) Students with off-site clinical placements
 - i) Support departments like Health Sciences and other in communicating off-site specific protocols for students participating in clinical internships or activities off campus
 - (1) Outline the departments and to develop communications as needed

4) Distance Operations Communications

- a) All audiences
- b) Continue to maintain webpages to support remote operations
 - i) Distance Learning Resources for Students
 - ii) Distance Learning Resources for Faculty
 - iii) KCC/CUNY Updates
 - iv) Coronavirus Information
- c) Develop additional remote operations webpages
 - i) Staff distance working resources
 - (1) Employee resources (i.e. HR/payroll)
 - (2) How to work remotely...
 - (3) Training

5) On-Campus Signage

- a) All persons scheduled to be present on campus
 - i) Signage designs to be provided by campus Communications and Marketing, printed by the Print Shop and installed by Building Operations, **and will be posted digitally on campus monitors**
 - (1) To include reminders of proper hygiene, social distancing rules, appropriate types and use of PPE, and cleaning and disinfecting protocols; Specific room or space occupancy limits, if applicable; and Additional precautions that must be observed for unique spaces; Floor markings or barrier tape where necessary to promote physical distancing
 - ii) See samples; additional formats/messages to be prepared as needed

6) Mental Health Communication

- a) All audiences
- b) Develop sub-page of www.kbcc.cuny.edu/campusentry/ that draws attention to the importance of mental health during the pandemic
- c) Additional content to be developed by Counseling Center staff and Human Resources and to ask “What do you need” and include CUNY guidance:
 - i) Supplement mental health content of webpage with resources: Encourage employees and students to take breaks from watching, reading, or listening to news stories, including social media if they are feeling overwhelmed or distressed; promote employees and students eating healthy, exercising, getting sleep and finding time to unwind; encourage employees and students to talk with people they trust about their concerns and how they are feeling; provide phone number for Statewide Mental Health Hotline
 - ii) Develop and communicate the availability of check-in forums for faculty and staff through CUNY employee assistance program
 - iii) Continue to offer and communicate the availability of check in forums for students
 - iv) Ensure mental health resources (campus and external) are widely available through website, students and faculty and staff portals, social media, email communications, etc.

7) Confirmed Case Communications

- a) Work with Coronavirus Coordinator, Coronavirus Liaison and CUNY Central to prepare and distribute communications as needed in the event a case is confirmed on campus
 - i) Communications and Marketing to prepare scripts for email messages and phone calls to direct contacts for use by campus contact tracing personnel
 - ii) College-wide update via website
 - iii) Confirmed cases result in partial or full closures; see *Emergency Closing Communication Plan*

8) Ramp Down/ Shut Down Communications

- a) Once the Coronavirus Coordinator has determined the need for a ramp down or shut down, the *Emergency Closing Communications Plan* will be deployed
 - i) The Coronavirus Coordinator will communicate the decision to scale back or close operations to the VP for Communications and Marketing
 - ii) Partial and Full Closure communications include but are not limited to:
 - (1) homepage
 - (2) www.kbcc.cuny.edu/campusentry/
 - (3) Email (via Outlook) to faculty and staff
 - (4) Email (via Hobsons) to students
 - (5) Email to Continuing Education students
 - (6) CUNY Alert
 - (7) Social media
 - (a) Instagram
 - (b) Facebook
 - (c) Twitter
 - (8) Phone line message

9) Training

- a) All employees to complete CUNY training via Blackboard prior to coming to campus
 - i) Must communicate said requirement in a timely manner
 - ii) Course completion coordinated into campus entry protocol
- b) All students are required to complete training prior to coming to campus
 - i) Confirm Continuing Education students can access training (currently on Blackboard)
- c) Training for Public Safety personnel– to be developed (or determined by CUNY) and required for persons at entries
- d) Personnel performing screening activities are required to view the NYS screeners' training video (NYS higher education guidance provides that screeners may be trained by employer identified individuals who are familiar with CDC, NYSDOH, and OSHA protocols.
- e) Training for faculty and staff regarding office sanitizing steps and Material Safety Data Sheets (MSDS) – to be developed and made available to all faculty and staff
- f) Curate videos from trusted sources, such as CDC, NYS Dept. of Health and NYCDOHMH how to adequately put on, take off, clean (as applicable), and discard PPE, including but not limited to, appropriate face coverings; such training should be extended to contractors if the campuses will be supplying the contractors with PPE.
 - i) Include on on-campus safety webpage and link to from related communications
- g) Refer faculty and staff to CUNY's forthcoming mental health trainings

h) All training to be delivered remotely via website, faculty/staff portal

EXHIBIT A

SOCIAL DISTANCING STUDENT **OCCUPANCIES CHART**

**With Maximum Student Occupancy
Based on 6 Feet and 3 Feet Separation**

May 30, 2021

SOCIAL DISTANCING STUDENT OCCUPANCIES (Rev. 05/30/2021)

Room Number	Floor Area (Sq. Ft.)	Seating Type	Classroom Type	Pre-COVID Scheduled Student Occupancy	Social Distancing Occupancy (6 Ft. SD)	Social Distancing Occupancy (3 Ft. SD)	Comments
West Academic Cluster (WAC) Building - Wing C							
C110	437	TABLET ARM	GENERAL	24	6	15	
C111	459	TABLET ARM	GENERAL	24	6	16	
C112	1,355	FIXED	LECTURE HALL	86	17	26	
C214	440	TABLET ARM	GENERAL	24	6	15	
C215	453	TABLET ARM	GENERAL	24	6	16	
C216	504	TABLET ARM	GENERAL	28	8	18	
C217	488	TABLET ARM	GENERAL	28	6	17	
C319	599	TABLET ARM	GENERAL	31	10	21	
C321	514	TABLET ARM	GENERAL	28	8	18	
C322	487	TABLET ARM	GENERAL	28	8	17	
West Academic Cluster (WAC) Building - Wing D							
D110	435	TABLET ARM	GENERAL	24	6	15	
D111	450	TABLET ARM	GENERAL	24	6	16	
D112	1,355	FIXED	LECTURE HALL	96	17	26	
D214	444	TABLET ARM	GENERAL	24	6	15	
D215	461	TABLET ARM	GENERAL	24	6	16	
D216	508	TABLET ARM	GENERAL	28	6	18	
D217	491	TABLET ARM	GENERAL	28	6	17	
D319	599	TABLET ARM	GENERAL	32	10	21	
D321	517	TABLET ARM	GENERAL	28	8	18	
D322	483	TABLET ARM	GENERAL	28	6	17	
West Academic Cluster (WAC) Building - Wing E							
E111	495	TABLET ARM	GENERAL	28	6	17	

Room Number	Floor Area (Sq. Ft.)	Seating Type	Classroom Type	Pre-COVID Scheduled Student Occupancy	Social Distancing Occupancy (6 Ft. SD)	Social Distancing Occupancy (3 Ft. SD)	Comments
E112	496	TABLET ARM	GENERAL	28	6	17	
E113	453	TABLET ARM	SPECIALIZED USE	9	4	6	Dedicated to Access-Ability Center
E114	438	TABLET ARM	GENERAL	28	6	15	
E205	648	TABLET ARM	GENERAL	35	9	23	
E215	496	TABLET ARM	GENERAL	28	6	17	
E216	498	TABLET ARM	GENERAL	28	6	17	
E217	450	TABLET ARM	GENERAL	24	6	16	
E218	443	TABLET ARM	GENERAL	24	6	15	
E319	1,357	FIXED	LECTURE HALL	68	19	33	Computerized Lecture Hall
E321	599	TABLET ARM	FLEXIBLE	28	7	12	
West Academic Cluster (WAC) Building - Wing F							
F111	492	TABLET ARM	GENERAL	28	6	17	
F112	486	TABLET ARM	GENERAL	28	6	17	
F113	453	TABLET ARM	GENERAL	24	6	16	
F114	442	TABLET ARM	GENERAL	24	6	15	
F215	493	TABLET ARM	GENERAL	28	6	17	
F216	491	TABLET ARM	GENERAL	28	6	17	
F217	451	TABLET ARM	GENERAL	24	6	16	
F218	442	TABLET ARM	GENERAL	24	6	15	
F319	1,346	FIXED	LECTURE HALL	68	19	33	Computerized Lecture Hall
F321	598	TABLET ARM	GENERAL	31	10	21	
Health & Physical Education Center (G) Building							
G102	2,611	EXERCISE EQUIPMENT	FITNESS ROOM	35	8	16	HPE Dept. Proposes 8 SD Students
G213	2,512	CHAIR/MAT	SPECIALIZED	45	20	32	10+ CPR Mannequins/22 Tablet Arm Chairs
G213A	911	CHAIR/MAT	SPECIALIZED	35	12	19	12 Folding Chairs/7 Mats

Room Number	Floor Area (Sq. Ft.)	Seating Type	Classroom Type	Pre-COVID Scheduled Student Occupancy	Social Distancing Occupancy (6 Ft. SD)	Social Distancing Occupancy (3 Ft. SD)	Comments
Library (L) Building							
L100/L101	1,381	FIXED	OPEN COMPUTER LAB	108	33	58	Open Computer Study Lab
L100A	674	FIXED	OPEN COMPUTER LAB	52	14	28	Open Computer Study Lab
L100V	628	FIXED	COMPUTER LAB	43	11	23	
L115A	1,219	TABLE/CHAIR	STEM LAB	25	10	18	
L118B	409	FIXED	COMPUTER LAB	10	6	10	
L130	566	FIXED	PRODUCTION LAB	20	5	10	Media Arts Dept. Proposes 5 SD Students
L131	610	MIXED	EDITING LAB	20	5	11	Media Arts Dept. Proposes 5 SD Students
L137	1,207	MIXED	TELEVISION STUDIO	20	5	10	Includes Control Room and Stage
L139A	587	TABLET ARM	GENERAL	38	10	20	
L141	813	TABLET ARM	GENERAL	50	12	29	
L218	1,260	FIXED	COMPUTER LAB	36	11	18	
L304	1,149	FIXED	COMPUTER LAB	30	17	18	Only 1 more student can be added with 3 Ft. SD
Marine & Academic Center (M) Building							
M108	1,228	MIXED	COMPUTER WORKSHOP	37	18	34	
M109	765	FIXED	COMPUTER LAB	31	16	30	
M110	856	FIXED	COMPUTER LAB	30	14	26	
M111	739	FIXED	COMPUTER LAB	26	12	24	
M114	827	FIXED	COMPUTER LAB	30	16	28	
M118	820	FIXED	COMPUTER LAB	31	14	26	
M119	674	FIXED	COMPUTER LAB	22	12	20	
M125	761	FIXED	COMPUTER LAB	30	16	28	
M128	472	TABLET ARM	GENERAL	32	11	16	
M129	474	TABLET ARM	GENERAL	31	11	16	
M130	1,392	MIXED	EXHIBIT	50	18	34	
M130C	1,383	FIXED	LECTURE HALL	78	20*	56*	*Updated 05/04/2021
M138	2,630	FIXED	MAC PLAYHOUSE	298	47	92	

Room Number	Floor Area (Sq. Ft.)	Seating Type	Classroom Type	Pre-COVID Scheduled Student Occupancy	Social Distancing Occupancy (6 Ft. SD)	Social Distancing Occupancy (3 Ft. SD)	Comments
M140	3,414	MIXED	SCENE SHOP	29	8	14	Dept.Proposes Split Sessions @ 8 SD Students
M146	1,805	FIXED	LECTURE HALL	115	27	81*	*Updated 05/04/2021
M146/M147	3,611	FIXED	LECTURE HALL	230	49*	162*	*New row added 05/04/2021 (for open space use)
M147	1,806	FIXED	LECTURE HALL	115	27*	81*	*Updated 05/04/2021
M149	2,206	MIXED	MARINE SHOP	27	4	8	Maritime Tech. Dept. Proposes 4 SD Students
M152	1,052	BOOTH	NAVIGATION LAB	25	4	8	Maritime Tech. Dept. Proposes 4 SD Students
M153	562	TABLET ARM	GENERAL	40	10	20	
M154	571	TABLET ARM	GENERAL	37	10	20	
M159	1,025	FIXED	COMPUTER LAB	44	21	30	
M161	764	BOOTH	WELDING SHOP	48	4 and 8	6 and 10	Maritime Tech Dept.:4 - Cont. Ed. Dept.: 8
M200A	986	FIXED	OPEN COMPUTER LAB	24	9	16	Cyber Lounge
M208	567	TABLET ARM	GENERAL	38	10	20	
M209	566	FIXED	N/A	39	12	22	
M214	1,101	FIXED	COMPUTER LAB	30	18	28	
M220A	917	FIXED	COMPUTER LAB	31	16	26	
M223	1,027	FIXED	COMPUTER LAB	28	15	25	
M244	570	TABLET ARM	GENERAL	40	10	20	
M246	2,266	FIXED	FOOD PREP. LAB	18	9	15	Culinary Arts Dept. Proposes 9 SD Students
M247	967	FIXED	FOOD PREP. LAB	18	9	15	Culinary Arts Dept. Proposes 9 SD Students
M302	363	TABLET ARM	GENERAL	22	7	12	
M305	539	TABLET ARM	GENERAL	40	8	19	
M306	552	TABLET ARM	GENERAL	45	8	19	
M313	554	TABLET ARM	GENERAL	40	8	19	
M314	901	TABLET ARM/TABLES	FASHION LAB	50	13	21	Business Dept. Proposes 10 SD Students
M322	974	FIXED	COMPUTER LAB	30	11	20	
M326	685	TABLET ARM	GENERAL	40	11	24	
M330	681	TABLET ARM	GENERAL	42	11	24	
M333	496	TABLET ARM	GENERAL	40	7	17	
M336	635	TABLET ARM	GENERAL	54	11	22	

Room Number	Floor Area (Sq. Ft.)	Seating Type	Classroom Type	Pre-COVID Scheduled Student Occupancy	Social Distancing Occupancy (6 Ft. SD)	Social Distancing Occupancy (3 Ft. SD)	Comments
M337	534	TABLET ARM	GENERAL	45	9	19	
M338	534	TABLET ARM	GENERAL	37	8	19	
M339	635	TABLET ARM	GENERAL	38	11	22	
M342	497	TABLE/CHAIR	FASHION LAB	35	4	8	Dept. Proposes 4 SD Students Max. at a Time
M345	685	TABLET ARM	GENERAL	46	12	24	
M349	682	FIXED	COMPUTER LAB	35	9	16	
M350	313	MIXED	FASHION LAB	4	2	4	Business Dept. Proposes 2 SD Students
M358	584	TABLET ARM	GENERAL	40	8	20	
M366	538	TABLET ARM	GENERAL	35	8	19	
M367	527	TABLET ARM	GENERAL	35	7	18	
M374	916	TABLE	FASHION LAB	40	12	22	Dept. Proposes 8 SD Students Max. at a Time
M379	440	TABLET ARM	GENERAL	42	10	15	
M380	439	TABLET ARM	GENERAL	42	10	15	
M385	953	MIXED	SURGICAL LAB	30	8	14	Cont. Ed. Dept. Proposes 8 SD Students
M389	558	TABLET ARM	GENERAL	40	10	19	
M394	627	TABLET ARM	GENERAL	37	13	22	
M394A	596	TABLET ARM	GENERAL	40	10	21	
M395	580	TABLET ARM	GENERAL	41	10	20	
M396	580	TABLET ARM	GENERAL	44	10	20	
M397	576	TABLET ARM	GENERAL	40	10	20	
M406	554	TABLET ARM	GENERAL	40	11	19	Nursing Dept. Proposes 4 SD Students Max.
M411	1,301	FIXED	COMPUTER LAB	93	18*	53*	*Updated 05/04/2021
M414	594	TABLET ARM	GENERAL	25	10	21	Nursing Dept. Proposes 4 SD Students Max.
M415	602	MIXED	NURSING LAB	42	9	16	Nursing Dept. Proposes 4 SD Students Max.
M421	358	MIXED	NURSING LAB	22	4	6	Nursing Dept. Proposes 4 SD Students Max.
M425	608	FIXED	COMPUTER LAB	45	19	36	Nursing Dept. Proposes 4 SD Students Max.
M428	523	FIXED	COMPUTER LAB	34	8	14	Nursing Dept. Proposes 4 SD Students Max.
Performing Arts Center (PAC) Building							
PAC100C	4,620	FIXED	THEATER	495	92	182	PAC Theater/Auditorium

Room Number	Floor Area (Sq. Ft.)	Seating Type	Classroom Type	Pre-COVID Scheduled Student Occupancy	Social Distancing Occupancy (6 Ft. SD)	Social Distancing Occupancy (3 Ft. SD)	Comments
Arts & Sciences (S) Building							
S101	1,212	FIXED	BIOLOGY LAB	24	9	14	
S103	1,212	FIXED	BIOLOGY LAB	24	9	14	
S113	480	TABLET ARM	GENERAL	35	9	17	
S114	1,205	FIXED	BIOLOGY LAB	24	8	14	
S124	1,201	MIXED	PHYS. THERAPY LAB	24	7	12	
S125	1,212	FIXED	BIOLOGY LAB	17	9	14	
S135	1,202	FIXED	BIOLOGY LAB	17	9	14	
S136	498	TABLET ARM	GENERAL	42	8	17	
S157	1,790	TABLES	ART STUDIO	30	5	10	
S158	1,771	TABLES	ART STUDIO	30	6	12	
S159	1,771	TABLES	ART STUDIO	25	5	10	
S160	924	TABLES	ART STUDIO	22	7	11	
S161	2,198	N/A	ART GALLERY	74	14	23	
S162	1,462	FIXED	LECTURE HALL	90	15	46*	*Updated 05/04/2021
S163	1,444	FIXED	LECTURE HALL	90	15	46*	*Updated 05/04/2021
S201	1,212	FIXED	BIOLOGY LAB	24	9	14	
S203	1,212	FIXED	BIOLOGY LAB	20	9	14	
S213	488	TABLET ARM	GENERAL	30	9	17	
S214	1,206	FIXED	COMPUTER LAB	30	14	24	
S225	1,201	FIXED	COMPUTER LAB	30	14	24	
S226	1,212	FIXED	BIO LAB	24	9	14	
S237	1,221	FIXED	BIO LAB	24	9	14	
S238	506	TABLET ARM	GENERAL	32	8	18	
S245	638	FIXED	COMPUTER LAB	38	12	20	
S246	622	MIX	PHYS. THERAPY LAB	24	7	12	
S301	1,212	FIXED	EARTH SCI. LAB	24	9	14	
S303	1,216	FIXED	GRAPHIC LAB	24	9	14	
S313	473	TABLET ARM	GENERAL	30	10	16	
S314	1,206	FIXED	CHEMISTRY LAB	20	9	14	

Room Number	Floor Area (Sq. Ft.)	Seating Type	Classroom Type	Pre-COVID Scheduled Student Occupancy	Social Distancing Occupancy (6 Ft. SD)	Social Distancing Occupancy (3 Ft. SD)	Comments
S324	1,205	FIXED	CHEMISTRY LAB	24	9	14	
S325	1,212	FIXED	CHEMISTRY LAB	24	9	14	
S335	1,224	FIXED	ORG. CHEMISTRY LAB	24	9	14	
S336	506	TABLET ARM	GENERAL	40	10	18	
S346	1,217	FIXED	PHYSICS LAB	24	9	14	
S348	1,219	FIXED	PHYSICS LAB	24	9	14	
T2 Building							
T215	658	TABLE/CHAIR	SPECIALIZED	20	7	14	Cont. Ed. Dept. Proposes 6 SD Students
T216	790	FIXED	COMPUTER LAB	45	9	15	Cont. Ed. Dept. Proposes 8 SD Students
T218	367	TABLET ARM	GENERAL	23	5	13	Dedicated to EMS Program
T220	380	TABLET ARM	GENERAL	23	6	13	
T224	387	TABLET ARM	GENERAL	23	6	13	
T225	370	TABLET ARM	GENERAL	24	5	13	
T227	570	TABLET ARM	GENERAL	35	8	20	
T229	493	TABLET ARM	GENERAL	31	8	17	
T230	447	TABLET ARM	GENERAL	31	6	15	
T235	654	TABLET ARM	GENERAL	40	5	23	
T236	768	FIXED	COMPUTER LAB	27	11	19	
T237	374	TABLET ARM	GENERAL	22	5	13	
T238	381	TABLET ARM	GENERAL	22	5	13	
T240	381	TABLET ARM	GENERAL	26	5	13	
T241	400	TABLET ARM	GENERAL	28	6	14	
T243	819	FIXED	COMPUTER LAB	24	9	18	
T246	694	TABLET ARM	GENERAL	45	12	24	
T247	675	TABLET ARM	GENERAL	48	11	24	
T248	694	TABLET ARM	GENERAL	54	12	24	
T249	612	TABLET ARM	GENERAL	34	6	21	
T250	620	TABLET ARM	GENERAL	48	12	22	
T252	864	TABLET ARM	GENERAL	30	7	30	

Room Number	Floor Area (Sq. Ft.)	Seating Type	Classroom Type	Pre-COVID Scheduled Student Occupancy	Social Distancing Occupancy (6 Ft. SD)	Social Distancing Occupancy (3 Ft. SD)	Comments
T253	338	TABLET ARM	GENERAL	23	6	10	
T257	286	TABLET ARM	GENERAL	18	5	10	
T259	434	TABLET ARM	GENERAL	24	8	15	
T260	326	TABLET ARM	GENERAL	18	4	11	
T262	573	TABLET ARM	GENERAL	41	11	20	
T264	578	TABLET ARM	GENERAL	24	10	20	
T265	391	TABLET ARM	GENERAL	21	7	13	
T267	379	TABLET ARM	GENERAL	21	6	13	
T268	378	TABLET ARM	GENERAL	27	5	13	
T271	672	TABLET ARM	GENERAL	40	11	24	
T276	671	TABLET ARM	GENERAL	36	12	23	Cont. Ed. Dept. Proposes 6 SD Students
T277	763	TABLET ARM	GENERAL	40	15	27	
T279	759	TABLE/CHAIR	SPECIALIZED	28	9	12	Cont. Ed.Dept. Proposes 6 SD Students
T281	1,277	BED/TABLE - NO SEATING	ER SIMULATION	20	6	12	Cont. Ed. Dept. Proposes 6 SD Students
T3 Building							
T302	658	MIXED	GENERAL	33	7	23	
T303	747	TABLE	NAVIGATION LAB.	12	6	12	Maritime Tech. Dept. Proposes 6 SD Students
T304	690	TABLET ARM	GENERAL	35	8	24	
T308	854	TABLET ARM	GENERAL	42	14	30	
T4 Building							
T4101	574	TABLET ARM	GENERAL	40	9	20	
T4103	1,137	FIXED	COMPUTER LAB	62	14	32	
T4104	966	TABLET ARM	GENERAL	60	17	34	
T4107	942	TABLET ARM	GENERAL	58	18	33	Cont. Ed. Dept. Proposes 8 SD Students
T4111	1,164	FIXED	COMPUTER LAB	68	18	32	Cont. Ed. Dept. Proposes 8 SD Students
T4112	395	TABLET ARM	GENERAL	26	6	14	
T4124	364	TABLET ARM	GENERAL	33	6	13	Cont. Ed. Dept. Proposes 6 SD Students
T4129	368	MIXED	MEDICAL LAB	16	8	16	Cont. Ed. Dept. Proposes 8 SD Students
T4135	544	TABLET ARM	GENERAL	40	8	19	

Room Number	Floor Area (Sq. Ft.)	Seating Type	Classroom Type	Pre-COVID Scheduled Student Occupancy	Social Distancing Occupancy (6 Ft. SD)	Social Distancing Occupancy (3 Ft. SD)	Comments
T4136	898	TABLET ARM	GENERAL	56	16	32	
T4137	824	TABLET ARM	GENERAL	43	15	29	
T4159	512	FIXED	COMPUTER LAB	27	7	14	
T4201	792	TABLET ARM	GENERAL	35	14	28	
T4205	716	TABLET ARM	GENERAL	44	13	25	
T4206	899	FIXED	COMPUTER LAB	56	16	26	
T4207	482	TABLET ARM	GENERAL	45	8	17	
T4210	478	TABLET ARM	GENERAL	40	8	17	
T4211	462	TABLET ARM	GENERAL	30	8	16	
T4212	1,017	FIXED	COMPUTER LAB	50	11	26	
T4213	462	TABLET ARM	GENERAL	30	8	16	
T4214	462	TABLET ARM	GENERAL	30	7	16	
T4215	439	TABLET ARM	GENERAL	35	7	15	
T4220	523	TABLET ARM	GENERAL	33	8	18	
T4223	273	TABLET ARM	GENERAL	20	5	9	
T4224	440	TABLET ARM	GENERAL	30	7	15	
T4225	535	TABLET ARM	GENERAL	35	7	15	
T4226	547	TABLET ARM	GENERAL	31	7	19	
T4227	546	TABLET ARM	GENERAL	42	7	19	
T4230	1,030	FIXED	COMPUTER LAB	51	13	25	
T4232	1,030	FIXED	COMPUTER LAB	50	13	25	
T4233	668	TABLET ARM	GENERAL	40	11	23	
T4252	833	TABLET ARM	GENERAL	45	12	29	
T5 Building							
T501	1,187	TABLES	CERAMICS STUDIO	22	13	19	
T506	923	TABLES	GRAPHIC DESIGN STUDIO	28	12	26	
T508	910	TABLES	GRAPHIC DESIGN STUDIO	25	12	26	
T515	462	TABLET ARM	GENERAL	31	8	16	
T516	1,241	FIXED	COMPUTER LAB	24	9	12	
T522	1,083	FIXED	COMPUTER LAB	24	9	12	

Room Number	Floor Area (Sq. Ft.)	Seating Type	Classroom Type	Pre-COVID Scheduled Student Occupancy	Social Distancing Occupancy (6 Ft. SD)	Social Distancing Occupancy (3 Ft. SD)	Comments
T524	575	TABLET ARM	GENERAL	20	8	20	
T6 Building							
T603	728	TABLET ARM	TESTING	46	12	26	
T604	755	TABLET ARM	TESTING	40	14	26	
T7 Building							
T7103	666	TABLET ARM	GENERAL	36	12	23	
T7105	729	TABLET ARM	GENERAL	41	14	26	
T7106	965	TABLET ARM	GENERAL	60	18	34	
T7107	497	TABLET ARM	GENERAL	36	9	17	
T7110	701	TABLET ARM	GENERAL	30	13	25	
T7112	767	TABLET ARM	GENERAL	47	14	27	
T7117	727	FIXED	COMPUTER LAB	39	10	18	
T7119	710	FIXED	COMPUTER LAB	44	12	23	
T7201	566	TABLET ARM	GENERAL	35	10	20	
T7204	647	TABLET ARM	GENERAL	34	12	23	
T7206	733	TABLET ARM	GENERAL	46	12	26	
T7208	811	TABLET ARM	GENERAL	52	14	28	
T7210	837	TABLET ARM	GENERAL	38	16	29	Brighton Ballet
T7212	600	TABLET ARM	GENERAL	27	11	21	Brighton Ballet
T7217	845	TABLET ARM	GENERAL	42	15	30	Brighton Ballet
T7221	900	FIXED	COMPUTER LAB	47	13	22	
T7222	750	FIXED	COMPUTER LAB	40	12	20	
T8 Building							
T8105	662	TABLET ARM	GENERAL	45	10	23	Piano
T8106	645	TABLET ARM	GENERAL	40	10	23	Piano
T8205	498	TABLET ARM	GENERAL	30	8	17	Piano
T8207	1,391	TABLET ARM	GENERAL	49	14	49	Piano
T8210	578	TABLET ARM	GENERAL	36	7	20	Piano
T8211	786	TABLET ARM	GENERAL	12	10	28	Piano

Room Number	Floor Area (Sq. Ft.)	Seating Type	Classroom Type	Pre-COVID Scheduled Student Occupancy	Social Distancing Occupancy (6 Ft. SD)	Social Distancing Occupancy (3 Ft. SD)	Comments
T8211A	378	MUSIC KEYBOARD	SPECIALIZED	11	5	8	
T8211B	328	MUSIC KEYBOARD	SPECIALIZED	12	5	8	
T8212	1,030	TABLET ARM	GENERAL	47	15	36	Piano
College Center (U) Building							
U101	7,244	N/A	BOOKSTORE	N/A	25	48	
U112	1,664	MIXED	FACULTY/STAFF DINING	74	20	30	
U118	1,803	FIXED	CULINARY KITCHEN	20	9	14	Culinary Arts Dept. Proposes 9 SD Students
U123	9,200	MIXED	STUDENT DINING	304	80	153	Smaller tables can only accommodate 1 person
U124	1,430	MIXED	VENDING MACHINES	18	14	14	No change due to small size tables
U219	3,458	TABLE/CHAIR	MULTI-PURPOSE	109	30	58	Lecture Style Setup w/Tablet Arm Chairs
U220	3,454	TABLE/CHAIR	MULTI-PURPOSE	72	23	44	Lecture Style Setup w/Table Arm Chairs
U225	714	FIXED	FOOD PREP. LAB	N/A	9	14	Culinary Arts Dept. Proposes 9 SD Students
U227A	350	FIXED	TEACHING LAB	21	7	10	Media Arts Dept. Proposes 5 SD Students
Regina S. Peruggi Academic Center (V) Building							
V105G	1,368	MIXED	CHILD CARE	40	9	13	4 Toddlers, 4 3-yr. olds & 5 School Age Children
V118	995	TABLE/CHAIR	SPECIALIZED	25	8	16	
V122	574	TABLE/CHAIR	SPECIALIZED	25	5	7	
V123	581	TABLE/CHAIR	SPECIALIZED	25	5	7	
V201	816	FIXED	COMPUTER WORKSHOP	26	8	14	Admissions & Fin. Aid Application Center
V202	1,120	TABLET ARM	LECTURE ROOM	57	11	24	
V204	611	TABLET ARM	GENERAL	40	10	21	
V205	623	FIXED	COMPUTER LAB	27	8	15	
V208	617	TABLET ARM	GENERAL	40	11	22	
V209	621	TABLET ARM	GENERAL	40	10	22	
V210	665	TABLET ARM	GENERAL	40	10	23	
V213	679	TABLET ARM	GENERAL	40	11	24	
V214	688	TABLET ARM	GENERAL	40	11	24	
V223	1,028	FIXED	COMPUTER LAB	21	12	24	
V225	1,027	FIXED	COMPUTER LAB	28	12	23	
Other Teaching Spaces							

Room Number	Floor Area (Sq. Ft.)	Seating Type	Classroom Type	Pre-COVID Scheduled Student Occupancy	Social Distancing Occupancy (6 Ft. SD)	Social Distancing Occupancy (3 Ft. SD)	Comments
Vessel 4	N/A	OTHER	KBCC 1	N/A	2	4	Maritime Tech. Dept."2 SD Students/1 Professor"

COLOR CODES:

- GENERAL CLASSROOMS
- COMPUTER LABS
- OTHER LABS, STUDIOS, LECTURE HALLS AND SPECIALIZED ROOMS/SPACES

EXHIBIT B

50% STAGGERED STAFF SCHEDULE LAYOUTS **(SOCIALLY DISTANCED WITH 6 FEET OF SEPARATION)**

THIS PROPOSAL PROVIDES FOR A “GREEN DAY” AND A “YELLOW DAY” ALTERNATING STAFF IN A CONTINUOUS ROTATING CYCLE FOR THE VAST MAJORITY OF COLLEGE OFFICE SUITES, ACHIEVING A 50% OCCUPANCY LIMIT AT EACH LOCATION. A HANDFULL OF LOCATIONS, DESIGNATED BY A RED SYMBOL, WILL REQUIRE MINOR ADJUSTMENT OF FURNITURE IN ORDER TO ACHIEVE 6 FEET OF SEPARATION.

1ST GREEN DAY = MONDAY... 1ST YELLOW DAY = TUESDAY... 2ND GREEN DAY = WEDNESDAY

2ND YELLOW DAY = THURSDAY... 3RD GREEN DAY = FRIDAY... 3RD YELLOW DAY = MONDAY

...AND SO ON

May 04, 2021

EXHIBIT B

50% STAGGERED STAFF SCHEDULE LAYOUTS

(SOCIALLY DISTANCED WITH 6 FEET OF SEPARATION)

LEGEND

Administrative

A112 On Stage at Kingsborough
A201 Human Resources Main Suite
A205 Bursar Office Suite
A206 Business Office Suite
A207 Business & Human Resources Benefits Office
A207G Accounts Payable Office Suite
A207K Purchasing Office Suite
A209 Finance and Administration Office Suite
A214 Continuing Education Office Suite
A216 Student Affairs Office Suite
A217 Communications and Marketing Office Suite
A218 Academic Affairs/Provost's Office Suite
A226 President's Office Suite
A228 Academic Affairs Office Suite
L117 Information & Technology Services Main Office
L201 Public Safety Office Suite
L711B Information & Technology Services Staff Office
L711S Information & Technology Services Staff Suite
P101 Office Services Reception/Office
P105 Property Office Suite
P106/P107 Property Office Storage
P205 Campus Planning & Design Office Suite
P209 B&G Supervisor's Offices
P220 B&G Main Office Suite
U212 Institutional Research Office Suite
U226/U228 Events Management Offices

Academic

C206B Allied Health, Mental & Human Services
C309 English Academic Department Suite
D309 History and Behavioral Sciences Academic
E309 Communications and Performing Arts Academic
F309 Math Academic Department Suite
G201 Physical Education Department suite
G300 Physical Education Suite
M355 Business Academic Department Suite
M401 Nursing Department Suite
S155 Art Department Suite
S243 Physical Sciences Department Suite
S244 Biology Department Suite
T280 EMS Offices Suite
T302 Maritime Technology Academic Department
T551 Art Faculty Offices
T551A Art Faculty Office
V115/V116 Education Academic Department Suite
V226/V229 Tourism & Hospitality Academic Suite

Public Spaces

Library Study Carrels
U112 Faculty & Staff Dining Room
U123/U124 Main Student Cafeteria Dining & Vending
S100/S200 Student Lounges
WAC Student Lounges

Other

T1 UAPC Offices
T7108 AHRC Offices
T7211 Brighton Ballet Offices

Student Support

A101/A102/A105 Registrar Office Suite
A108 Health Services/Wellness Center Office Suite
A113 Academic Scheduling Office Suite
C102 Career Development & Experiential Learning
C109/C109A Career Dev. & Experiential Learning
C123 Student Life Office Suite
D102 Personal Counseling
D106 Immersion Program
D123 WEB Call Center
D124 Flex Program
D205/D206 Access-Ability Center and TRIO Program
D210/D213 Bilingual Program
D317/D318 Criminal Justice
E102 Advisement: Health Sciences STEM Learning
E106 Learning Communities
F102 College Now /Collaborative Programs
F106 Liberty Partnership Programs
F115 College Now/CUNY Liaison Academic Affairs
F123 Advisement: Liberal Arts/Freshman Year
F219 My Turn Program
F314 HURFS Resource Center
L219 Writing Center
L515/L516+ College Discovery
L605 Tutorial Services Main Office
L805 Chief Librarian Suite
M101 Advisement Academies: Education and Justice
M201 Advisement Academies: Business
M211 ASAP Suite
M224 ITS Academic Services

Student Support

M230 Student Publications/Scepter
M232 ASAP Advisors
M233 ASAP Main Suite
M241 Alumni Office
M243 College Advancement Suite
M323/M324 Fashion and Marketing
M377 Honors House
M378 Honors Lounge
M382 Women's Center
M386 KCEI Center
M391 KCTL Suite
P204 TAP Office Suite
T4 Continuing Education Offices
T4122 Continuing Education Office
T4176 CUNY Career PATH Cont. Ed.
T4141 Continuing Education Office
T6102 Placement Testing Office
T7101 Center for Economic Workforce Development
T7114 Center for Economic Workforce Development
T7115 Center for Economic Workforce Development
T7220 Veteran's Lounge
T8106C New Americans Center
T8206 Continuing Education
U113 Engaged KCC
U201 Financial Aid Office Suite
U218 Men's Center Suite
U227 Radio Station Suite
V100 One Stop
V101/V102 Admissions Office Suite
V103 Admissions Information Center Suite
V114/V125 Enrollment Management Suite

*See Attached for Actual Drawings

May 04, 2021



LEGEND

- **GREEN DAY** WITH 50% STAGGERED OCCUPANCY AND A MINIMUM DISTANCE OF 6 FEET BETWEEN OCCUPANTS
- **YELLOW DAY** WITH 50% STAGGERED OCCUPANCY AND A MINIMUM DISTANCE OF 6 FEET BETWEEN OCCUPANTS
- **YELLOW or GREEN DAY** SHARED "COMMON" AREAS (CONFERENCE ROOMS, WAITING AREAS, ETC.) WHICH CAN BE USED BY EITHER DAY WITH A MINIMUM DISTANCE OF 6 FEET BETWEEN OCCUPANTS
- **EVEN WITH 50% OCCUPANCY, SOME AREAS WILL NOT PROVIDE A MINIMUM DISTANCE OF 6 FEET BETWEEN OCCUPANTS. DEPARTMENTS MUST RELOCATE A RED OCCUPANT TO AN AVAILABLE WORKSTATION ON A YELLOW OR GREEN DAY**
- 6 FEET RADIUS
- HAND SANITIZER
- DESK SHIELD

NOTE:
ONLY ONE VISITOR CAN BE IN EACH OFFICE AT A TIME, UNLESS OTHERWISE INDICATED.

CAMPUS PLANNING AND DESIGN

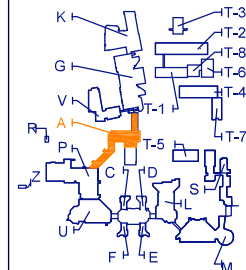
2001 Oriental Boulevard
Brooklyn, NY 11235
SUITE A205
Tel: 718-368-4000
Fax: 718-368-4650

PROJECT TITLE:

50% STAGGERED STAFF LAYOUTS

DEPARTMENT NAME:

HUMAN RESOURCES



BUILDING LOCATION PLAN

LOCATION: ADMINISTRATION BUILDING
SECOND FLOOR

DRAWN BY: MARIA AGUIRRE

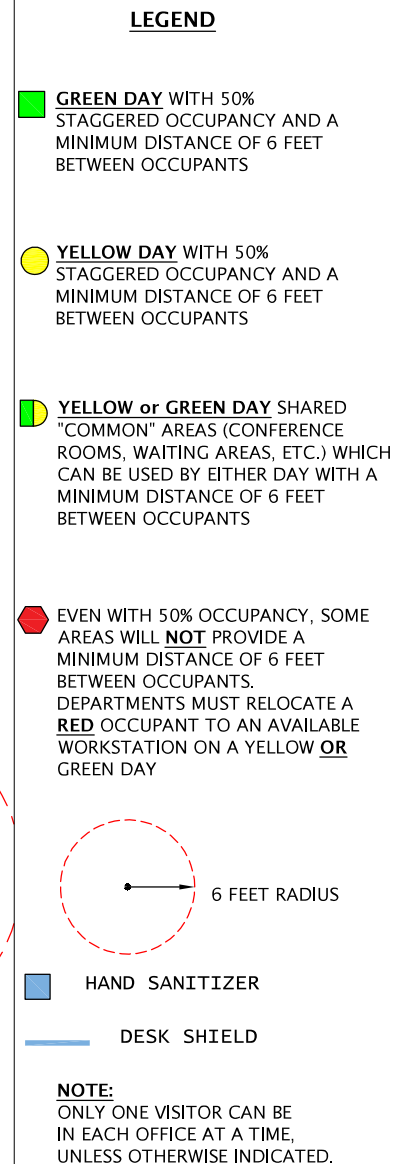
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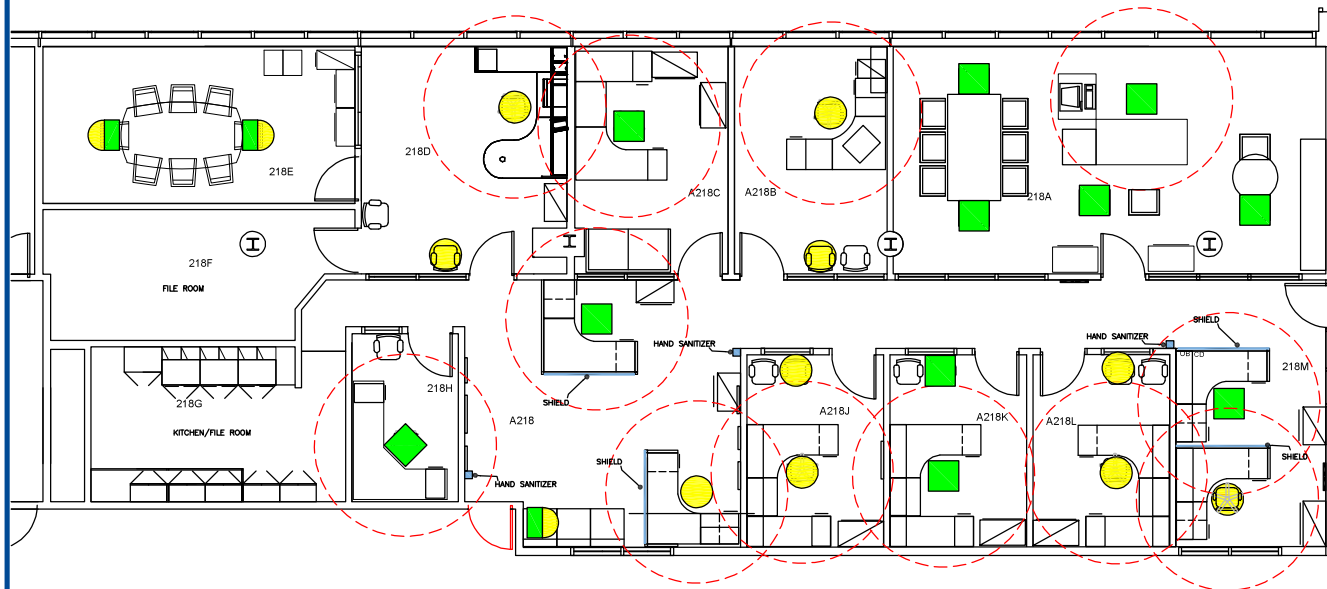
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DRAWING TITLE:

A201 HUMAN RESOURCES SUITE
STAGGERED STAFF LAYOUT

DRAWING NO: A-1





LEGEND

GREEN DAY WITH 50% STAGGERED OCCUPANCY AND A MINIMUM DISTANCE OF 6 FEET BETWEEN OCCUPANTS

YELLOW DAY WITH 50% STAGGERED OCCUPANCY AND A MINIMUM DISTANCE OF 6 FEET BETWEEN OCCUPANTS

YELLOW or GREEN DAY SHARED "COMMON" AREAS (CONFERENCE ROOMS, WAITING AREAS, ETC.) WHICH CAN BE USED BY EITHER DAY WITH A MINIMUM DISTANCE OF 6 FEET BETWEEN OCCUPANTS

EVEN WITH 50% OCCUPANCY, SOME AREAS WILL NOT PROVIDE A MINIMUM DISTANCE OF 6 FEET BETWEEN OCCUPANTS. DEPARTMENTS MUST RELOCATE A RED OCCUPANT TO AN AVAILABLE WORKSTATION ON A YELLOW OR GREEN DAY



HAND SANITIZER

DESK SHIELD

NOTE:
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**KINGSBOROUGH
COMMUNITY COLLEGE**

* DREAMS BEGIN HERE *

**CAMPUS PLANNING
AND DESIGN**
2881 Oriental Boulevard
Brooklyn, NY 11235
SUITE P-205
Tel: 718-388-5099
Fax: 718-388-4650

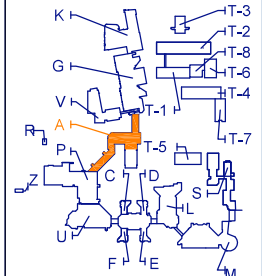
PROJECT TITLE:

50% STAGGERED STAFF LAYOUTS

DEPARTMENT NAME:

ACADEMIC AFFAIRS

PROVOST OFFICE



BUILDING LOCATION PLAN

LOCATION: ADMINISTRATION BUILDING
SECOND FLOOR

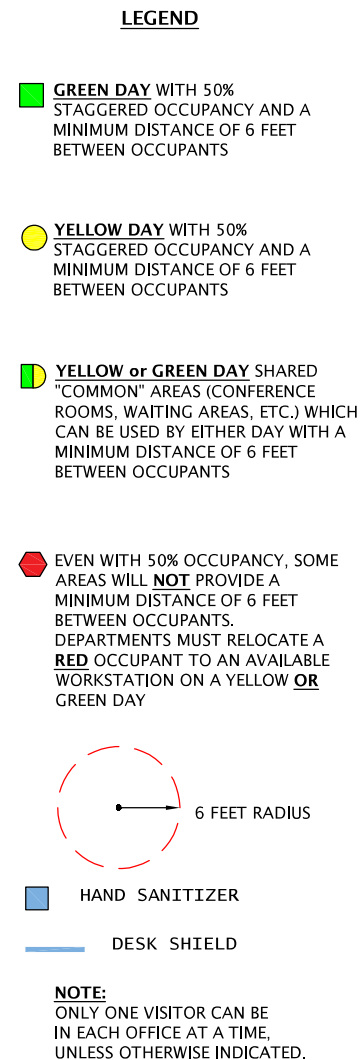
DRAWN BY: ILLEANA VIQUEZ

DATE: 03/24/21

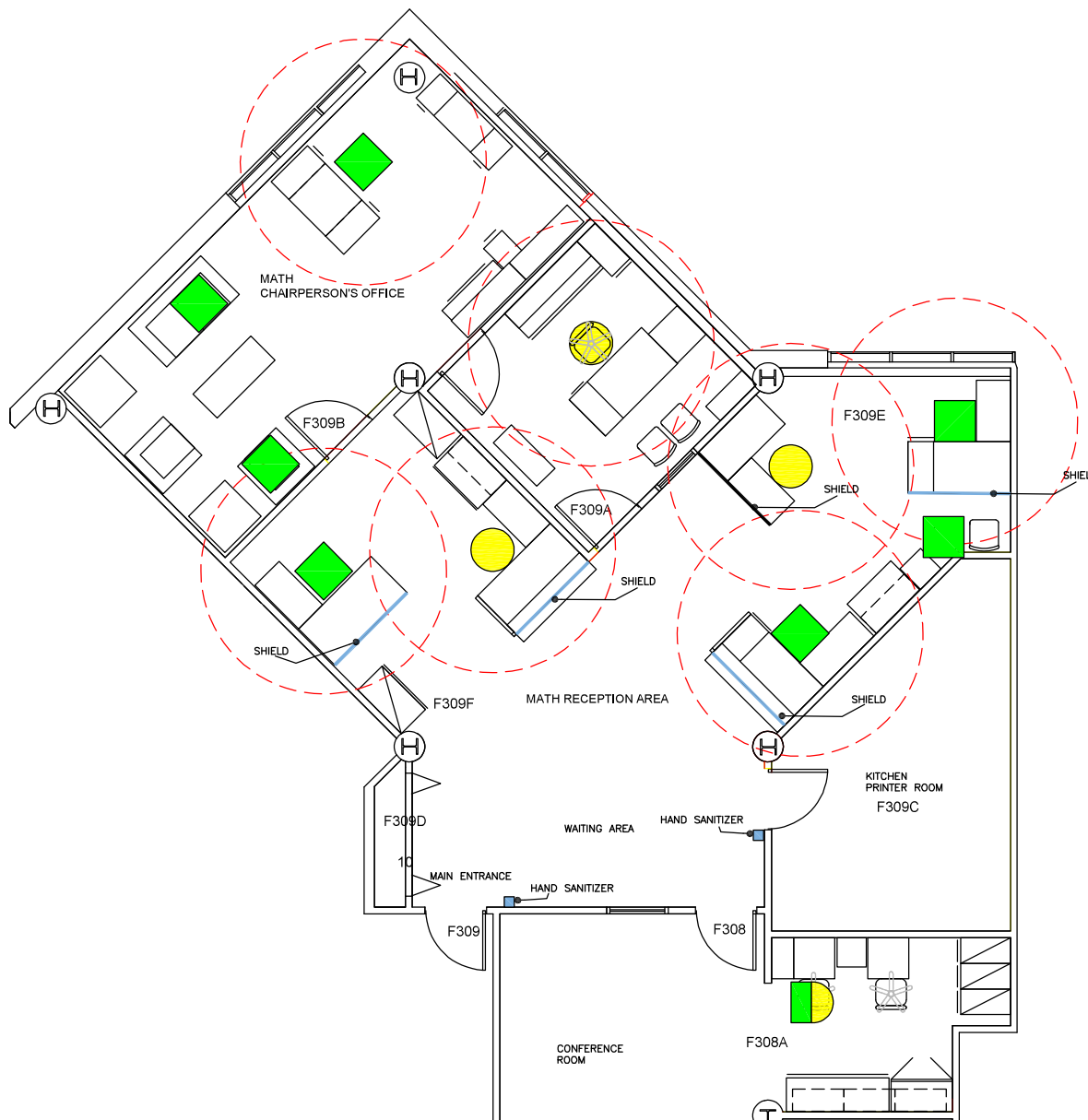
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DRAWING TITLE: SUITE A218
STAGGERED STAFF LAYOUT

DRAWING NO: A-12



DRAWING NO: C-6



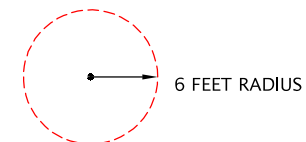
LEGEND

GREEN DAY WITH 50% STAGGERED OCCUPANCY AND A MINIMUM DISTANCE OF 6 FEET BETWEEN OCCUPANTS

YELLOW DAY WITH 50% STAGGERED OCCUPANCY AND A MINIMUM DISTANCE OF 6 FEET BETWEEN OCCUPANTS

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HAND SANITIZER

DESK SHIELD

NOTE:
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KINGSBOROUGH
COMMUNITY COLLEGE

* DREAMS BEGIN HERE *

CAMPUS PLANNING AND DESIGN

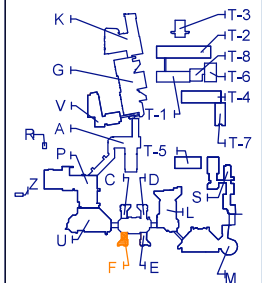
2881 Oriental Boulevard
Brooklyn, NY 11235
SUITE P-205
Tel: 718-368-5099
Fax: 718-368-4650

PROJECT TITLE:

50% STAGGERED STAFF LAYOUTS

DEPARTMENT NAME:

MATH ACADEMIC DEPARTMENT



BUILDING LOCATION PLAN

LOCATION: WEST ACADEMIC CENTER
F CLUSTER 3RD FLOOR

DRAWN BY: ILLEANA VIQUEZ

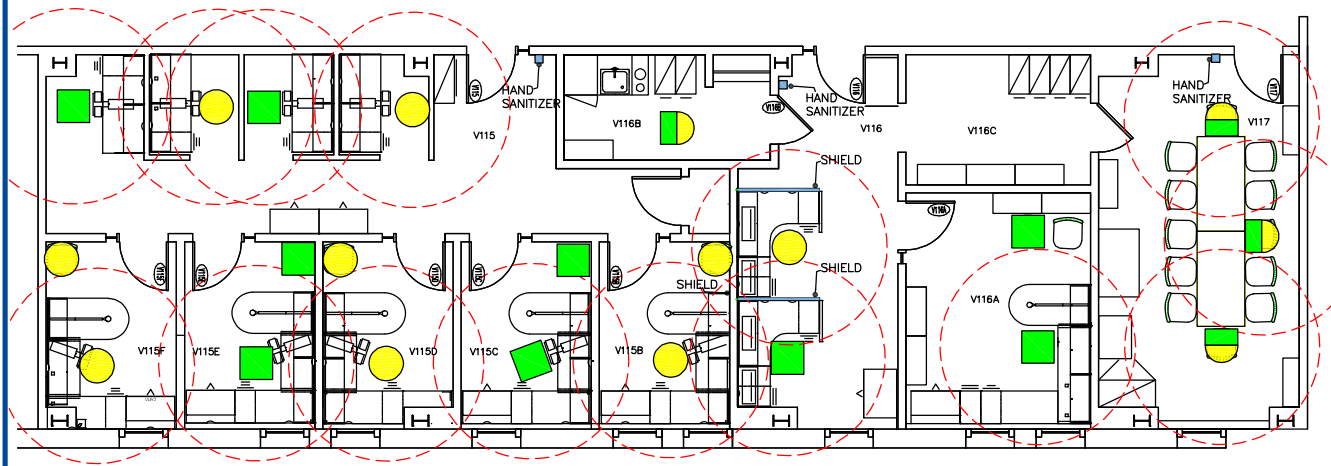
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DRAWING TITLE:

F309
STAGGERED STAFF LAYOUT

DRAWING NO: **F6**



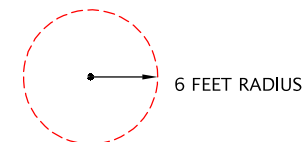
LEGEND

GREEN DAY WITH 50%
STAGGERED OCCUPANCY AND A
MINIMUM DISTANCE OF 6 FEET
BETWEEN OCCUPANTS

YELLOW DAY WITH 50%
STAGGERED OCCUPANCY AND A
MINIMUM DISTANCE OF 6 FEET
BETWEEN OCCUPANTS

YELLOW or GREEN DAY SHARED
"COMMON" AREAS (CONFERENCE
ROOMS, WAITING AREAS, ETC.) WHICH
CAN BE USED BY EITHER DAY WITH A
MINIMUM DISTANCE OF 6 FEET
BETWEEN OCCUPANTS

**EVEN WITH 50% OCCUPANCY, SOME
AREAS WILL NOT PROVIDE A
MINIMUM DISTANCE OF 6 FEET
BETWEEN OCCUPANTS.
DEPARTMENTS MUST RELOCATE A
RED OCCUPANT TO AN AVAILABLE
WORKSTATION ON A YELLOW OR
GREEN DAY**



HAND SANITIZER

DESK SHIELD

NOTE:
ONLY ONE VISITOR CAN BE
IN EACH OFFICE AT A TIME,
UNLESS OTHERWISE INDICATED.

**KINGSBOROUGH
COMMUNITY COLLEGE**

* DREAMS BEGIN HERE *

CAMPUS PLANNING AND DESIGN

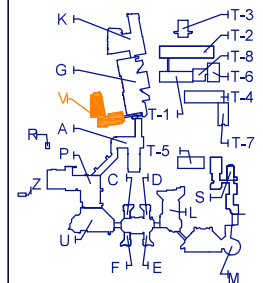
2001 Oriental Boulevard
Brooklyn, NY 11235
SUITE P-205
Tel: 718-368-5099
Fax: 718-368-4650

PROJECT TITLE:

50% STAGGERED STAFF LAYOUTS

DEPARTMENT NAME:

EDUCATION PROGRAM



BUILDING LOCATION PLAN

LOCATION:

REGINA PERUGGI ACADEMIC CENTER
FIRST FLOOR

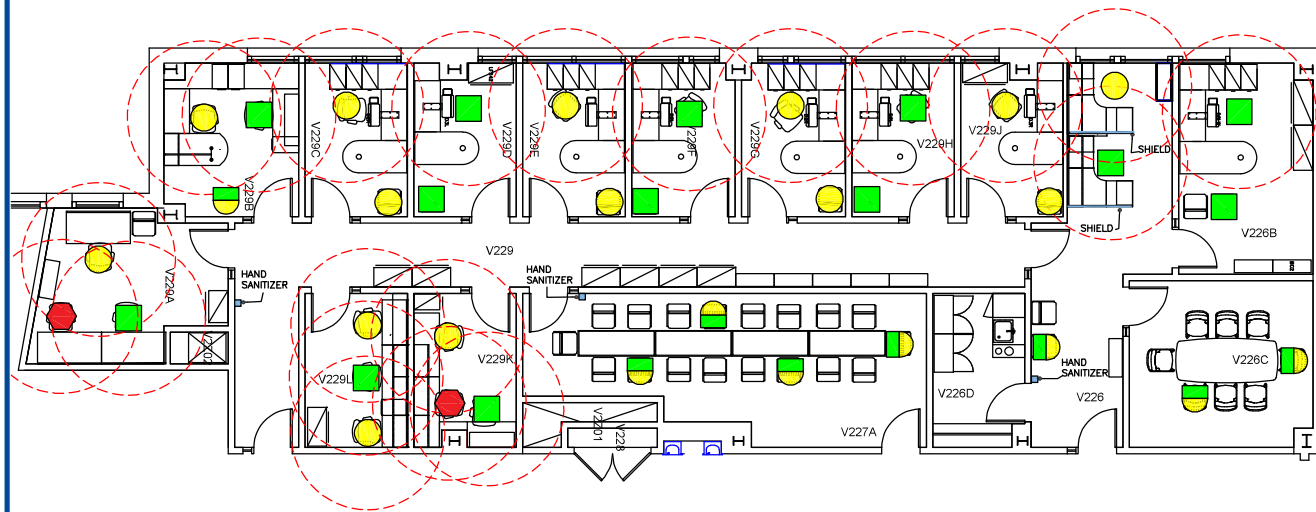
DRAWN BY: MARIA AGUIRRE

DATE: 03/25/21

SCALE: Not To Scale

DRAWING TITLE:
V115/V116/V117

DRAWING NO: **V5**



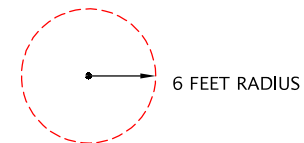
LEGEND

GREEN DAY WITH 50% STAGGERED OCCUPANCY AND A MINIMUM DISTANCE OF 6 FEET BETWEEN OCCUPANTS

YELLOW DAY WITH 50% STAGGERED OCCUPANCY AND A MINIMUM DISTANCE OF 6 FEET BETWEEN OCCUPANTS

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HAND SANITIZER

DESK SHIELD

NOTE:
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KINGSBOROUGH
COMMUNITY COLLEGE

* DREAMS BEGIN HERE *

CAMPUS PLANNING AND DESIGN

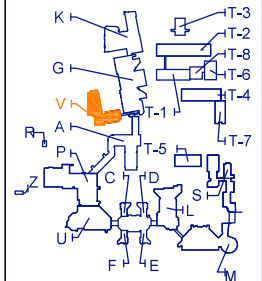
2881 Oriental Boulevard
Brooklyn, NY 11235
SUITE P-205
Tel: 718-368-5099
Fax: 718-368-4650

PROJECT TITLE:

50% STAGGERED STAFF LAYOUTS

DEPARTMENT NAME:

TOURISM AND HOSPITALITY



BUILDING LOCATION PLAN

LOCATION: REGIA PERUGGI ACADEMIC BUILDING 2ND FLOOR

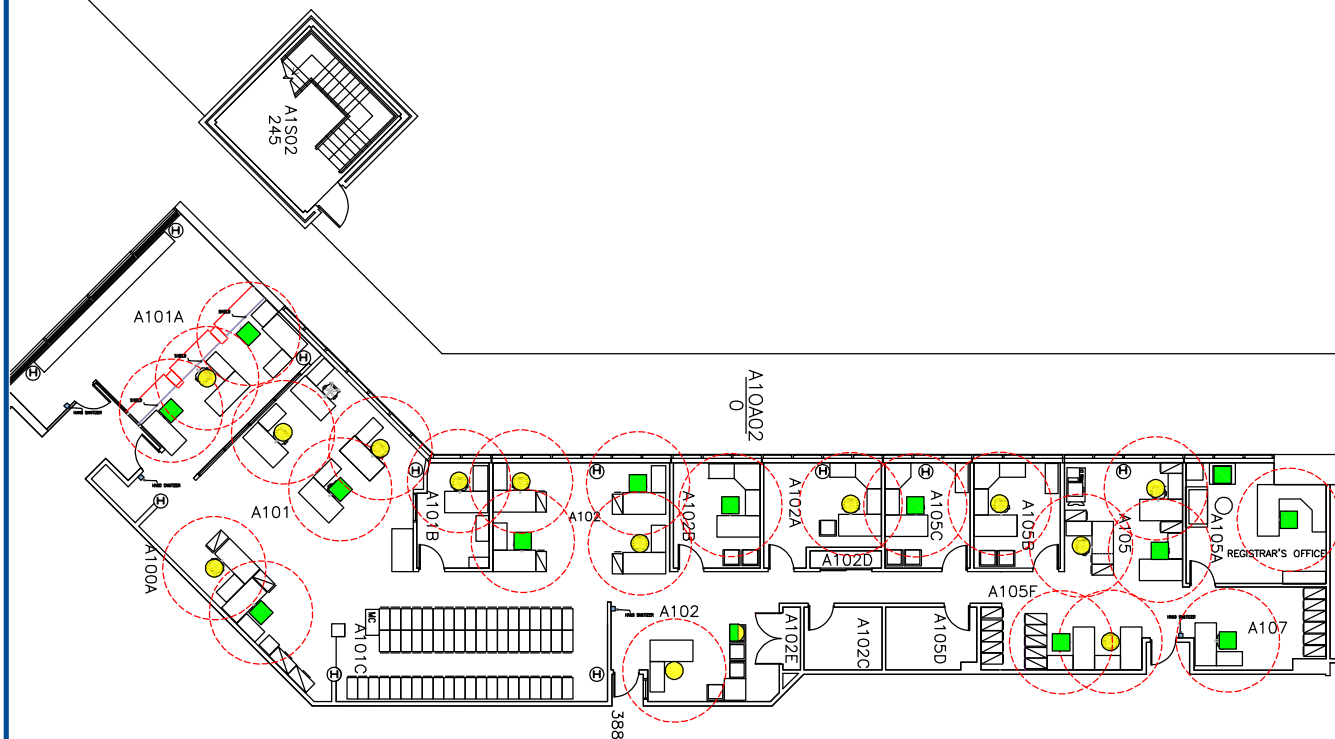
DRAWN BY: ILLEANA VQUEZ

DATE: 03/25/21

SCALE: Not To Scale

DRAWING TITLE:
V226
STAGGERED STAFF LAYOUT

DRAWING NO: V6



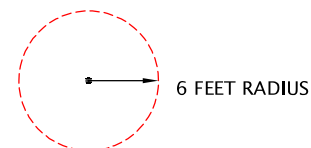
LEGEND

GREEN DAY WITH 50% STAGGERED OCCUPANCY AND A MINIMUM DISTANCE OF 6 FEET BETWEEN OCCUPANTS

YELLOW DAY WITH 50% STAGGERED OCCUPANCY AND A MINIMUM DISTANCE OF 6 FEET BETWEEN OCCUPANTS

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HAND SANITIZER

DESK SHIELD

NOTE:
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**KINGSBOROUGH
COMMUNITY COLLEGE**

* DREAMS BEGIN HERE *

CAMPUS PLANNING AND DESIGN

2001 Oriental Boulevard

Brooklyn, NY 11235

SUITE P-205

Tel: 718-368-6099

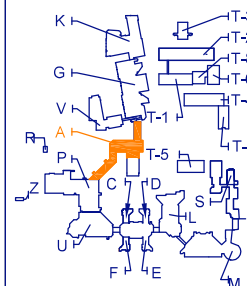
Fax: 718-368-4650

PROJECT TITLE:

50% STAGGERED STAFF LAYOUTS

DEPARTMENT NAME:

REGISTRAR'S OFFICE



BUILDING LOCATION PLAN

LOCATION:
ADMINISTRATION BUILDING
1ST FLOOR

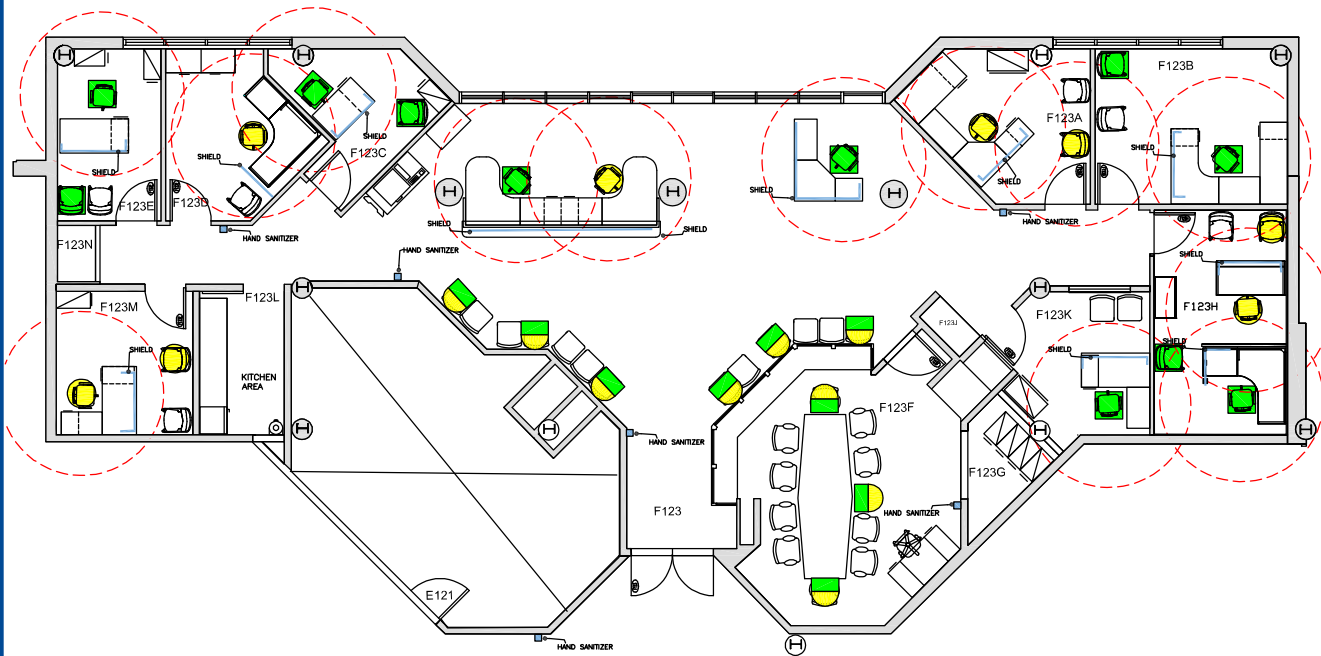
DRAWN BY:
ILLEANA VIQUEZ

DATE: 03/16/21

SCALE: Not To Scale

DRAWING TITLE:
A101/A102/A105
STAGGERED STAFF LAYOUT

DRAWING NO: AI



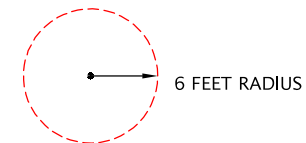
LEGEND

GREEN DAY WITH 50% STAGGERED OCCUPANCY AND A MINIMUM DISTANCE OF 6 FEET BETWEEN OCCUPANTS

YELLOW DAY WITH 50% STAGGERED OCCUPANCY AND A MINIMUM DISTANCE OF 6 FEET BETWEEN OCCUPANTS

YELLOW or GREEN DAY SHARED "COMMON" AREAS (CONFERENCE ROOMS, WAITING AREAS, ETC.) WHICH CAN BE USED BY EITHER DAY WITH A MINIMUM DISTANCE OF 6 FEET BETWEEN OCCUPANTS

EVEN WITH 50% OCCUPANCY, SOME AREAS WILL NOT PROVIDE A MINIMUM DISTANCE OF 6 FEET BETWEEN OCCUPANTS. DEPARTMENTS MUST RELOCATE A RED OCCUPANT TO AN AVAILABLE WORKSTATION ON A YELLOW OR GREEN DAY



HAND SANITIZER

DESK SHIELD

NOTE:
ONLY ONE VISITOR CAN BE IN EACH OFFICE AT A TIME, UNLESS OTHERWISE INDICATED.

KINGSBOROUGH
COMMUNITY COLLEGE

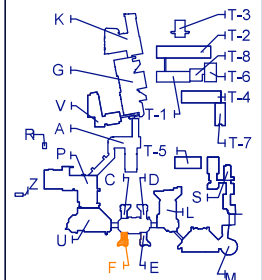
* DREAMS BEGIN HERE *

**CAMPUS PLANNING
AND DESIGN**
2881 Oriental Boulevard
Brooklyn, NY 11235
SUITE P-205
Tel: 718-368-5059
Fax: 718-368-4650

PROJECT TITLE:
50% STAGGERED STAFF LAYOUTS

DEPARTMENT NAME:

ADVISEMENT ACADEMIES-LIBERAL
ARTS AND HUMANITIES



BUILDING LOCATION PLAN

LOCATION: WEST ACADEMIC CENTER
F WING FIRST FLOOR

DRAWN BY: MARIA AGUIRRE

DATE: 04/15/21

SCALE: Not To Scale

DRAWING TITLE:
SUITE-F123
STAGGERED STAFF LAYOUT

DRAWING NO: **F4**



LEGEND

GREEN DAY WITH 50% STAGGERED OCCUPANCY AND A MINIMUM DISTANCE OF 6 FEET BETWEEN OCCUPANTS

YELLOW DAY WITH 50% STAGGERED OCCUPANCY AND A MINIMUM DISTANCE OF 6 FEET BETWEEN OCCUPANTS

YELLOW or GREEN DAY SHARED "COMMON" AREAS (CONFERENCE ROOMS, WAITING AREAS, ETC.) WHICH CAN BE USED BY EITHER DAY WITH A MINIMUM DISTANCE OF 6 FEET BETWEEN OCCUPANTS

EVEN WITH 50% OCCUPANCY, SOME AREAS WILL NOT PROVIDE A MINIMUM DISTANCE OF 6 FEET BETWEEN OCCUPANTS. DEPARTMENTS MUST RELOCATE A RED OCCUPANT TO AN AVAILABLE WORKSTATION ON A YELLOW OR GREEN DAY



HAND SANITIZER

DESK SHIELD

NOTE:
ONLY ONE VISITOR CAN BE IN EACH OFFICE AT A TIME, UNLESS OTHERWISE INDICATED.

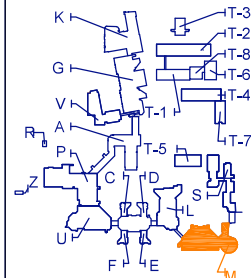
KINGSBOROUGH
COMMUNITY COLLEGE

* DREAMS BEGIN HERE *

**CAMPUS PLANNING
AND DESIGN**
2801 Oriental Boulevard
Brooklyn, NY 11235
SUITE P-205
Tel: 718-388-5099
Fax: 718-388-4650

PROJECT TITLE:
50% STAGGERED STAFF LAYOUTS

DEPARTMENT NAME:
ADVISEMENT ACADEMIES-BUSINESS



BUILDING LOCATION PLAN

**LOCATION: MARINE ACADEMIC CENTER
SECOND FLOOR**

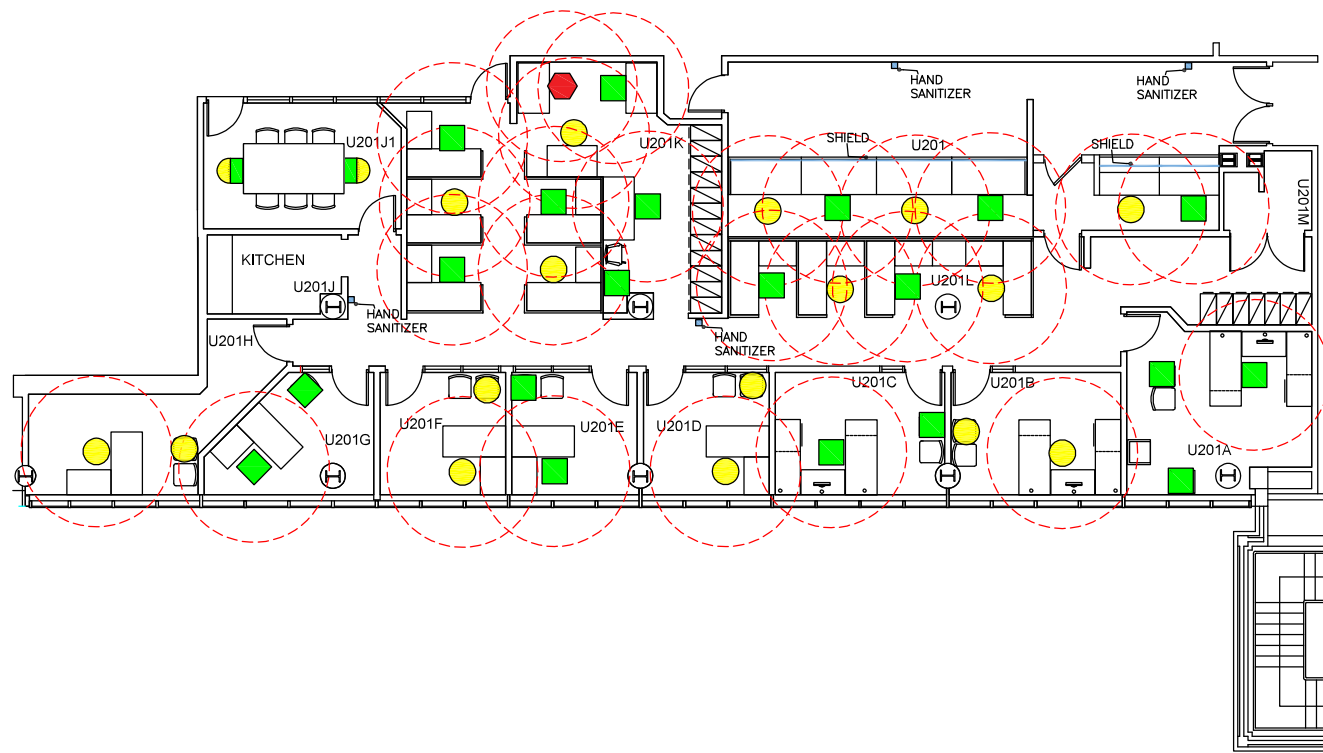
DRAWN BY: MARIA AGUIRRE

DATE: 04/20/21

SCALE: Not To Scale

DRAWING TITLE:
M201 SUITE
STAGGERED STAFF LAYOUT

DRAWING NO: M2



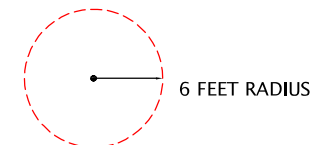
LEGEND

GREEN DAY WITH 50%
STAGGERED OCCUPANCY AND A
MINIMUM DISTANCE OF 6 FEET
BETWEEN OCCUPANTS

YELLOW DAY WITH 50%
STAGGERED OCCUPANCY AND A
MINIMUM DISTANCE OF 6 FEET
BETWEEN OCCUPANTS

YELLOW or GREEN DAY SHARED
"COMMON" AREAS (CONFERENCE
ROOMS, WAITING AREAS, ETC.)
WHICH CAN BE USED BY EITHER DAY
WITH A MINIMUM DISTANCE OF 6
FEET BETWEEN OCCUPANTS

EVEN WITH 50 % OCCUPANCY,
SOME AREAS WILL NOT PROVIDE A
MINIMUM DISTANCE OF 6 FEET
BETWEEN OCCUPANTS.
DEPARTMENTS MUST RELOCATE A
RED OCCUPANT TO AN AVAILABLE
WORKSTATION ON A YELLOW OR
GREEN DAY



HAND SANITIZER

DESK SHIELD

NOTE:
ONLY ONE VISITOR CAN BE
IN EACH OFFICE AT A TIME,
UNLESS OTHERWISE INDICATED.

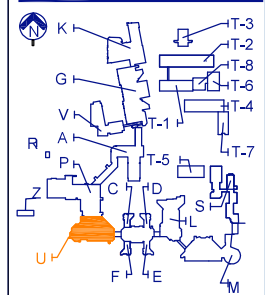
**KINGSBOROUGH
COMMUNITY COLLEGE**

* DREAMS BEGIN HERE *

**CAMPUS PLANNING
AND DESIGN**
2801 Oriental Boulevard
Brooklyn, NY 11235
SUITE P-205
Tel: 718-388-5099
Fax: 718-388-4650

PROJECT TITLE:
50% STAFF STAGGERED LAYOUTS

DEPARTMENT NAME:
FINANCIAL AID



BUILDING LOCATION PLAN

LOCATION: COLLEGE CENTER U BUILDING
2ND FLOOR

DRAWN BY: ILLEANA VIQUEZ

DATE: 03/18/21

SCALE: Not To Scale

DRAWING TITLE:
U201
STAGGERED STAFF LAYOUT

DRAWING NO: U-1



3FT SD CAPACITY 153

 HAND
SANITIZER

PRODUCED BY AN AUTODESK STUDENT VERSION



YELLOW or GREEN DAY SHARED "COMMON" AREAS (CONFERENCE ROOMS, WAITING AREAS, ETC.) WHICH CAN BE USED BY EITHER DAY WITH A MINIMUM DISTANCE OF 6 FEET BETWEEN OCCUPANTS



KINGSBOROUGH
COMMUNITY COLLEGE

CAMPUS PLANNING AND DESIGN

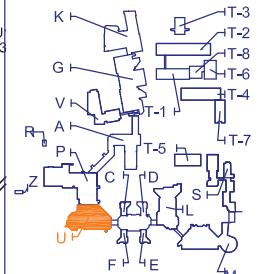
2001 Oriental Boulevard
Brooklyn, NY 11235
SUITE P-205
Tel: 718-368-5099
Fax: 718-368-4650

PROJECT TITLE:

6 FT SOCIAL DISTANCING OCCUPANCY

DEPARTMENT NAME:

U BUILDING CAFETERIA



BUILDING LOCATION PLAN

LOCATION: COLLEGE CENTER U BUILDING
FIRST FLOOR

DRAWN BY: ILLEANA VIQUEZ

DATE: 04/14/21

SCALE: Not To Scale

DRAWING TITLE:
U123/U124
SOCIAL DISTANCING OCCUPANCY

DRAWING NO: U7

EXHIBIT C

A COMPARISON OF DIFFERENCES

IN

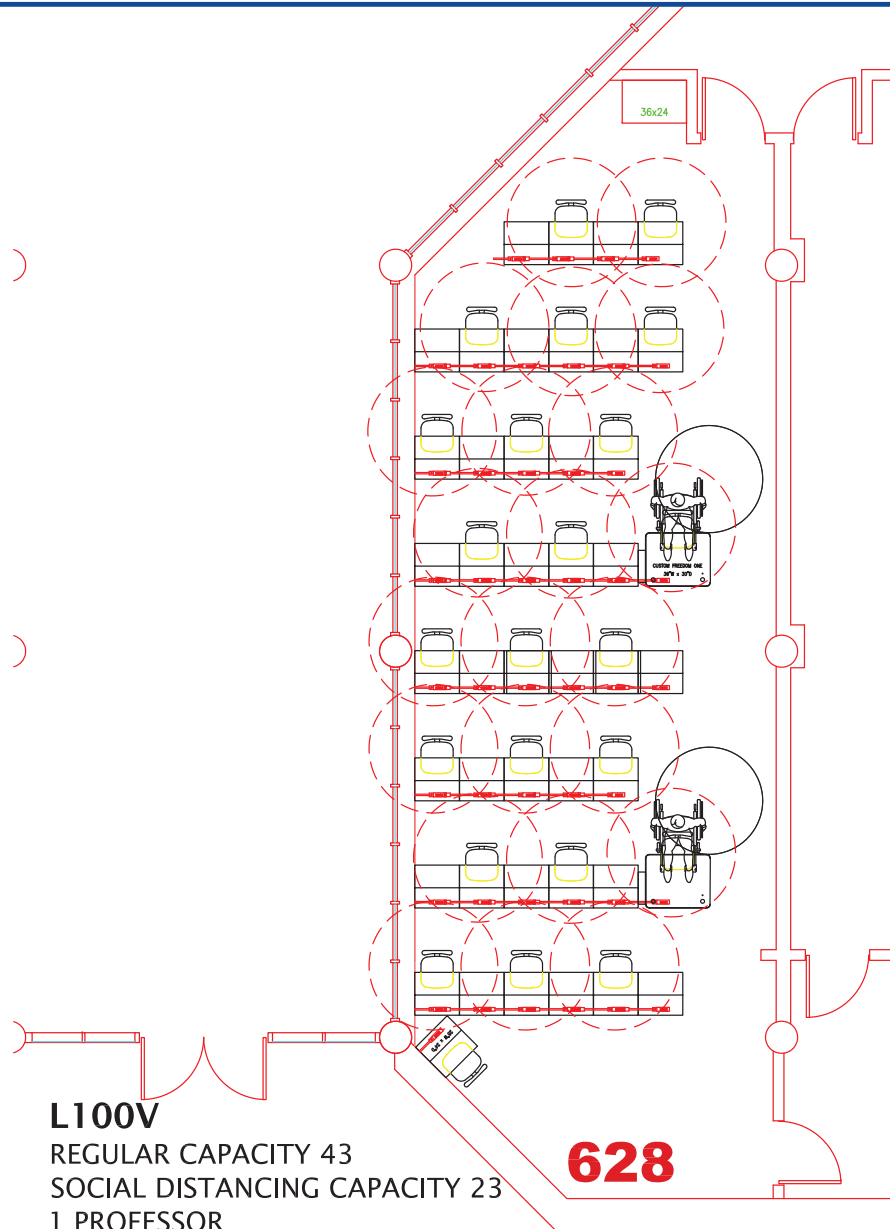
STUDENT OCCUPANCIES

AT SELECTED

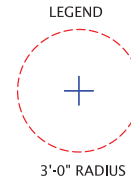
COMPUTER LABS AND LECTURE HALLS

(SOCIALLY DISTANCED WITH 6 FEET AND 3 FEET OF SEPARATION)

May 04, 2021



L100V
 REGULAR CAPACITY 43
 SOCIAL DISTANCING CAPACITY 23
 1 PROFESSOR



**CAMPUS PLANNING
 AND DESIGN**
 2001 Oriental Boulevard
 Brooklyn, NY 11235
 SUITE P-205
 Tel: 718-268-6099
 Fax: 718-268-4550

PROJECT TITLE:
**3F SD SOCIAL DISTANCING
 STUDENT OCCUPANCY**

CPD#

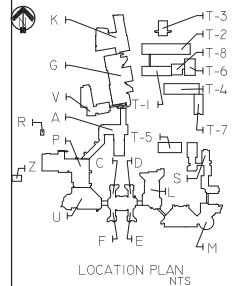
REVISIONS:

NO.	DATE	REVISED

APPROVED: 000000

BY: 000000

DATE: 000000



DRAWN BY: LVIQUEZ

DATE: 07/15/2020

SCALE: NTS

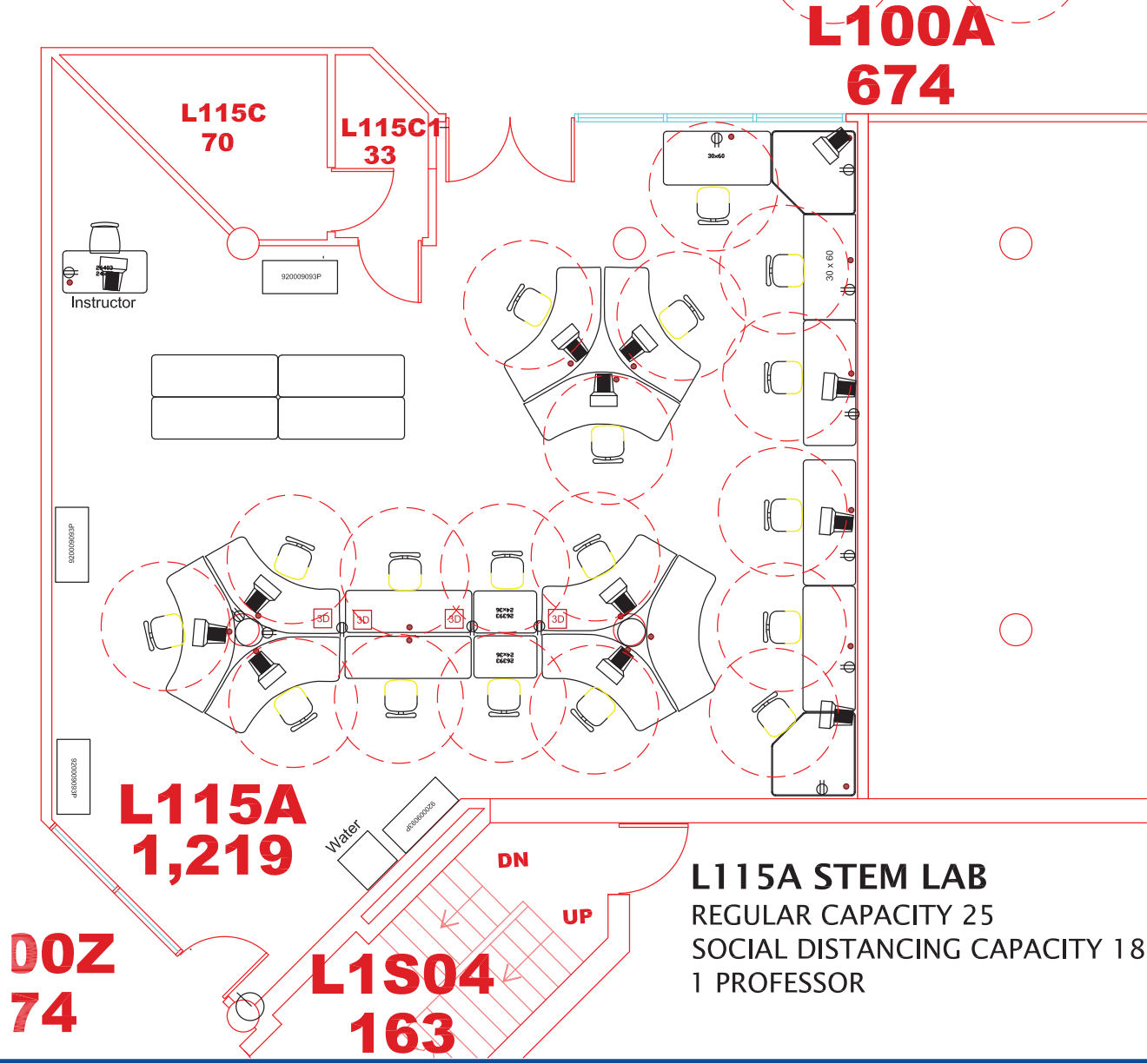
DRAWING TITLE:

**L100V
 COMPUTER LAB**



L100V
COMPUTER LAB

LEGEND



CAMPUS PLANNING
AND DESIGN

2001 Oriental Boulevard
Brooklyn, NY 11235
SUITE P-205
Tel: 718-660-6099
Fax: 718-660-4550

PROJECT TITLE:
**3F SD SOCIAL DISTANCING
STUDENT OCCUPANCY**

CPD#

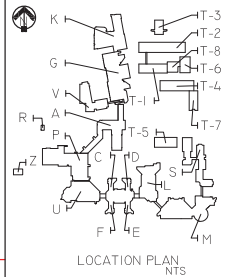
REVISIONS:

NO.	DATE	REVISED

APPROVED: 000000

BY: 000000

DATE: 000000



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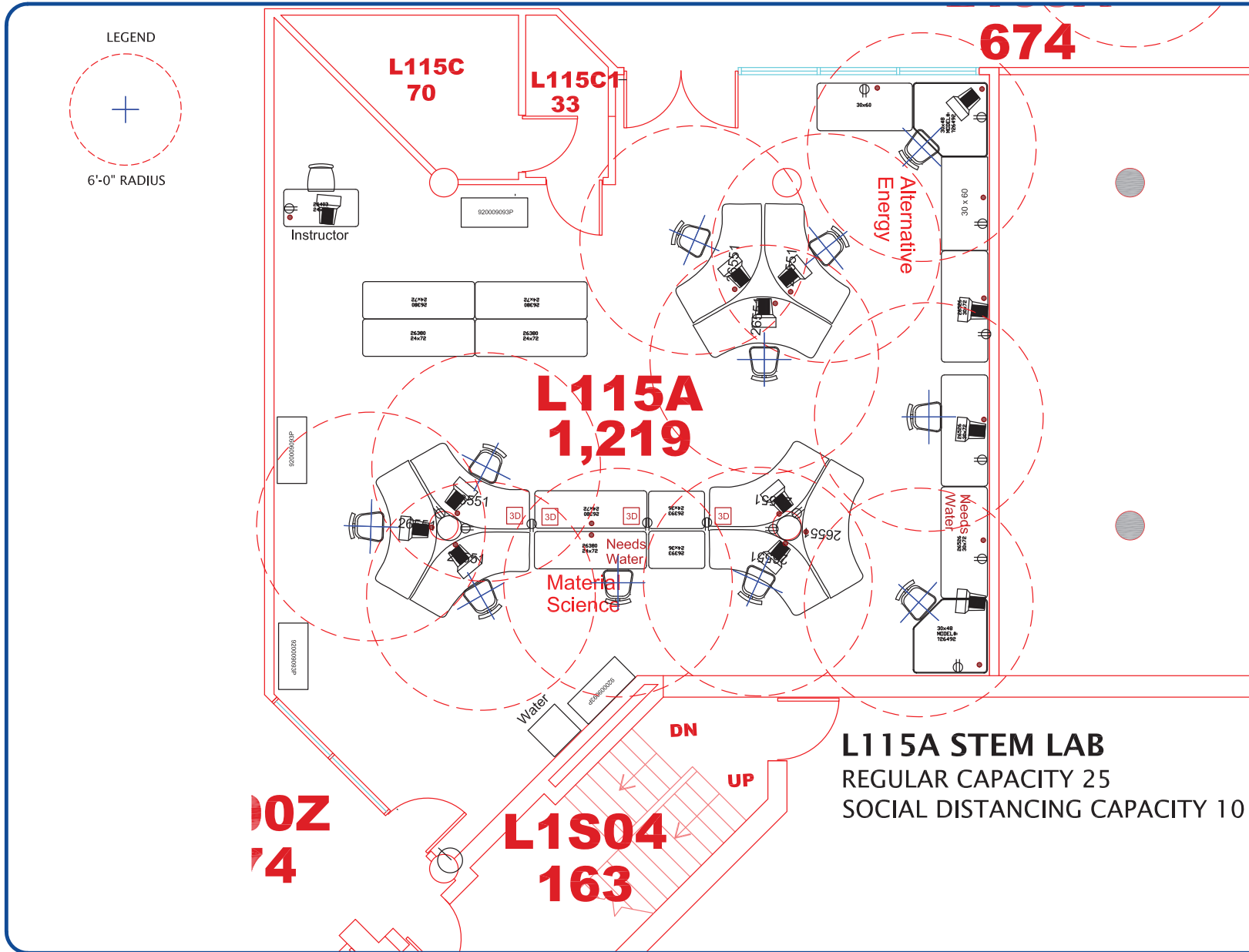
DATE: 05/21/2020

SCALE: NTS

DRAWING TITLE:

**L115A
STEM LAB**

L115A STEM LAB
REGULAR CAPACITY 25
SOCIAL DISTANCING CAPACITY 18
1 PROFESSOR



CAMPUS PLANNING AND DESIGN

2001 Orinwood Boulevard
Brooklyn, NY 11235
SUITE #205
Tel: 718-350-0099
Fax: 718-350-4550

PROJECT TITLE:
**6FT SOCIAL DISTANCING
STUDENT OCCUPANCY**

CPD#

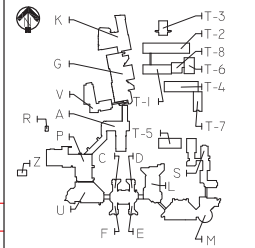
REVISIONS:

NO.	DATE	REVISED

APPROVED: 000000

BY: 000000

DATE: 000000



LOCATION PLAN
NTS

DRAWN BY: LVIQUEZ

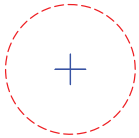
DATE: 05/21/2020

SCALE: NTS

DRAWING TITLE:

**L115A
STEM LAB**

LEGEND



3'-0" RADIUS

L118B

REGULAR CAPACITY 10
SOCIAL DISTANCING CAPACITY 10
1 PROFESSOR

PROFESSOR

L118C
166

3A

BOOKCASE

L118B
409

CAMPUS PLANNING AND DESIGN

2001 Olden Road
Brooklyn, NY 11235
SUITE 7400
Tel: 718-266-4099
Fax: 718-266-4550

PROJECT TITLE:
**3F SD SOCIAL DISTANCING
STUDENT OCCUPANCY**

CPD#

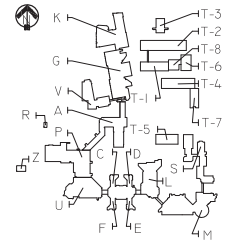
REVISIONS:

NO.	DATE	REVISED

APPROVED: 000000

BY: 000000

DATE: 000000



LOCATION PLAN
NTS

DRAWN BY: LVIQUEZ

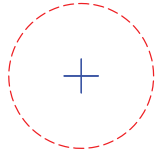
DATE: 08/05/2020

SCALE: NTS

DRAWING TITLE:

**L118B
COMPUTER LAB**

LEGEND

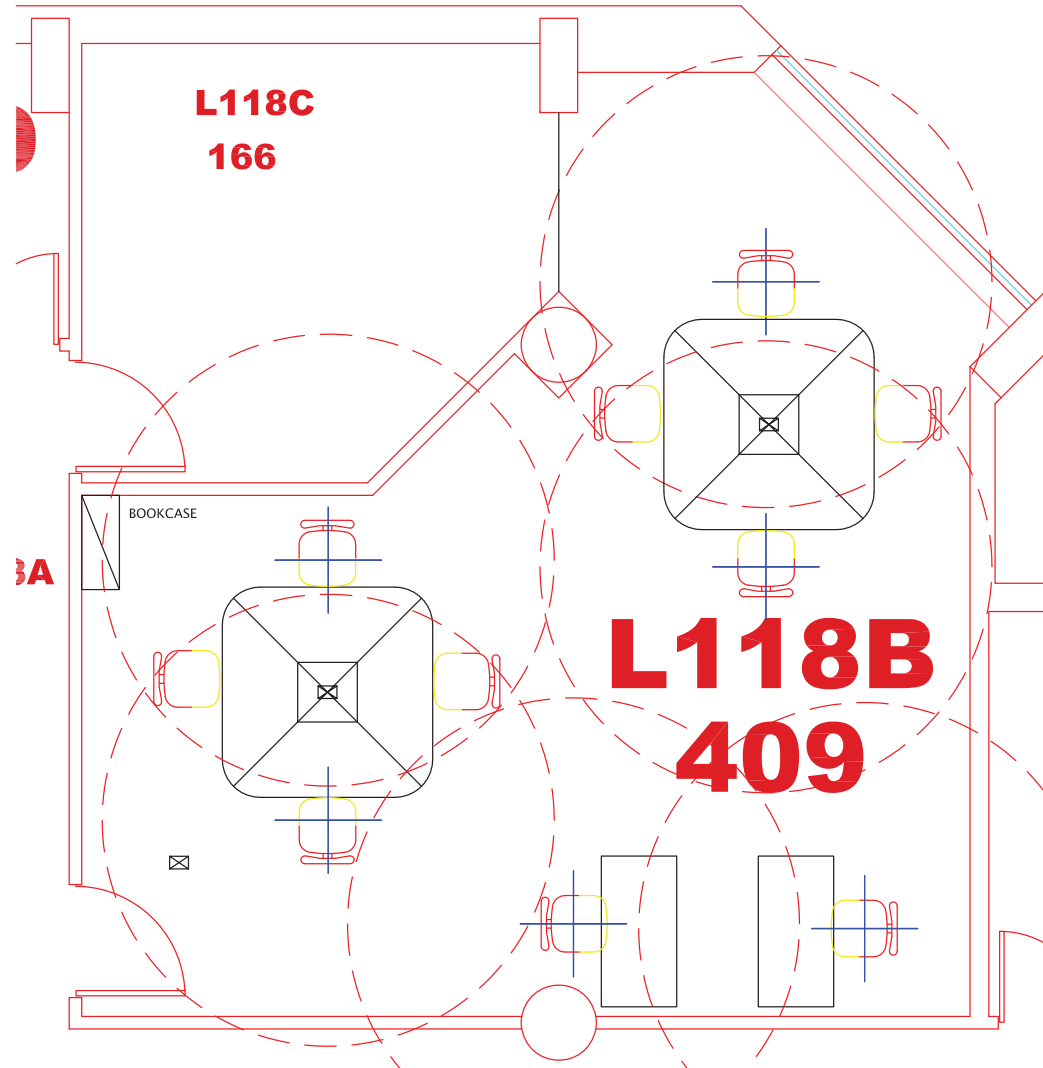


6'-0" RADIUS

L118B

REGULAR CAPACITY 10

SOCIAL DISTANCING CAPACITY 6



**CAMPUS PLANNING
AND DESIGN**

2001 Oriental Boulevard
Brooklyn, NY 11235
SUITE P-205
Tel: 718-268-0099
Fax: 718-268-4100

PROJECT TITLE:
**6FT SOCIAL DISTANCING
STUDENT OCCUPANCY**

CPD#

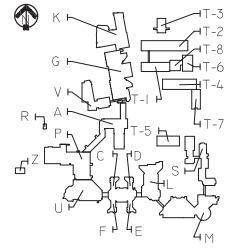
REVISIONS:

NO.	DATE	REVISED

APPROVED: 000000

BY: 000000

DATE: 000000



LOCATION PLAN
NTS

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DATE: 08/05/2020

SCALE: NTS

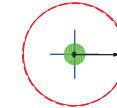
DRAWING TITLE:

**L118B
COMPUTER LAB**

M130C Lecture Hall



LEGEND



3 FEET RADIUS

M130C

REGULAR CAPACITY - 78
SOCIAL DISTANCING CAPACITY - 56

KINGSBOROUGH
COMMUNITY COLLEGE

* DREAMS BEGIN HERE *

CAMPUS PLANNING AND DESIGN

2001 Oriental Boulevard
Brooklyn, NY 11235
SUITE P-205
Tel: 718-368-6099
Fax: 718-368-4650

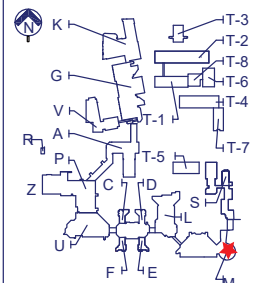
PROJECT TITLE:

CLASSROOM
SOCIAL DISTANCING
SCHEMATICS

APPROVED:

Date: 000000

Date	REVISED



LOCATION PLAN

LOCATION PLAN
NOT TO SCALE

LOCATION: M Building 1st Floor

DRAWN BY: MS

DATE: 05/21

SCALE: Not To Scale

DRAWING TITLE:

M130C - Lecture Hall

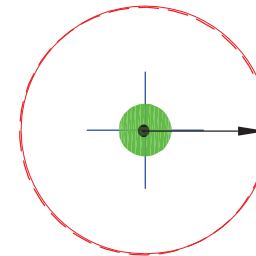
DRAWING NO:

M

M130C Lecture Hall



LEGEND



6 FEET RADIUS

M130C

REGULAR CAPACITY - 78
SOCIAL DISTANCING CAPACITY - 21

KINGSBOROUGH
COMMUNITY COLLEGE

* DREAMS BEGIN HERE *

CAMPUS PLANNING AND DESIGN

2001 Oriental Boulevard
Brooklyn, NY 11235
SUITE P4205
Tel: 718-368-6099
Fax: 718-368-4650

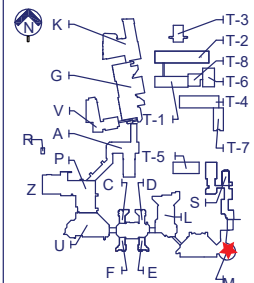
PROJECT TITLE:

CLASSROOM
SOCIAL DISTANCING
SCHEMATICS

APPROVED:

Date: 000000

Date	REVISED



LOCATION PLAN

LOCATION PLAN
NOT TO SCALE

LOCATION: M Building 1st Floor

DRAWN BY: MS

DATE: 05/21

SCALE: Not To Scale

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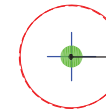
M130C - Lecture Hall

DRAWING NO:

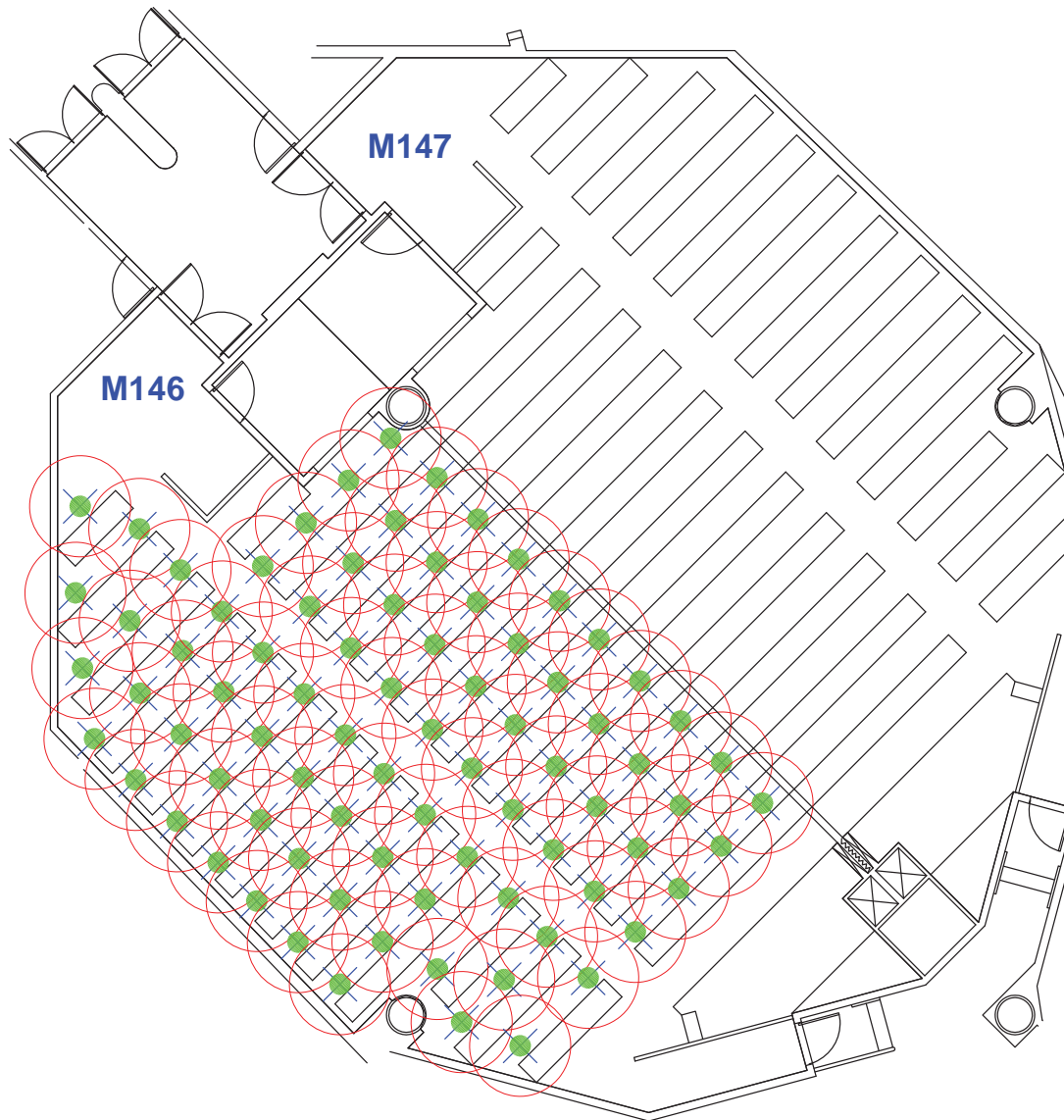
M

M146-Lecture Hall/Computer Lab

LEGEND



3 FEET RADIUS



M146

REGULAR CAPACITY - 138
SOCIAL DISTANCING CAPACITY - 81

KINGSBOROUGH
COMMUNITY COLLEGE

* DREAMS BEGIN HERE *

**CAMPUS PLANNING
AND DESIGN**

2001 Oriental Boulevard
Brooklyn, NY 11235
SUITE P-205
Tel: 718-368-6099
Fax: 718-368-4650

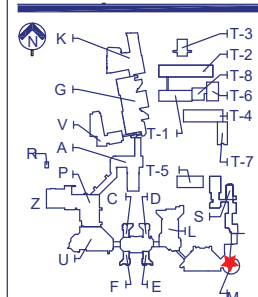
PROJECT TITLE:

CLASSROOM
SOCIAL DISTANCING
SCHEMATICS

APPROVED:

Date: 000000

Date	REVISED



LOCATION PLAN

LOCATION PLAN
NOT TO SCALE



LOCATION: M Building 1st Floor

DRAWN BY: MS

DATE: 05/21

SCALE: Not To Scale

DRAWING TITLE:

M146 - Lecture Hall/Computer Lab

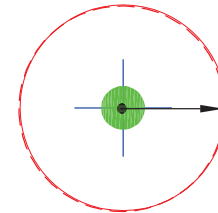
DRAWING NO:

M

M146-Lecture Hall/Computer Lab



LEGEND



6 FEET RADIUS

M146

REGULAR CAPACITY - 138
SOCIAL DISTANCING CAPACITY - 28

KINGSBOROUGH
COMMUNITY COLLEGE

* DREAMS BEGIN HERE *

**CAMPUS PLANNING
AND DESIGN**

2001 Oriental Boulevard
Brooklyn, NY 11235
Suite P-205
Tel: 718-368-6099
Fax: 718-368-4650

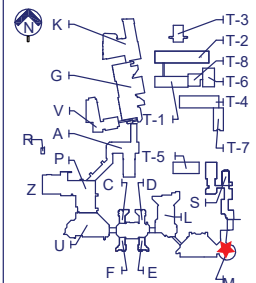
PROJECT TITLE:

CLASSROOM
SOCIAL DISTANCING
SCHEMATICS

APPROVED:

Date: 000000

Date	REVISED



LOCATION PLAN

LOCATION PLAN
NOT TO SCALE



LOCATION: M Building 1st Floor

DRAWN BY: MS

DATE: 05/21

SCALE: Not To Scale

DRAWING TITLE:

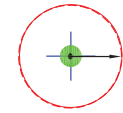
M146 - Lecture Hall/Comput Lab

DRAWING NO:

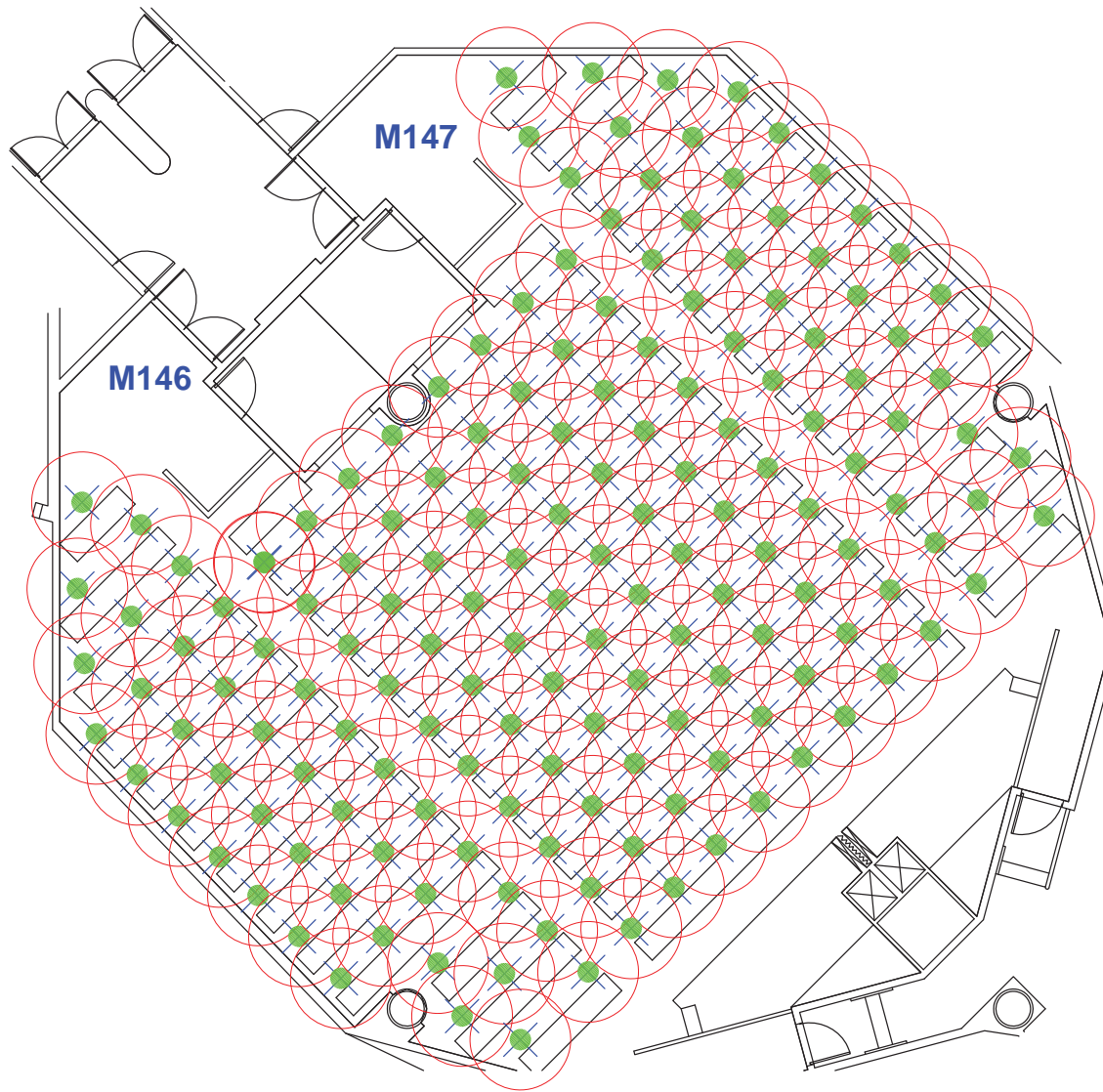
M

M146/M147 Lecture H./Comp. Lab

LEGEND



3 FEET RADIUS



M146 & M147
 REGULAR CAPACITY - 276
 SOCIAL DISTANCING CAPACITY - 162

KINGSBOROUGH
 COMMUNITY COLLEGE

* DREAMS BEGIN HERE *

**CAMPUS PLANNING
 AND DESIGN**

2001 Oriental Boulevard
 Brooklyn, NY 11235
 SUITE P-205
 Tel: 718-368-6099
 Fax: 718-368-4650

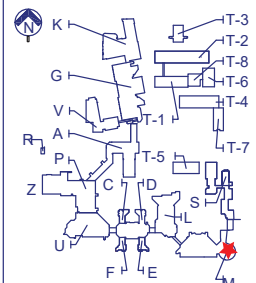
PROJECT TITLE:

CLASSROOM
 SOCIAL DISTANCING
 SCHEMATICS

APPROVED:

Date: 000000

Date	REVISED



LOCATION PLAN

LOCATION PLAN
 NOT TO SCALE



LOCATION: M Building 1st Floor

DRAWN BY: MS

DATE: 05/21

SCALE: Not To Scale

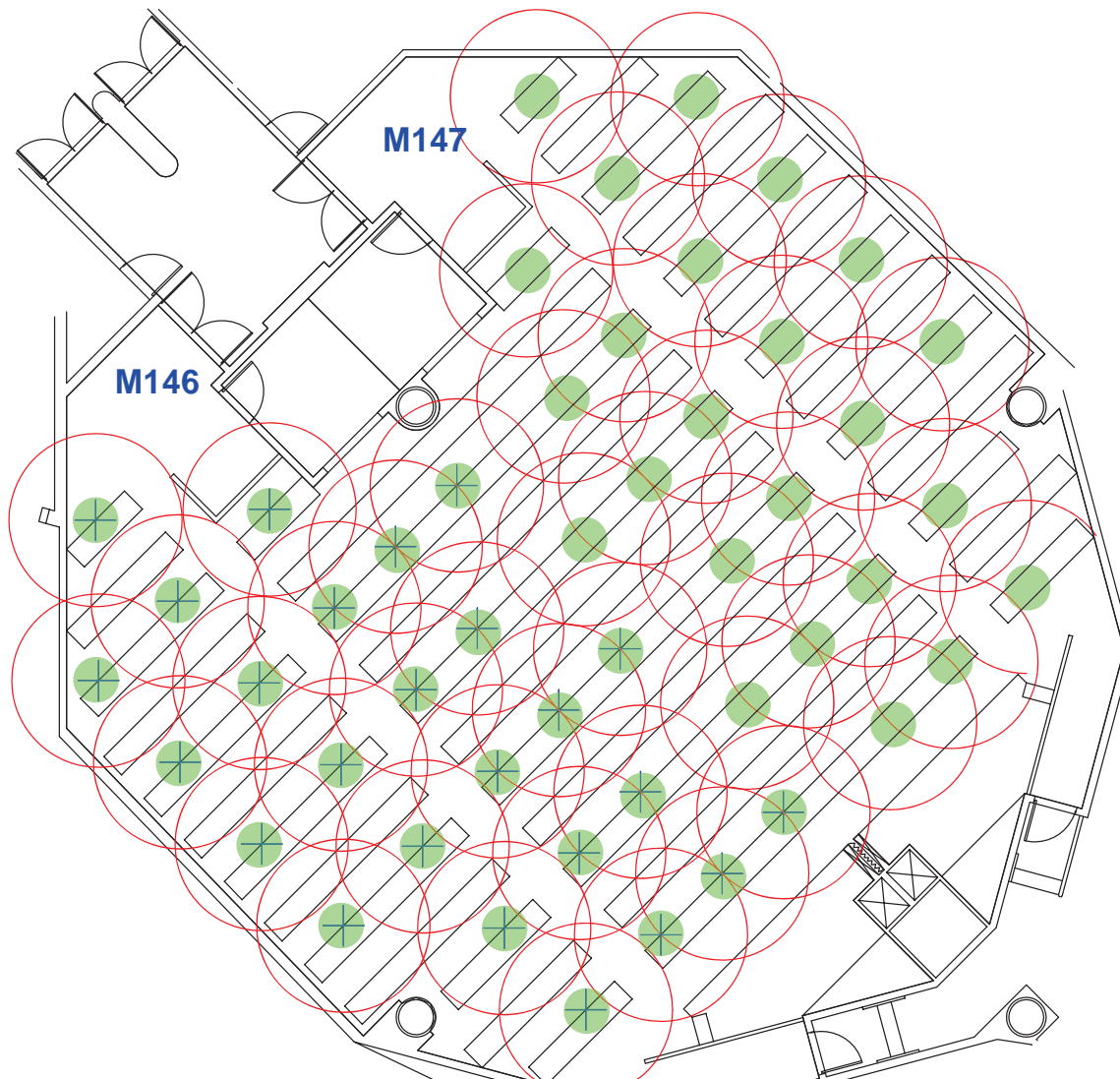
DRAWING TITLE:

M146/M147 - Lecture Hall/Computer Lab

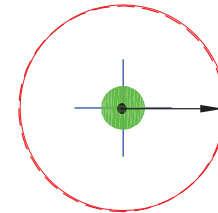
DRAWING NO:

M

M146/M147 Lecture H./Comp. Lab



LEGEND



6 FEET RADIUS

KINGSBOROUGH
COMMUNITY COLLEGE

* DREAMS BEGIN HERE *

**CAMPUS PLANNING
AND DESIGN**

2001 Oriental Boulevard
Brooklyn, NY 11235
SUITE P-205
Tel: 718-368-6099
Fax: 718-368-4650

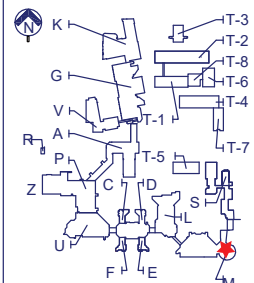
PROJECT TITLE:

**CLASSROOM
SOCIAL DISTANCING
SCHEMATICS**

APPROVED:

Date: 000000

Date	REVISED



LOCATION PLAN

LOCATION PLAN
NOT TO SCALE



LOCATION: M Building 1st Floor

DRAWN BY: MS

DATE: 05/21

SCALE: Not To Scale

DRAWING TITLE:

M146/M147 _ Lecture Hall/Computer Lab

DRAWING NO:

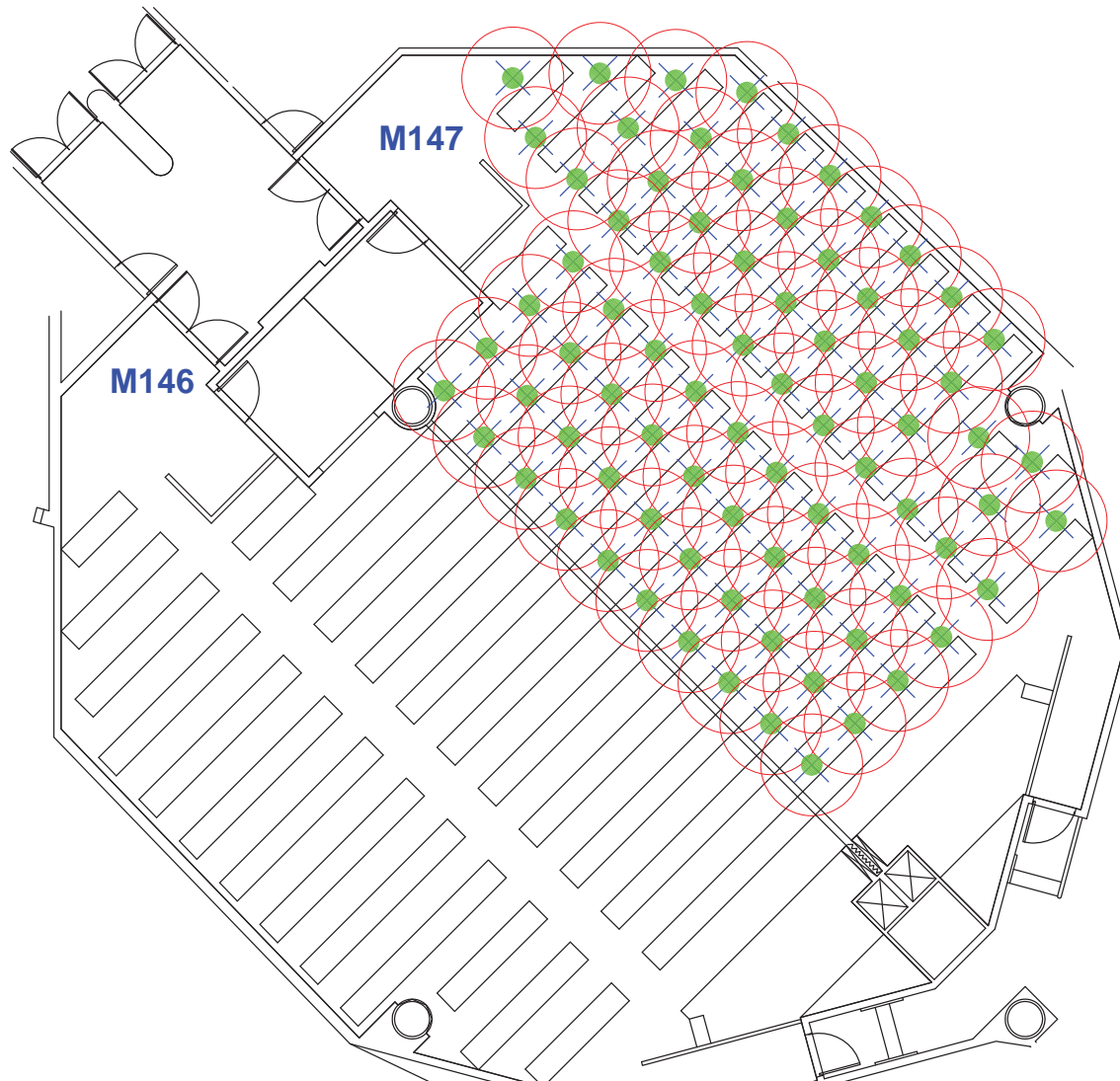
M

M146 & M147

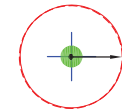
REGULAR CAPACITY - 276

SOCIAL DISTANCING CAPACITY - 49

M147-Lecture Hall/Computer Lab



LEGEND



3 FEET RADIUS

M147

REGULAR CAPACITY - 138
SOCIAL DISTANCING CAPACITY - 81

KINGSBOROUGH
COMMUNITY COLLEGE

* DREAMS BEGIN HERE *

**CAMPUS PLANNING
AND DESIGN**

2001 Oriental Boulevard
Brooklyn, NY 11235
SUITE P-205
Tel: 718-368-6099
Fax: 718-368-4650

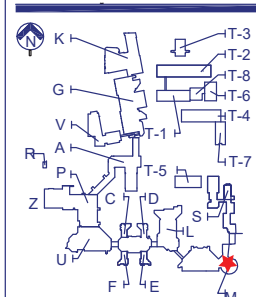
PROJECT TITLE:

CLASSROOM
SOCIAL DISTANCING
SCHEMATICS

APPROVED:

Date: 000000

Date	REVISED



LOCATION PLAN

LOCATION PLAN
NOT TO SCALE



LOCATION: M Building 1st Floor

DRAWN BY: MS

DATE: 05/21

SCALE: Not To Scale

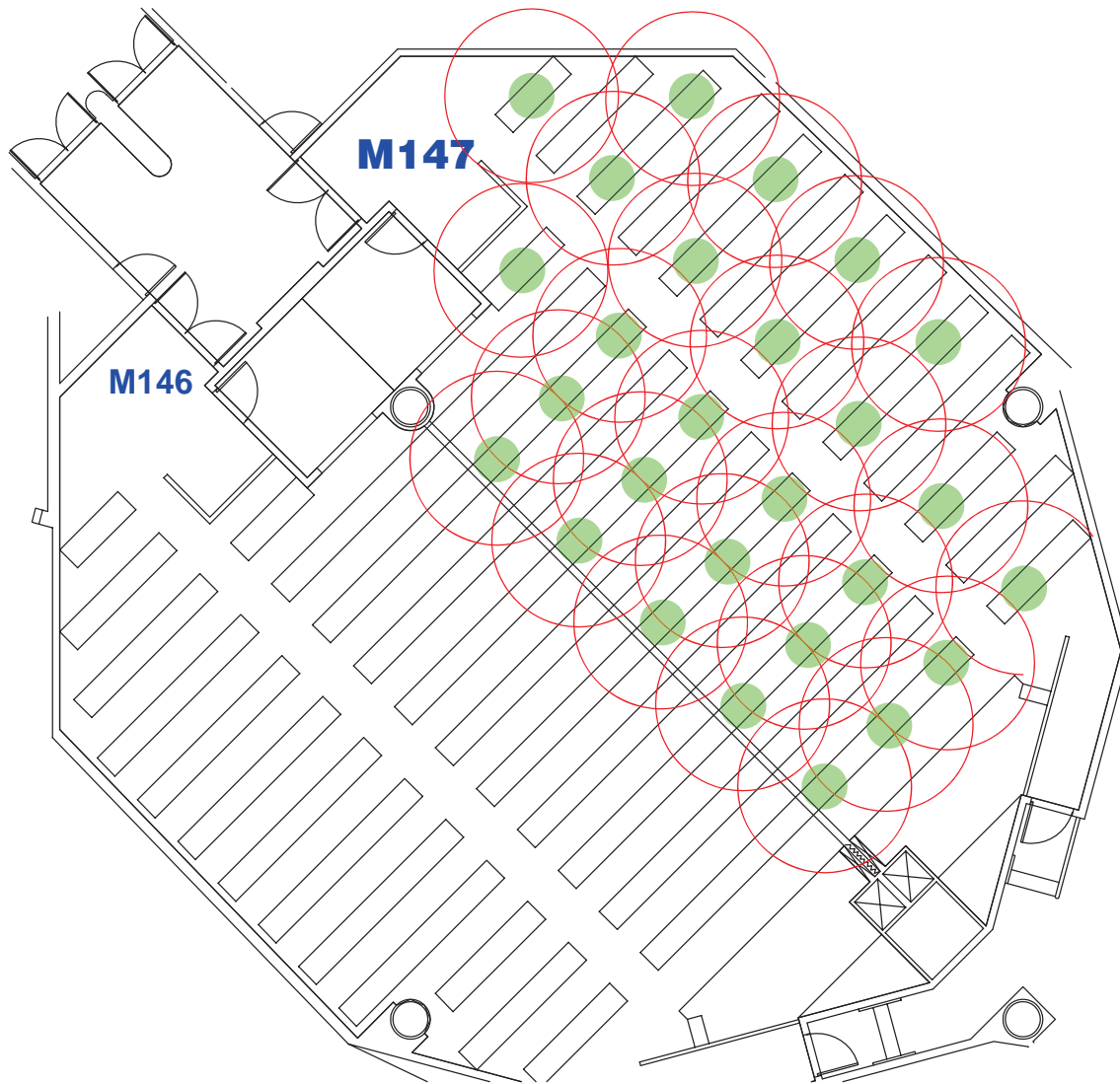
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M147 - Lecture Hall/Computer Lab

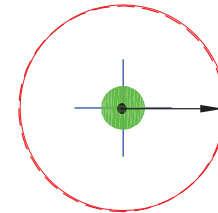
DRAWING NO:

M

M147-Lecture Hall/Computer Lab



LEGEND



6 FEET RADIUS

KINGSBOROUGH
COMMUNITY COLLEGE

* DREAMS BEGIN HERE *

**CAMPUS PLANNING
AND DESIGN**

2001 Oriental Boulevard
Brooklyn, NY 11235
Tel: 718-368-6099
Fax: 718-368-4650

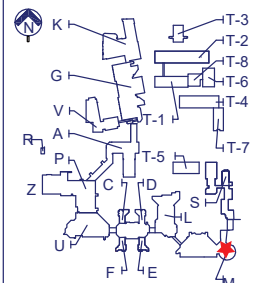
PROJECT TITLE:

**CLASSROOM
SOCIAL DISTANCING
SCHEMATICS**

APPROVED:

Date: 000000

Date	REVISED



LOCATION PLAN

LOCATION PLAN
NOT TO SCALE



LOCATION: M Building 1st Floor

DRAWN BY: MS

DATE: 05/21

SCALE: Not To Scale

DRAWING TILE:

M147 - Lecture Hall/Computer Lab

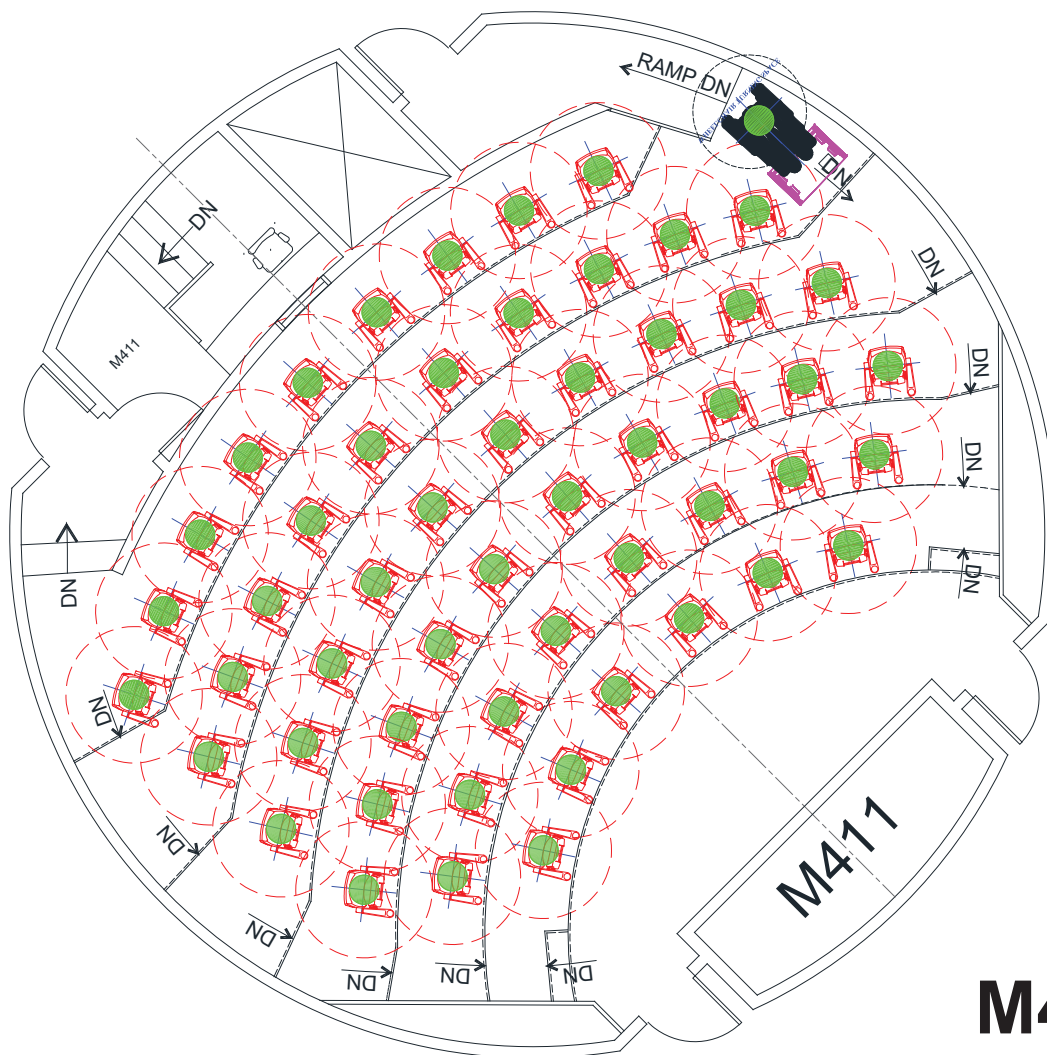
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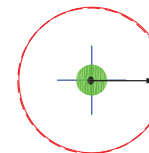
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REGULAR CAPACITY - 138
SOCIAL DISTANCING CAPACITY - 28

M411-Auditorium



LEGEND



3 FEET RADIUS

M411 REGULAR CAPACITY - 93
SOCIAL DISTANCING CAPACITY - 54

KINGSBOROUGH
COMMUNITY COLLEGE

* DREAMS BEGIN HERE *

CAMPUS PLANNING AND DESIGN

2001 Oriental Boulevard
Brooklyn, NY 11235
Tel: 718-368-6099
Fax: 718-368-4650

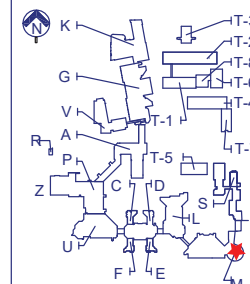
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CLASSROOM
SOCIAL DISTANCING
SCHEMATICS

APPROVED:

Date: 000000

Date	REVISED



LOCATION PLAN

LOCATION PLAN
NOT TO SCALE



LOCATION: M Building 4th Floor

DRAWN BY: MS

DATE: 05/21

SCALE: Not To Scale

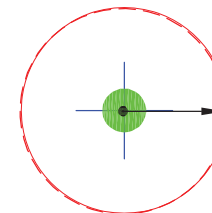
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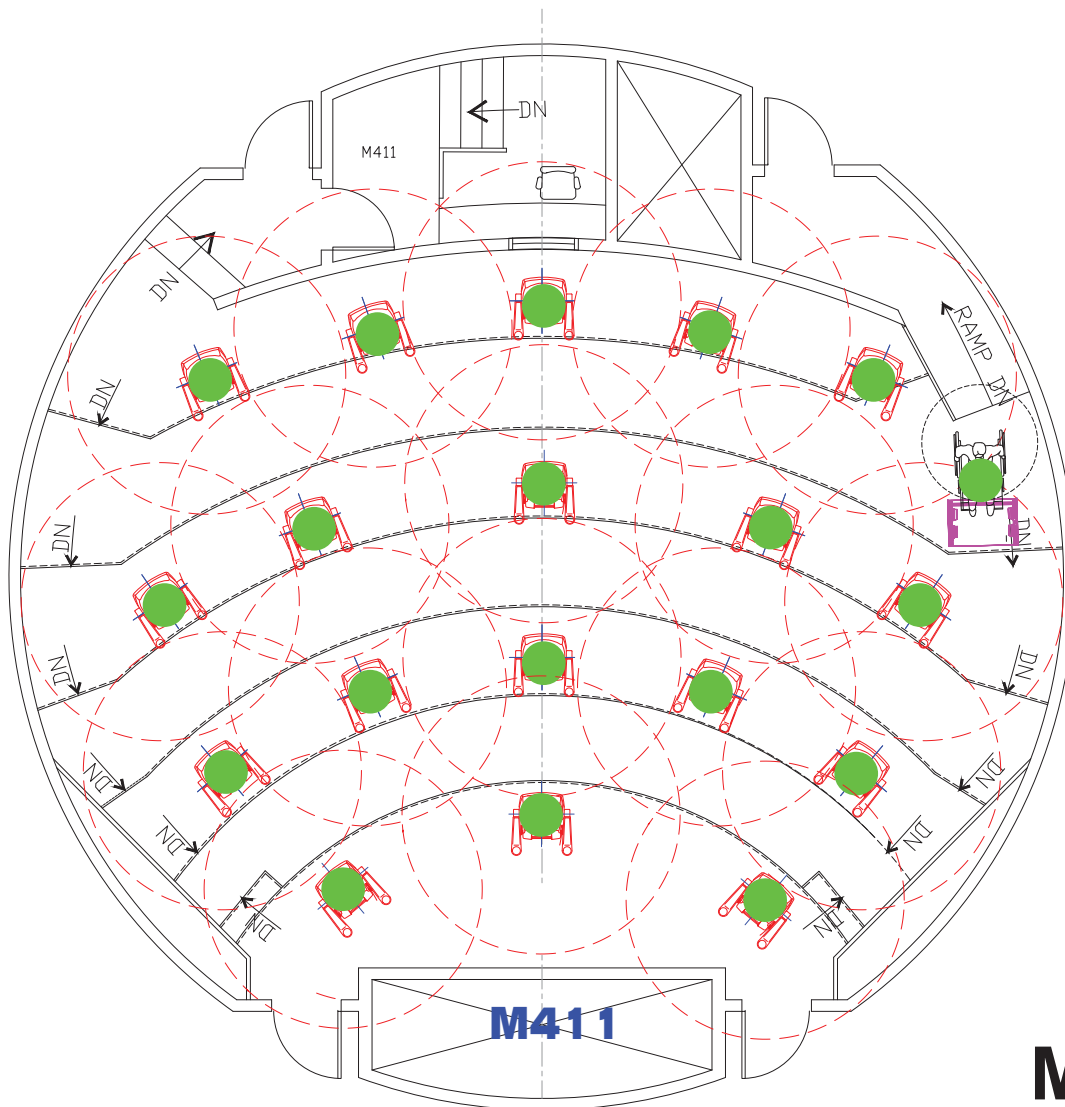
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M411-Auditorium

LEGEND



6 FEET RADIUS



M411 REGULAR CAPACITY - 93
SOCIAL DISTANCING CAPACITY - 19

KINGSBOROUGH
COMMUNITY COLLEGE

* DREAMS BEGIN HERE *

**CAMPUS PLANNING
AND DESIGN**

2001 Oriental Boulevard
Brooklyn, NY 11235
Tel: 718-368-6099
Fax: 718-368-4650

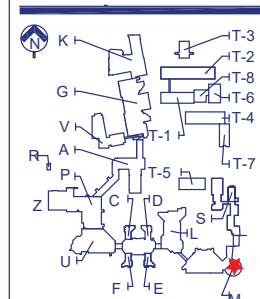
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**CLASSROOM
SOCIAL DISTANCING
SCHEMATICS**

APPROVED:

Date: 000000

Date	REVISED



LOCATION PLAN

LOCATION PLAN
NOT TO SCALE



LOCATION: M Building 4th Floor

DRAWN BY: MS

DATE: 05/21

SCALE: Not To Scale

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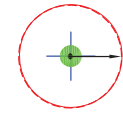
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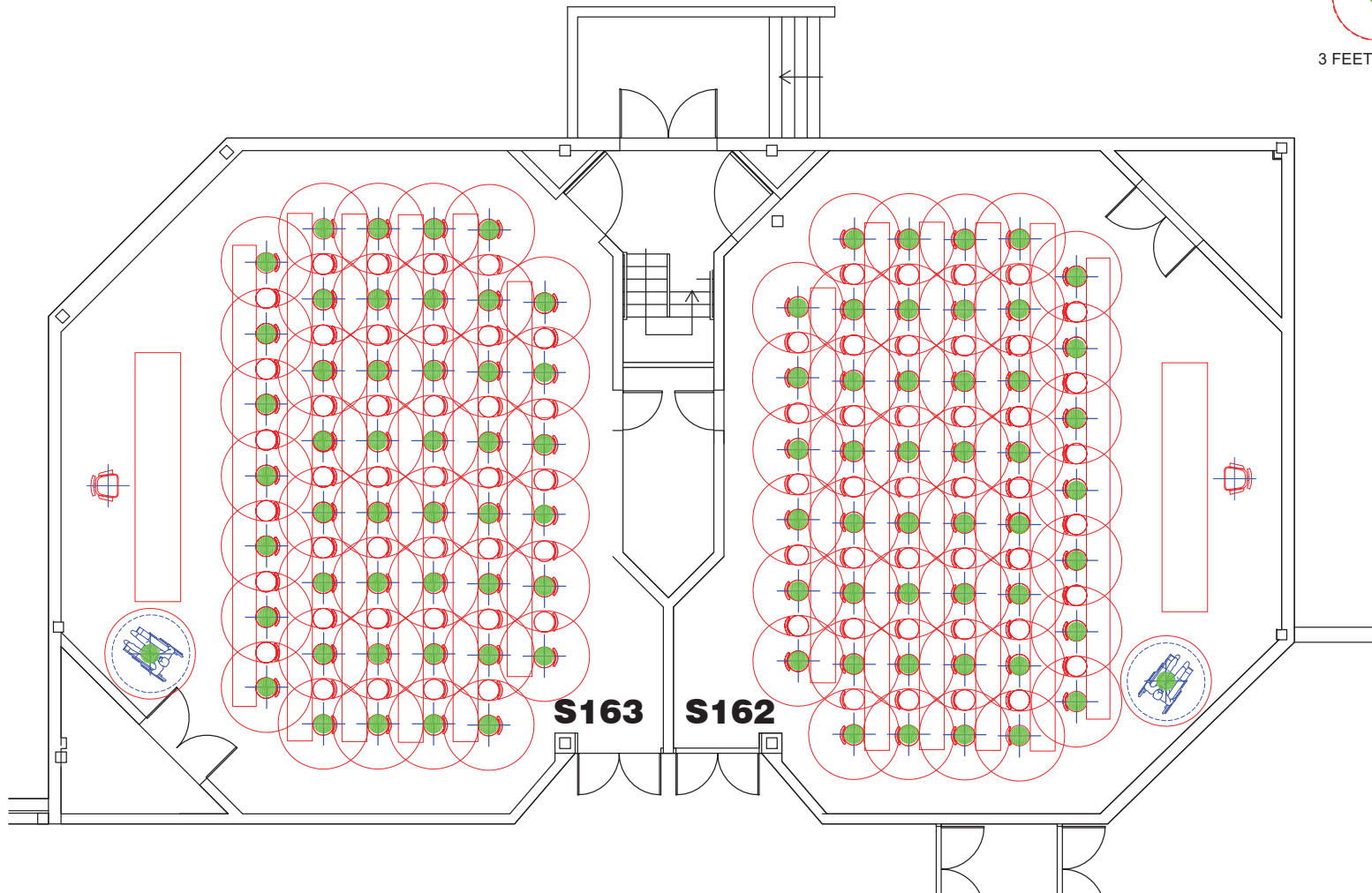
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S162/S163 Auditorium

LEGEND



3 FEET RADIUS



S163 REGULAR CAPACITY - 90
SOCIAL DISTANCING CAPACITY - 46

S162 REGULAR CAPACITY - 90
SOCIAL DISTANCING CAPACITY - 46

KINGSBOROUGH
COMMUNITY COLLEGE

* DREAMS BEGIN HERE *

**CAMPUS PLANNING
AND DESIGN**

2001 Oriental Boulevard
Brooklyn, NY 11235
SUITE P-205
Tel: 718-368-6099
Fax: 718-368-4650

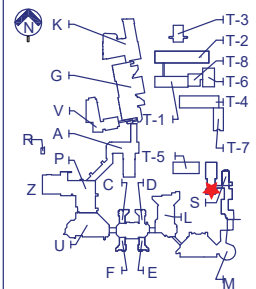
PROJECT TITLE:

**CLASSROOM
SOCIAL DISTANCING
SCHEMATICS**

APPROVED:

Date: 000000

Date	REVISED



LOCATION PLAN

LOCATION PLAN
NOT TO SCALE



LOCATION: S Building 1st Floor

DRAWN BY: MS

DATE: 05/21

SCALE: Not To Scale

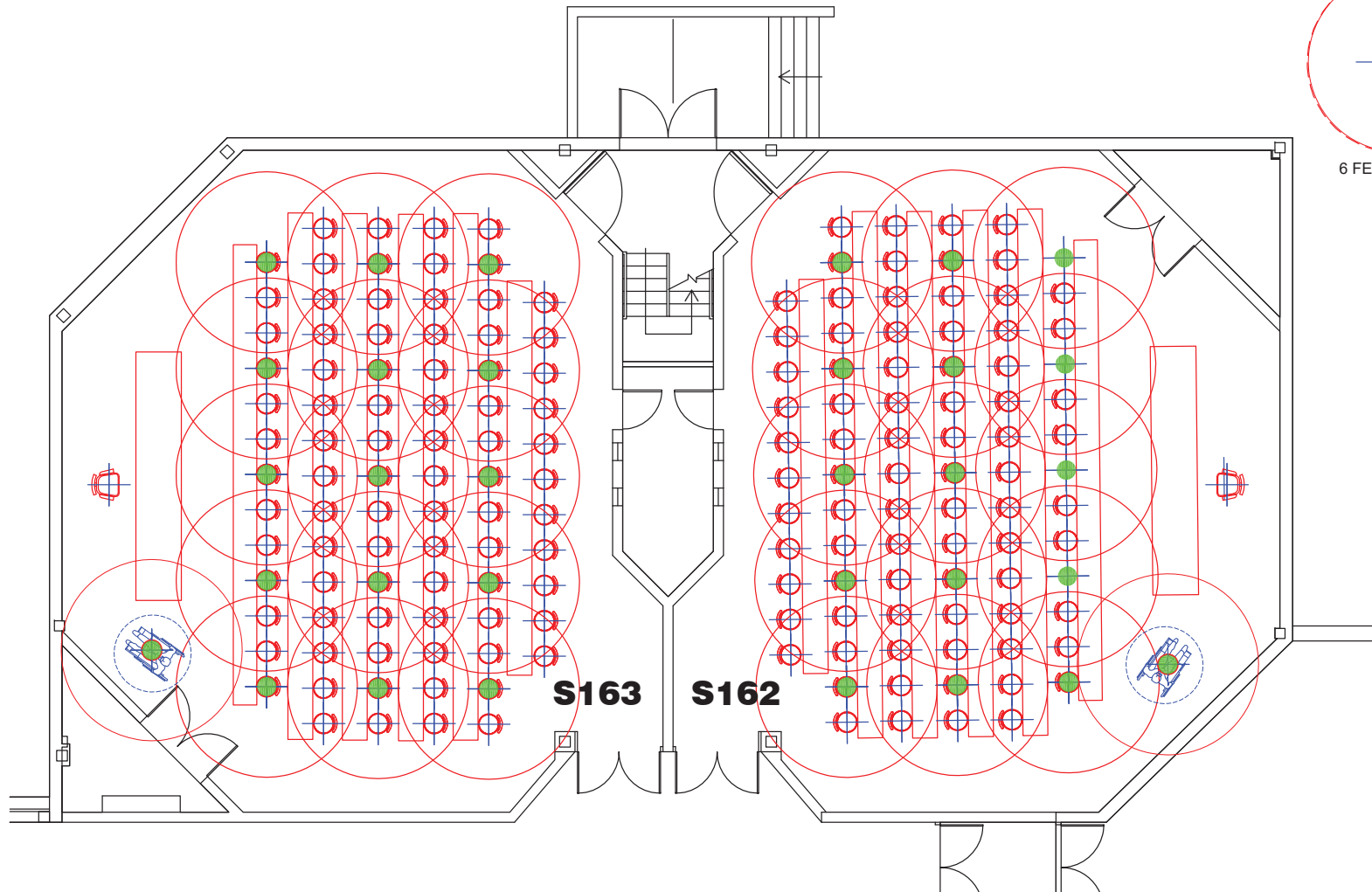
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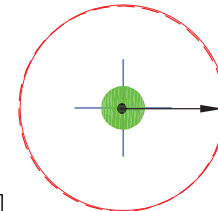
DRAWING NO:

S

S162/S163 Auditorium



LEGEND



6 FEET RADIUS

KINGSBOROUGH
COMMUNITY COLLEGE

* DREAMS BEGIN HERE *

CAMPUS PLANNING AND DESIGN

2001 Oriental Boulevard
Brooklyn, NY 11235
SUITE P-205
Tel: 718-368-6099
Fax: 718-368-4650

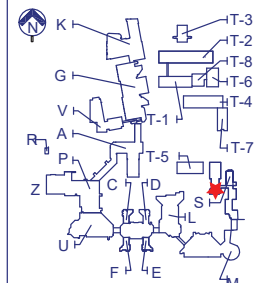
PROJECT TITLE:

CLASSROOM
SOCIAL DISTANCING
SCHEMATICS

APPROVED:

Date: 000000

Date	REVISED



LOCATION PLAN

LOCATION PLAN
NOT TO SCALE



LOCATION: S Building 1st Floor

DRAWN BY: MS

DATE: 05/21

SCALE: Not To Scale

DRAWING TITLE:

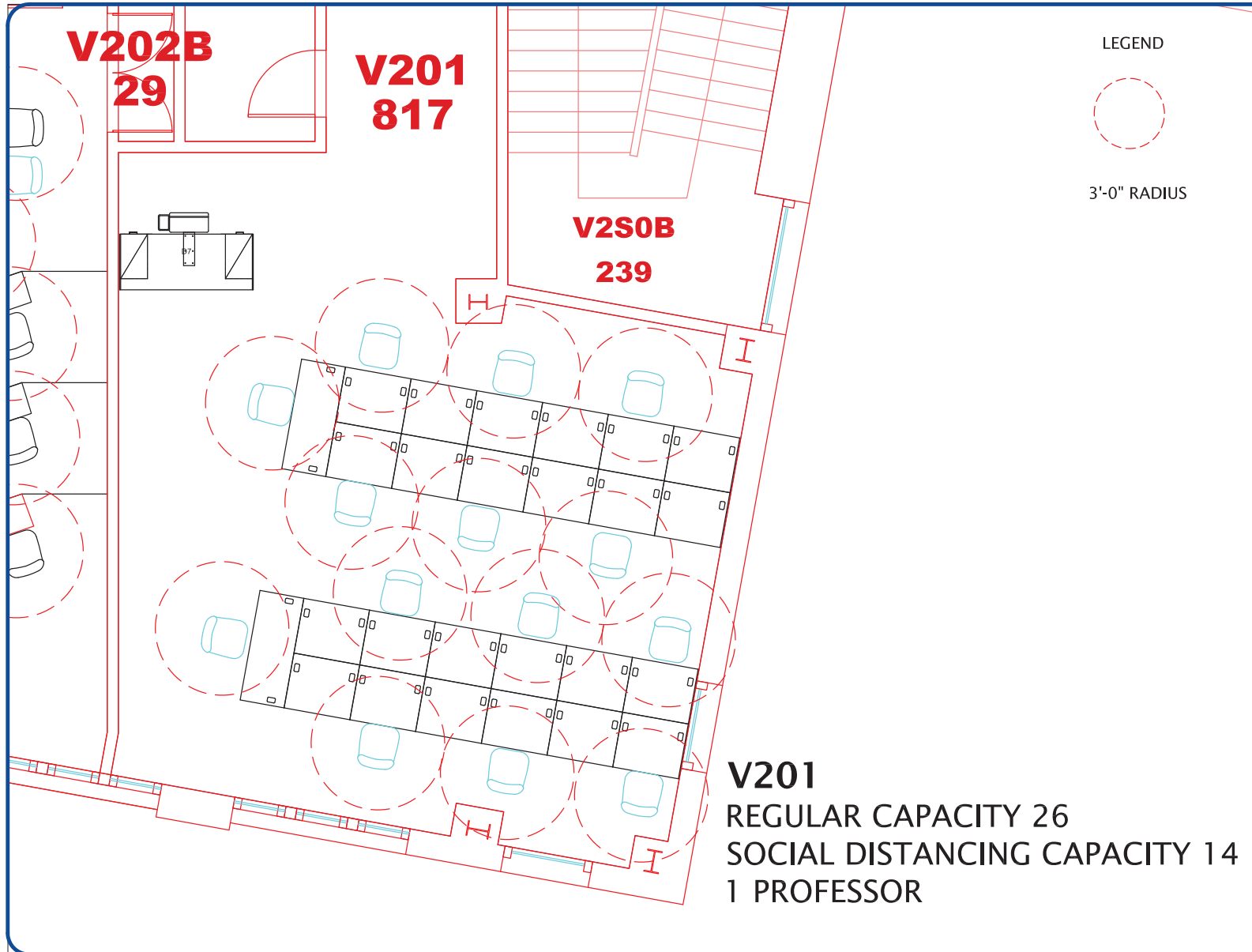
S162/S163 - Lecture Hall

DRAWING NO:

S

S163 REGULAR CAPACITY - 90
SOCIAL DISTANCING CAPACITY - 16

S162 REGULAR CAPACITY - 90
SOCIAL DISTANCING CAPACITY - 16



LEGEND



3'-0" RADIUS

**CAMPUS PLANNING
AND DESIGN**

2001 Oriental Boulevard
Brooklyn, NY 11225
SUITE P-205
Tel: 718-368-5099
Fax: 718-368-4550

PROJECT TITLE:
**3F SD SOCIAL DISTANCING
STUDENT OCCUPANCY**

CPD#

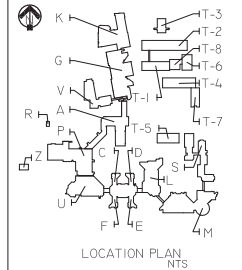
REVISIONS:

NO.	DATE	REVISED

APPROVED: 000000

BY: 000000

DATE: 000000



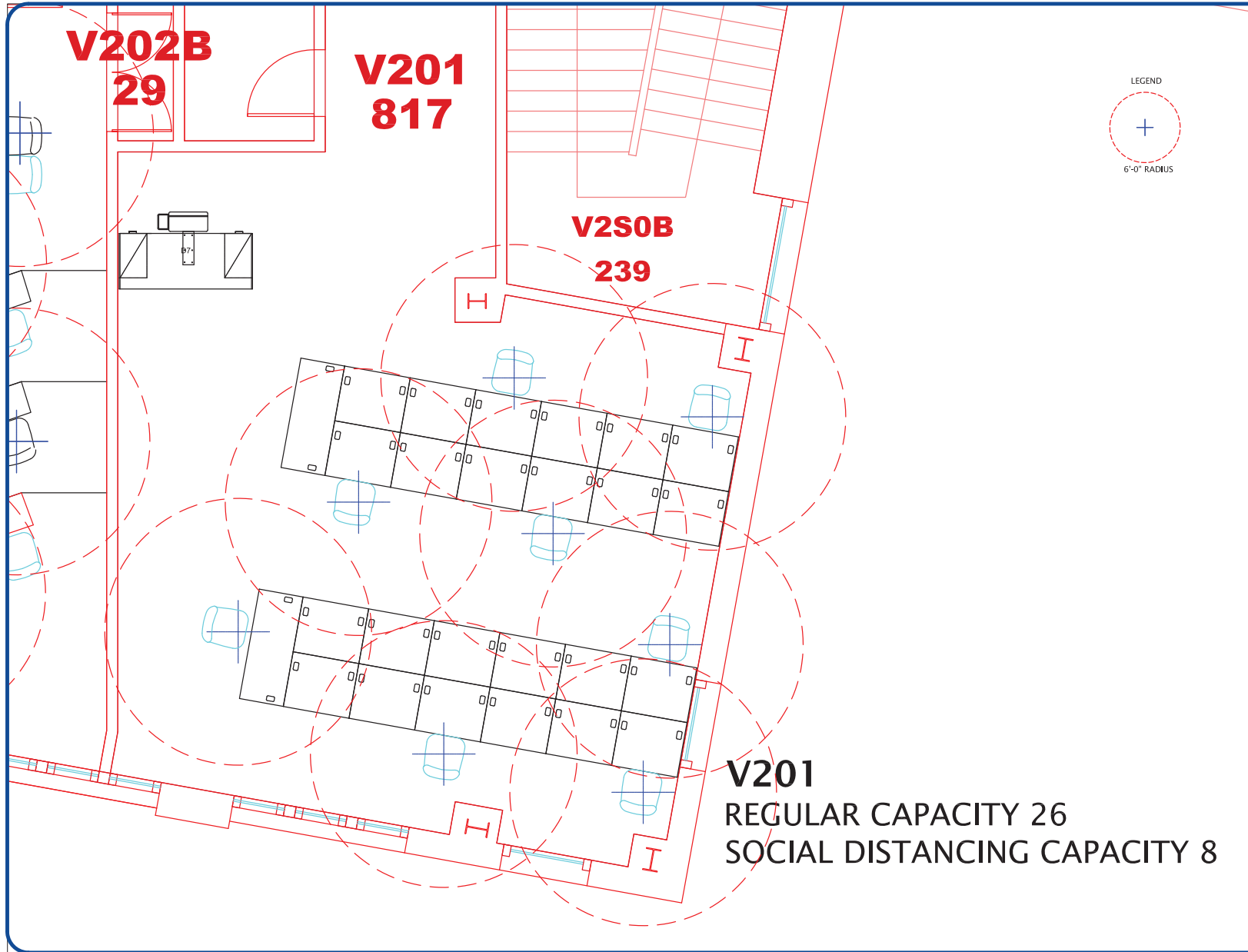
LOCATION PLAN
NTS

DRAWN BY: ILEANA VIQUEZ

DATE: 04/29/21

SCALE: NTS

DRAWING TITLE: **V201
ADMISSIONS & FINANCIAL
AID PROCESSING
CENTER**



**CAMPUS PLANNING
AND DESIGN**
2001 Oriental Boulevard
Brooklyn, NY 11235
SUITE P-205
Tel: 718-368-6099
Fax: 718-368-6550

PROJECT TITLE:
**6FT SD SOCIAL DISTANCING
STUDENT OCCUPANCY**

CPD#

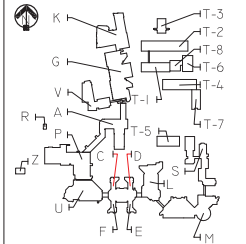
REVISIONS:

NO.	DATE	REVISED

APPROVED: 000000

BY: 000000

DATE: 000000



LOCATION PLAN
NTS

DRAWN BY: I. VIQUEZ

DATE: 07/14/20

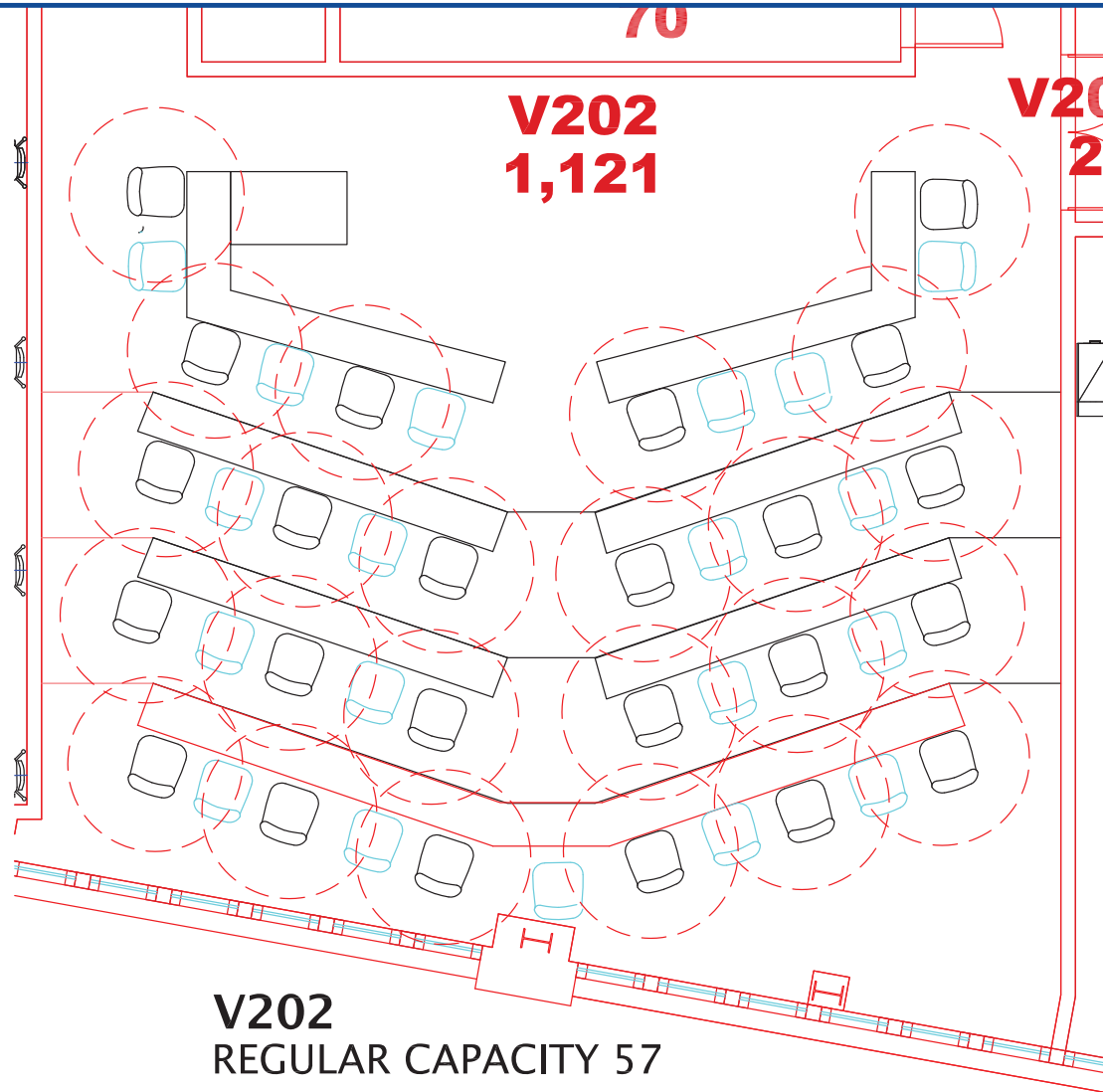
SCALE: NTS

DRAWING TITLE: **V201
ADMISSIONS & FINANCIAL
AID PROCESSING
CENTER**

LEGEND



3'-0" RADIUS



V202
 REGULAR CAPACITY 57
 SOCIAL DISTANCING CAPACITY 24
 1 PROFESSOR

**CAMPUS PLANNING
 AND DESIGN**

2001 Oriental Boulevard
 Brooklyn, NY 11235
 SUITE #205
 Tel: 718-368-5099
 Fax: 718-368-4550

PROJECT TITLE:

**3F SD SOCIAL DISTANCING
 STUDENT OCCUPANCY**
 CPD#

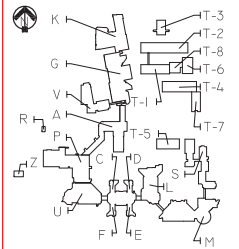
REVISIONS:

NO.	DATE	REVISED

APPROVED: 000000

BY: 000000

DATE: 000000



LOCATION PLAN
 NTS

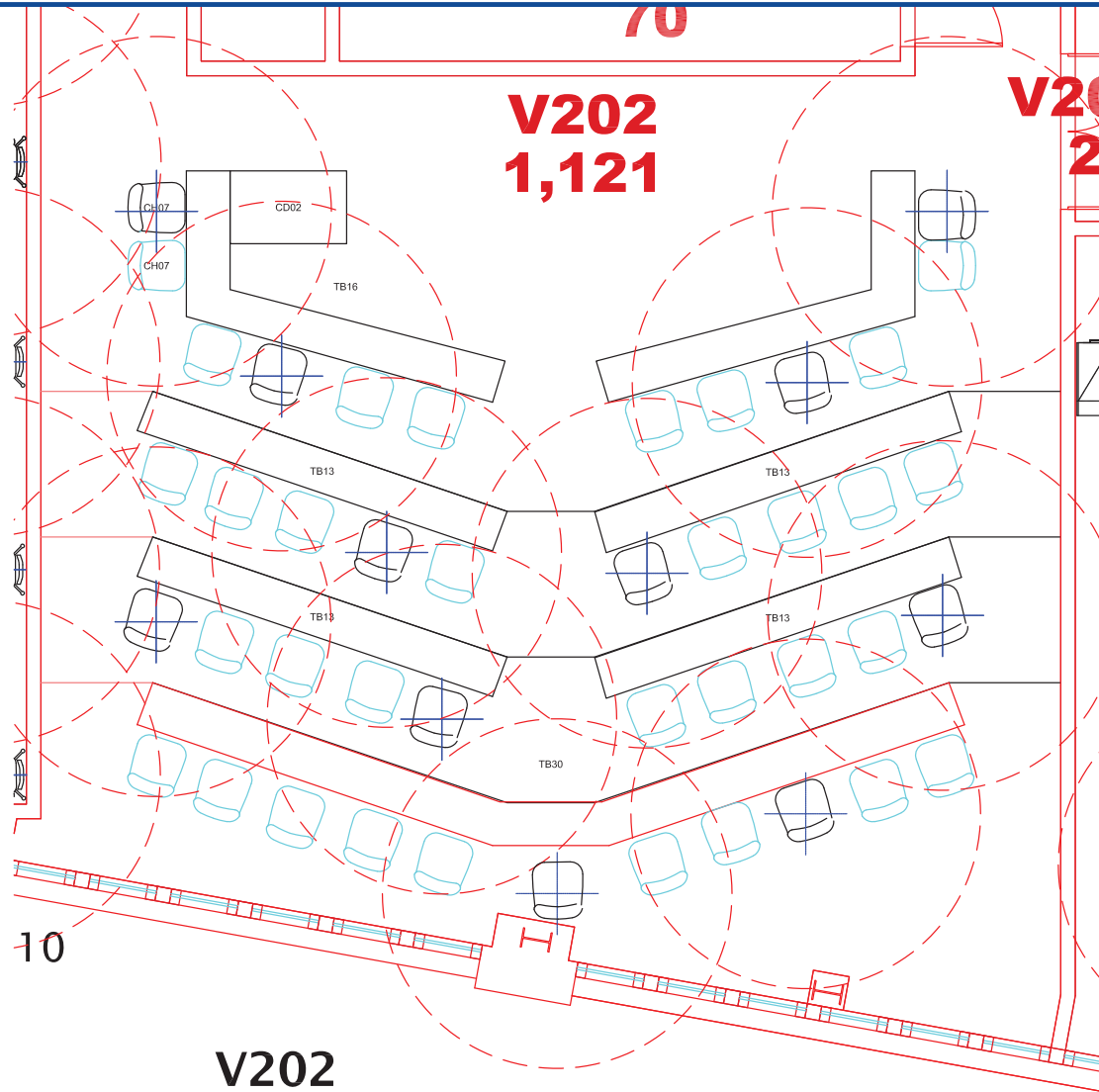
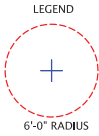
DRAWN BY: ILLEANA VIQUEZ

DATE: 04/29/21

SCALE: NTS

DRAWING TITLE:

**V202
 LECTURE ROOM**



V202
REGULAR CAPACITY 57
SOCIAL DISTANCING CAPACITY 11

**CAMPUS PLANNING
AND DESIGN**

2001 Oriental Boulevard
Brooklyn, NY 11225
SUITE 4-205
Tel: 718-664-5099
Fax: 718-664-4500

PROJECT TITLE:
**6FT SD SOCIAL DISTANCING
STUDENT OCCUPANCY**

CPD#

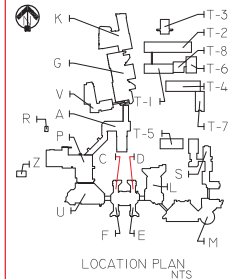
REVISIONS:

NO.	DATE	REVISED

APPROVED: 000000

BY: 000000

DATE: 000000



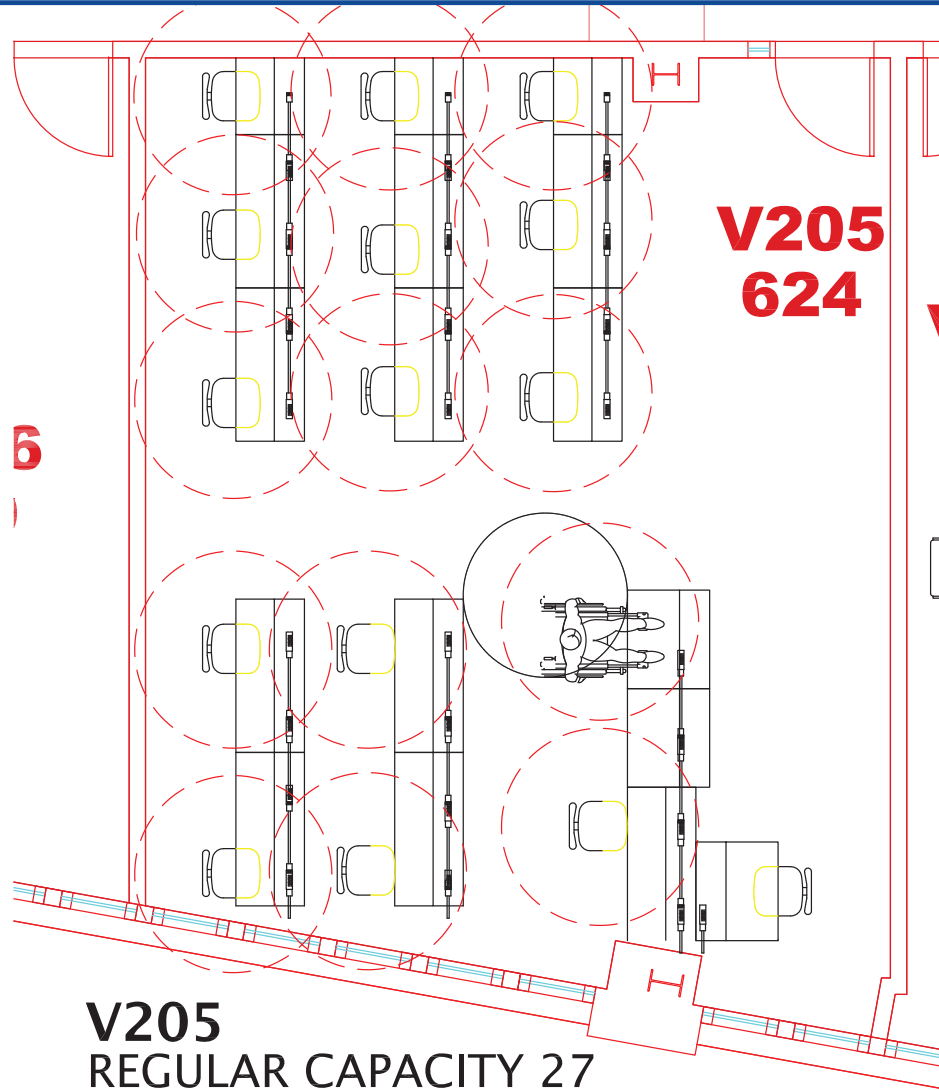
DRAWN BY: L VIQUEZ

DATE: 05/21/20

SCALE: NTS

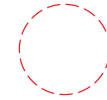
DRAWING TITLE:

**V202
LECTURE ROOM**



V205
 REGULAR CAPACITY 27
 SOCIAL DISTANCING CAPACITY 15
 1 PROFESSOR

LEGEND



3'-0" RADIUS

**CAMPUS PLANNING
 AND DESIGN**

2001 Oriental Boulevard
 Brooklyn, NY 11225
 SUITE P-205
 Tel: 718-268-6099
 Fax: 718-268-6508

PROJECT TITLE:
**3F SD SOCIAL DISTANCING
 STUDENT OCCUPANCY**

CPD#

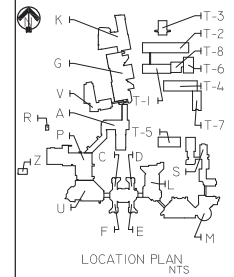
REVISIONS:

NO.	DATE	REVISED

APPROVED: 000000

BY: 000000

DATE: 000000



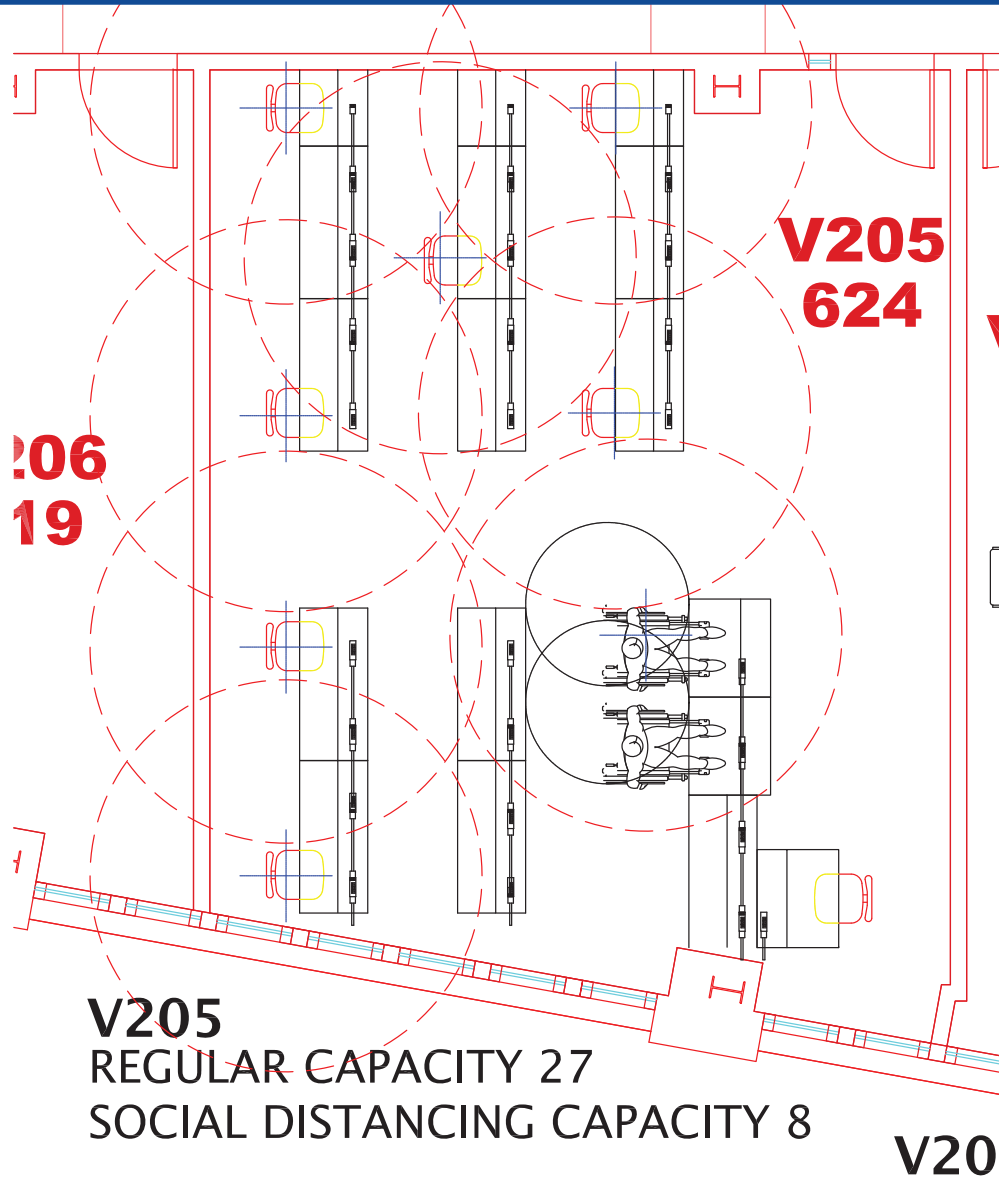
DRAWN BY: ILEANA VIQUEZ

DATE: 04/29/21

SCALE: NTS

DRAWING TITLE:

**V205
 COMPUTER LAB**



**CAMPUS PLANNING
AND DESIGN**
2001 Oriental Boulevard
Brooklyn, NY 11235
SUITE P-205
Tel: 718-368-5000
Fax: 718-368-4550

PROJECT TITLE:
**6FT SOCIAL DISTANCING
STUDENT OCCUPANCY**

CPD#

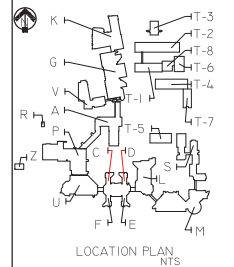
REVISIONS:

NO.	DATE	REVISED

APPROVED: 000000

BY: 000000

DATE: 000000



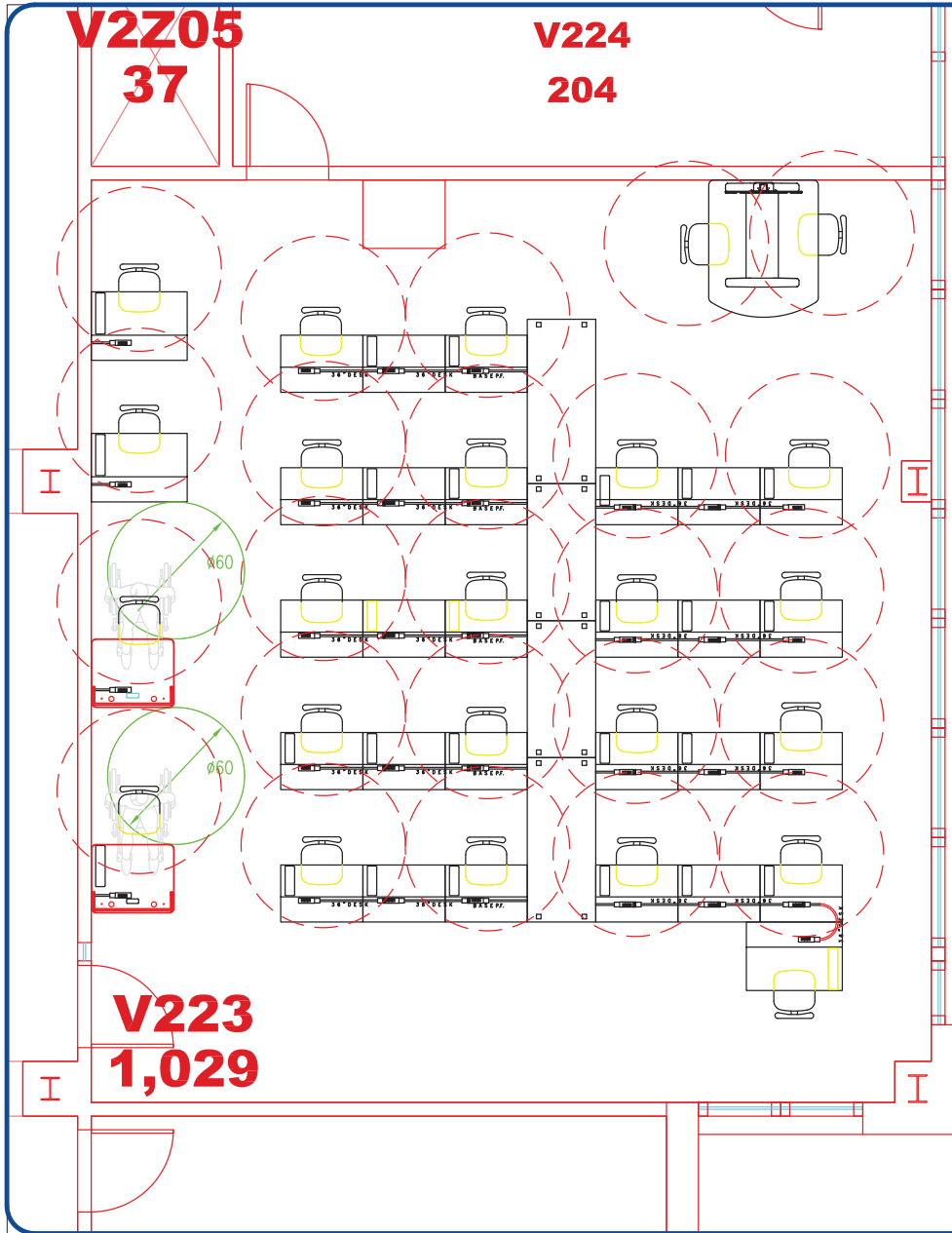
DRAWN BY: I. VIQUEZ

DATE: 07/20/20

SCALE: NTS

DRAWING TITLE:

**V205
COMPUTER LAB**



LEGEND



3'-0" RADIUS

V223
 REGULAR CAPACITY 34
 SOCIAL DISTANCING CAPACITY 24
 1 PROFESSOR

**CAMPUS PLANNING
 AND DESIGN**

2001 Oriental Boulevard
 Brooklyn, NY 11235
 SUITE P-205
 Tel: 718-668-5099
 Fax: 718-668-4550

PROJECT TITLE:
**3F SD SOCIAL DISTANCING
 STUDENT OCCUPANCY**

CPD#

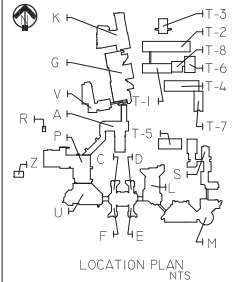
REVISIONS:

NO.	DATE	REVISED

APPROVED: 000000

BY: 000000

DATE: 000000



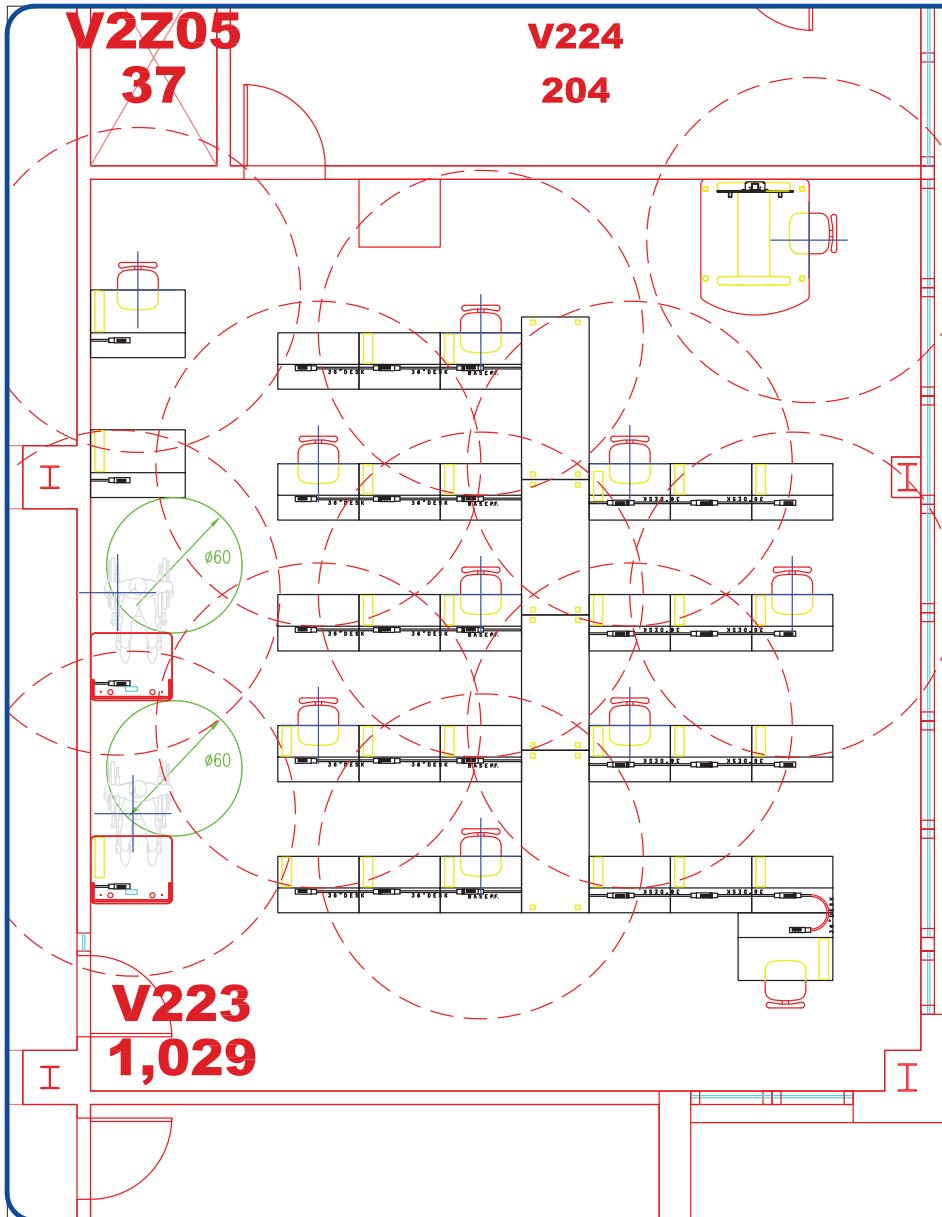
DRAWN BY: ILLEANA VIQUEZ

DATE: 04/29/21

SCALE: NTS

DRAWING TITLE:

**V223
 COMPUTER LAB**



**CAMPUS PLANNING
AND DESIGN**

2001 Oxford Boulevard
Brooklyn, NY 11235
SUITE P-205
Tel: 718-365-4099
Fax: 718-365-4550

PROJECT TITLE:
**6FT SOCIAL DISTANCING
STUDENT OCCUPANCY**

CPD#

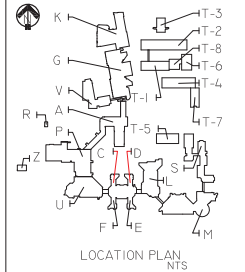
REVISIONS:

NO.	DATE	REVISED

APPROVED: 000000

BY: 000000

DATE: 000000



DRAWN BY: L. VIQUEZ

DATE: 05/21/20

SCALE: NTS

DRAWING TITLE:

**V223
COMPUTER LAB**

LEGEND



3'-0" RADIUS

**CAMPUS PLANNING
AND DESIGN**

2001 Oxford Boulevard
Brooklyn, NY 11235
SUITE P-205
Tel: 718-368-0099
Fax: 718-368-0550

PROJECT TITLE:
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STUDENT OCCUPANCY**

CPD#

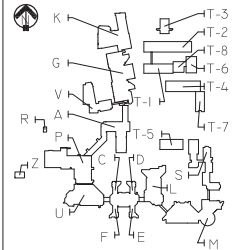
REVISIONS:

NO.	DATE	REVISED

APPROVED: 000000

BY: 000000

DATE: 000000



LOCATION PLAN
NTS

DRAWN BY: ILLEANA VIQUEZ

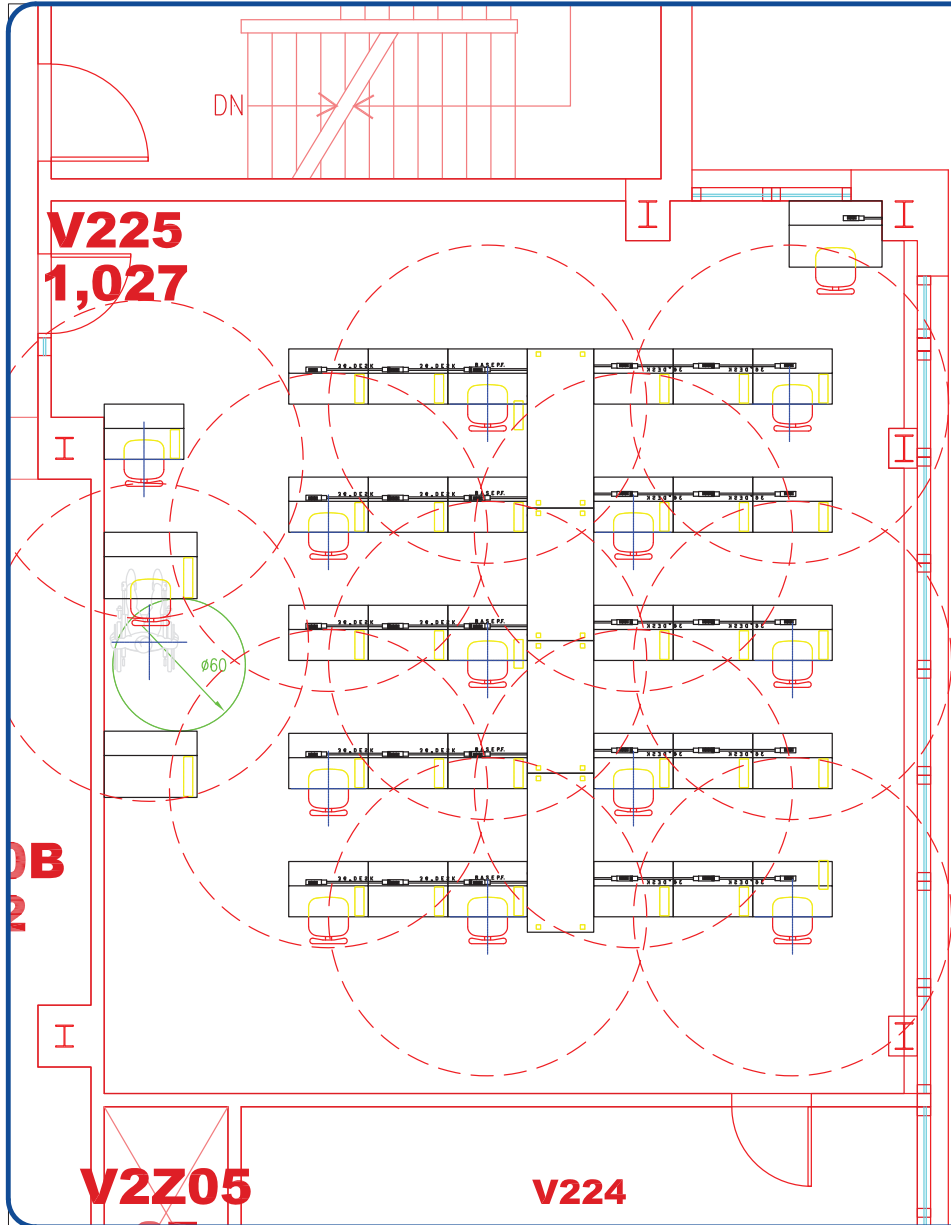
DATE: 04/29/21

SCALE: NTS

DRAWING TITLE:

**V225
COMPUTER LAB**

V225
REGULAR CAPACITY 33
SOCIAL DISTANCING CAPACITY 23
1 PROFESSOR



**CAMPUS PLANNING
AND DESIGN**
2001 Oriental Boulevard
Brooklyn, NY 11235
SUITE 2A-205
Tel: 718-265-0099
Fax: 718-265-4550

PROJECT TITLE:
**6FT SOCIAL DISTANCING
STUDENT OCCUPANCY**

CPD#

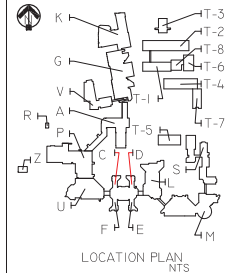
REVISIONS:

NO.	DATE	REVISED

APPROVED: 000000

BY: 000000

DATE: 000000



DRAWN BY: L. VIQUEZ

DATE: 05/21/20

SCALE: NTS

DRAWING TITLE:

**V225
COMPUTER LAB**

EXHIBIT D

SAMPLE DOOR SIGN
TO BE INSTALLED OUTSIDE EACH
CLASSROOM, COMPUTER LAB, LECTURE HALL
AND SPECIALIZED ACADEMIC SPACE
INDICATING THE MAXIMUM ALLOWABLE
STUDENT OCCUPANCY BASED ON 3 FEET SEPARATION

May 04, 2021

ROOM NUMBER: _____

MAXIMUM NUMBER OF STUDENTS: _____

*THE MAXIMUM STUDENT OCCUPANCY
FOR THIS ROOM HAS BEEN ESTABLISHED BASED ON
3-FEET SOCIAL DISTANCING GUIDELINES*

EXHIBIT E

REOPENING PLANS FOR KINGSBOROUGH COMMUNITY COLLEGE THEATERS AND MEETING ROOMS

According to the NYS REOPENING GUIDANCE for the reopening of performance venues:

These guidelines apply to all ticketed and non-ticketed, seated and standing audience at performances and live entertainment events held in public or private venues with an indoor capacity of less than 1,500 attendees and/or outdoor capacity of less than 2,500 attendees. For the purpose of this guidance, “performing arts and entertainment” encompasses all activities undertaken in the preparation, production, practice, and presentation of in-person performances and live entertainment including but not limited to music, dance, opera, drama, comedy, and other theatre or audio and/or visual arts performed before a live audience (e.g., plays, musicals, concerts, lectures, speeches). Effective April 6, 2021, small and medium scale performing arts and entertainment venues must notify their county health department or local public health authority if they plan to host in-person performances or events above the State’s social gathering limit (100 people indoors and 200 people outdoors, as of 4/1/21). For each event above the social gathering limit, event details must be submitted to the local health authority, at least 5 days in advance of the event. See “Interim COVID-19 Guidance for Small and Medium Scale Performing Arts and Entertainment” for full details. During the COVID-19 public health emergency, owners/operators of any performing arts and entertainment venue or production must remain current with any changes to state and federal requirements related to performing arts venues and auditoriums and incorporate those changes into their operations. This guidance is not intended to replace any existing applicable local, state, and federal laws, regulations, and standards.

Following are the guidelines for Kingsborough Community College Theaters and Meeting rooms. Attached are diagrams indicating ingress and egress of larger meeting rooms as well as distanced seating charts, indicating both a 6 ft social distancing protocol and a possible 3 ft social distancing protocol.

GUIDELINES FOR ALL MEETING FACILITIES:

1. Kingsborough will limit large gatherings as required and will maintain proper physical distancing between patrons.
2. Kingsborough theaters will follow all entry procedures as indicated in the CUNY Screening guidelines.
3. Kingsborough will place barriers or signage to limit seating density and maintain social distancing.
4. Kingsborough will encourage patrons to purchase all tickets and make reservations online.
5. The College will increase air circulation following protocols outlined in Kingsborough’s Reopening documents.

6. Kingsborough will have fixed meeting room set-ups, to help reduce the movement of furniture and labor during the re-opening period.
7. Kingsborough will stagger show times and meeting times to reduce lobby density, increase air circulation, and allow time for disinfecting of the theater spaces and meeting areas.
8. Patrons, students and other attendees will be encouraged to not to linger or socialize in the lobby, hallways or any other communal areas.
9. Any shared equipment (e.g. microphones, music stands, remotes, etc.) will be kept backstage or in a podium, and disinfected appropriately between uses.
10. Cleaning of the theatre and meeting rooms between shows or meetings will follow the protocols as outlined in the Kingsborough reopening guide.

SPECIFIC PROTOCOLS | RESTROOMS

Kingsborough will install clear signage in the restrooms with detailed instructions on hand cleaning and proper hygiene.

Installation of touchless fixtures including, hand sanitizer, faucets, toilets and paper towel dispensers have begun, according to the plans established in the Kingsborough reopening guidelines.

SPECIFIC PROTOCOLS | CIRCULATION SPACE

1. We will frequently clean high-touch surfaces, such as door handles to reduce virus spread following the New Cleaning Guidelines.
2. We have included signs for reminders of practicing good hygiene such as hand washing and wear a face mask.
3. We will limit face-to-face interaction where possible.
4. We have installed hand sanitizer dispensers throughout the buildings to promote heightened hygiene.

ENTRANCE AND LOBBY PROTOCOLS | SCREENING

We are taking the following measures in order to create a safe environment for our staff and patrons:

- Any individual who does not meet the entry requirements after completing the self-screening questionnaire will be denied access to the campus.
- All individuals (above the age of 2) are required to wear a face mask in order to enter any building.
- Anyone without a mask will not be permitted into the building.
- All patrons will be instructed to keep their masks on at all times while in the building.

- In the Performing Arts Center a Public Safety officer will be stationed at the entrance doors in the vestibule upon entry.

PERFORMING ARTS CENTER AND LIGHTHOUSE THEATER ENTRY AND EXITING OF BUILDING (SEE DRAWINGS ATTACHED IN THIS EXHIBIT)

- With few exceptions, all entrances and exits will be made through the main entrance into the building.
- The North set of double doors will be designated for people seated on the LEFT side of the house, including the Mezzanine.
- The South set of double doors will be designated for people seated on the RIGHT side of the house, including the Mezzanine.
- Exiting will be guided through the Main entrance to the building and from the House Right doors leading into the adjacent parking lot.
- Individuals will be strongly discouraged from loitering near the exits to encourage social distancing.

Kingsborough will only permit individuals (including employees, performers/talent, and patrons) entry into the venue if they wear an acceptable face covering at all times, provided that they are over age 2 and able to medically tolerate such covering.

Individuals may temporarily remove their face covering when seated in assigned area to eat/drink.

Performers/talent may temporarily remove their face covering during performances, rehearsals, and other on-stage interactions, or when it may interfere with a core activity, such as hair, makeup, or wardrobe. They must put on face coverings as soon as practicable following those activities.

Kingsborough will ensure that proper social distancing is maintained between all employees and performers/talent in all event and production locations, unless safety or the core activity requires a shorter distance.

Kingsborough will ensure that a distance of at least 12 ft. is maintained, or that an appropriate physical barrier is installed, between performers/talent and any patrons in the audience. We will ensure that a distance of at least 6 ft. is maintained between staff and patrons at all times, with the exception of patrons who are members of the same party/household/family, unless safety or the core activity requires a shorter distance (e.g., security).

There will be physical barriers between staff and patrons (e.g., ticket booths, concessions, ticket-taker stations). We will establish specific protocols to ensure that patrons not from the same party/household/family maintain appropriate distance during ingress, admissions, intermissions/breaks, and egress.

An audience seating arrangement that ensures at least 6 ft. of distance between patrons who are not in the same party/household/family has been created (please refer to the drawings attached). An audience seating arrangement that ensures at least 3 ft. of distance between patrons who are not in the same party/household/family has also been added in case there is a change in the distancing protocols.

We will require reservations or RSVP's and will assign seats to patrons prior to entering the venue to ensure distancing. This will include within each row, limit seating such that at least 2 seats are unoccupied between each group of patrons. Kingsborough will encourage patrons to remain seated once the event begins, unless they're visiting the restrooms, purchasing items from concession, or exiting.

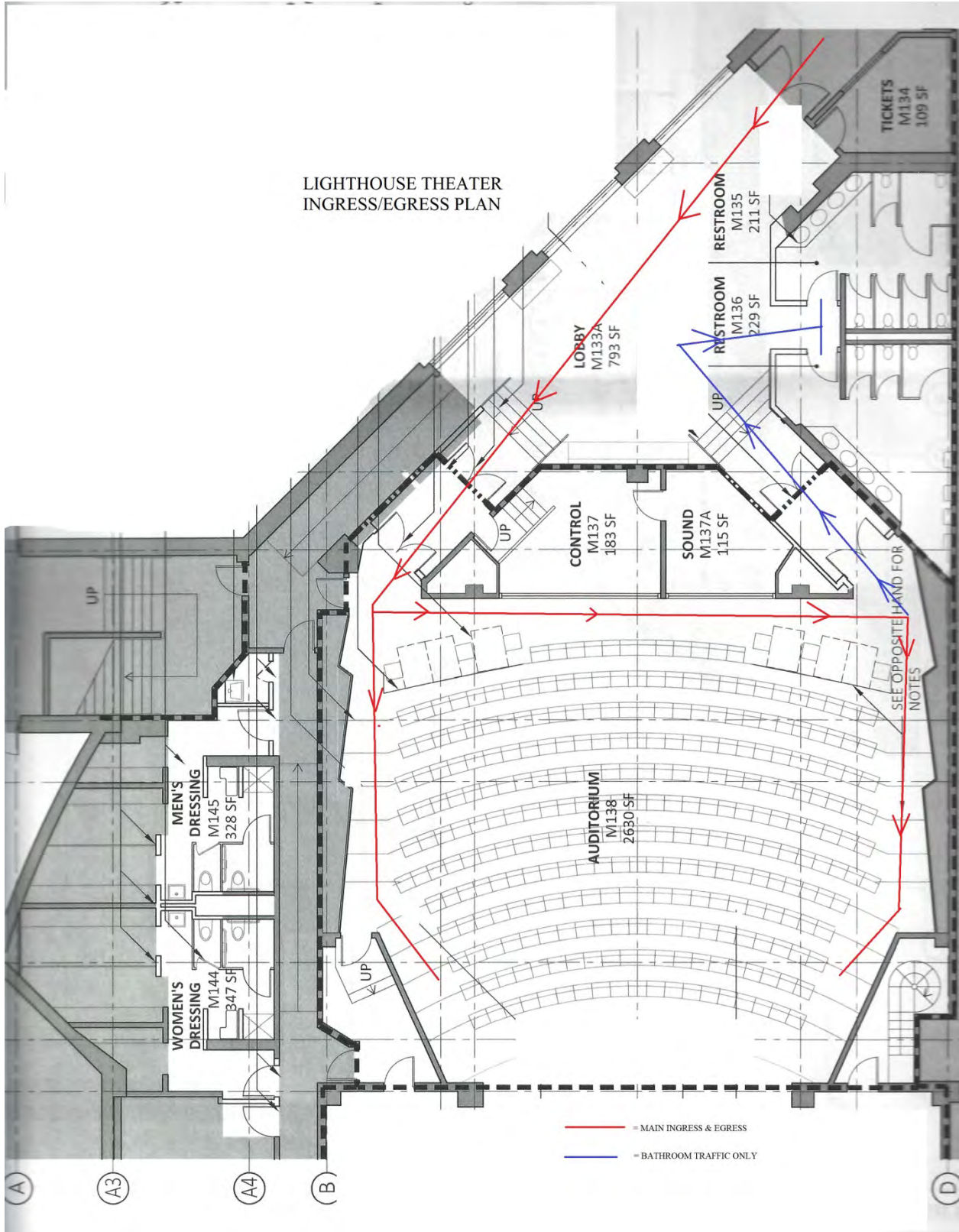
Kingsborough will maintain sufficient College staff/event staff to direct patrons to their seats to ensure adherence to social distancing requirements and avoid congregation. We will put in place measures to reduce bi-directional foot traffic using barriers, tape, or signs with arrows in narrow aisles (e.g., between rows of seats), hallways, or spaces.

Where applicable, Kingsborough will stagger consecutive event times and provide sufficient time between events to avoid crowding at exists and entrances and ensure thorough cleaning and disinfection of the venue after event ends. We will prohibit any direct, close contact interactions between patrons and performers/talent (e.g., autographs).

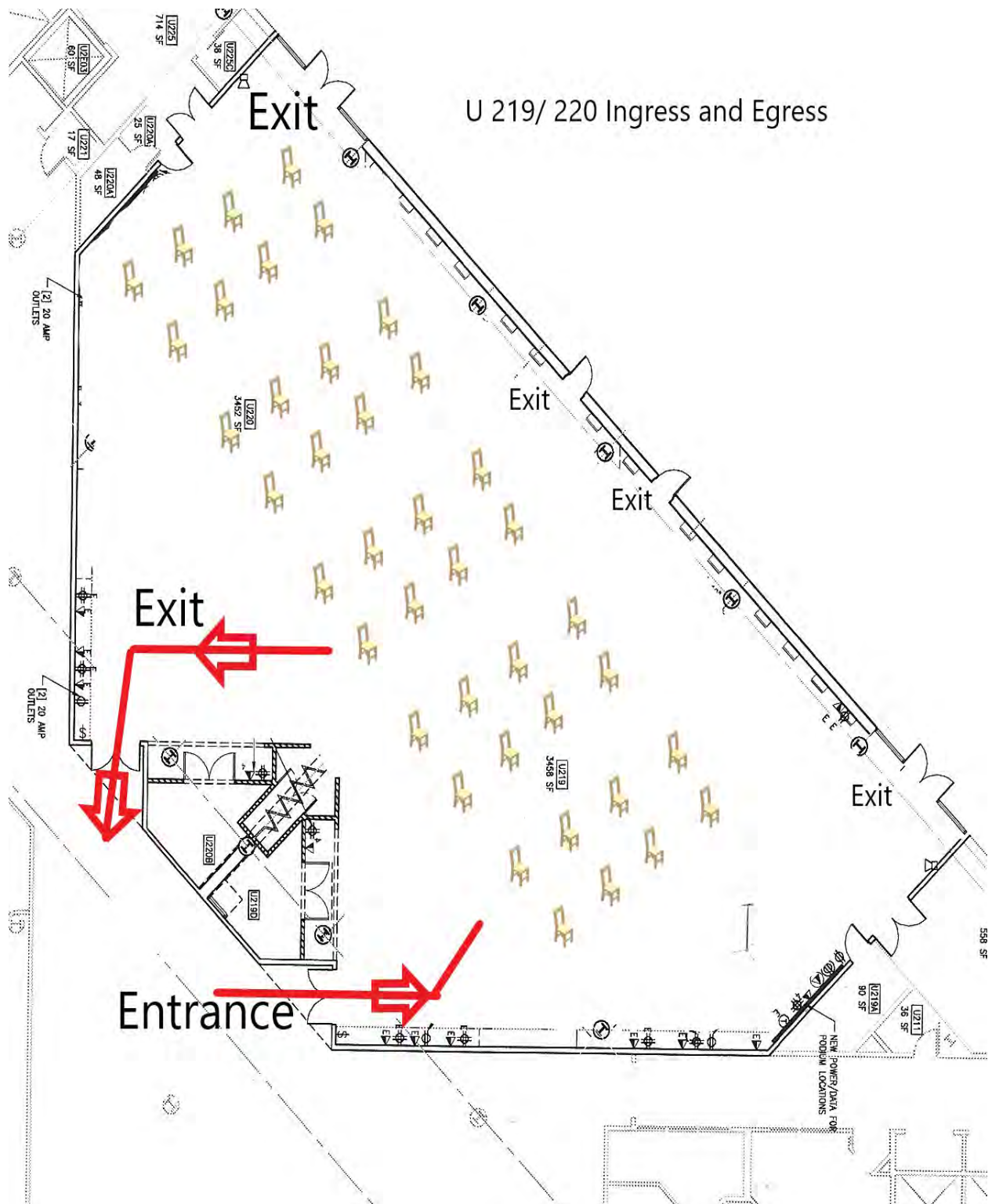
Kingsborough will ensure that all patrons are ticketholders, in order to appropriately manage capacity restrictions, plan and control for the movement of individuals, and prevent unnecessary congregation near entrances/exits. We will open a sufficient number of entrances/exits at the venue during ingress and egress to reduce congregation and ensure that all entry points are staffed to control movements.

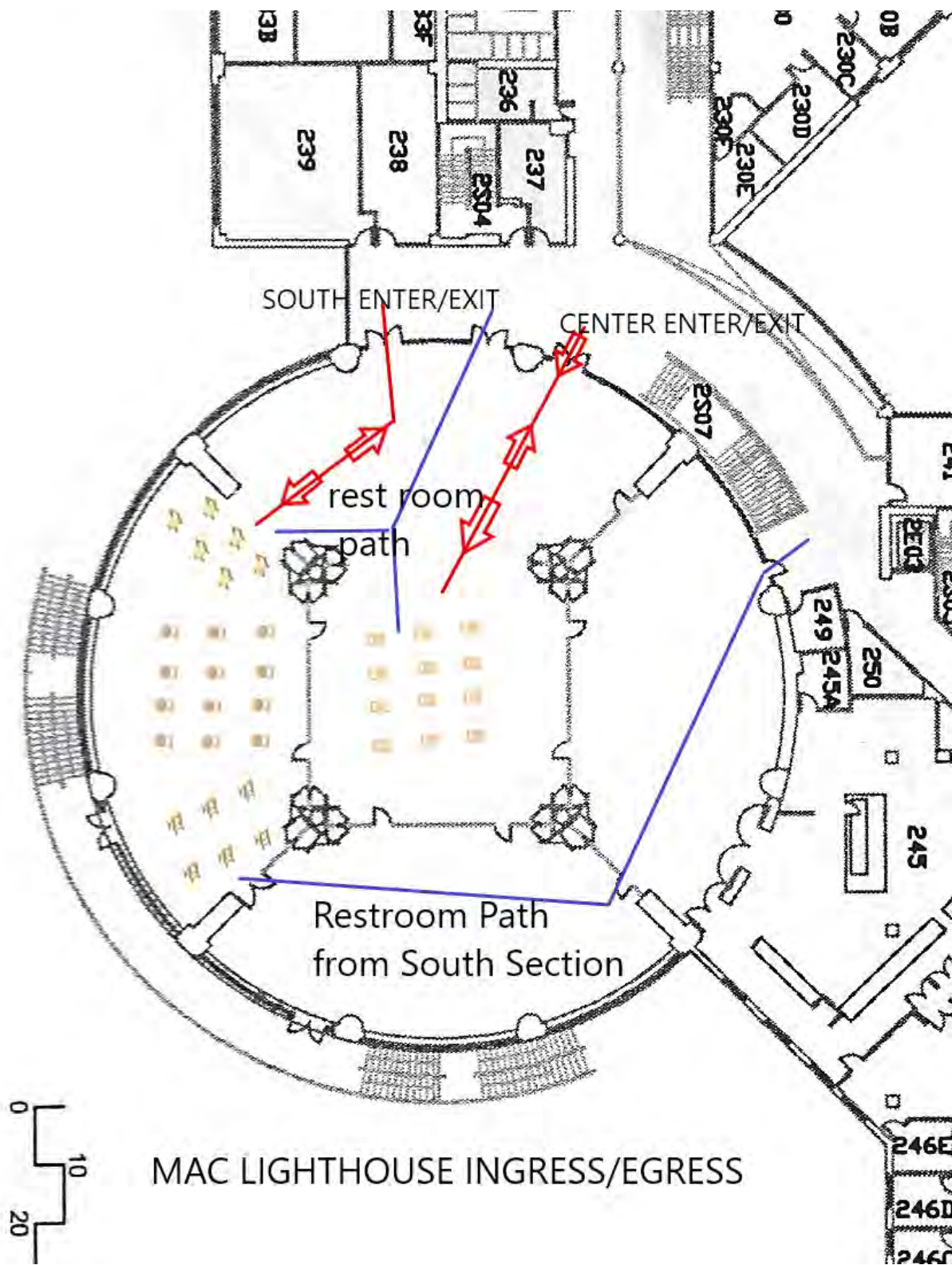
All communications will follow the established procedures as set forth in the Kingsborough Reopening Plan.

(DRAWNGS FOLLOW ON THE NEXT PAGES)

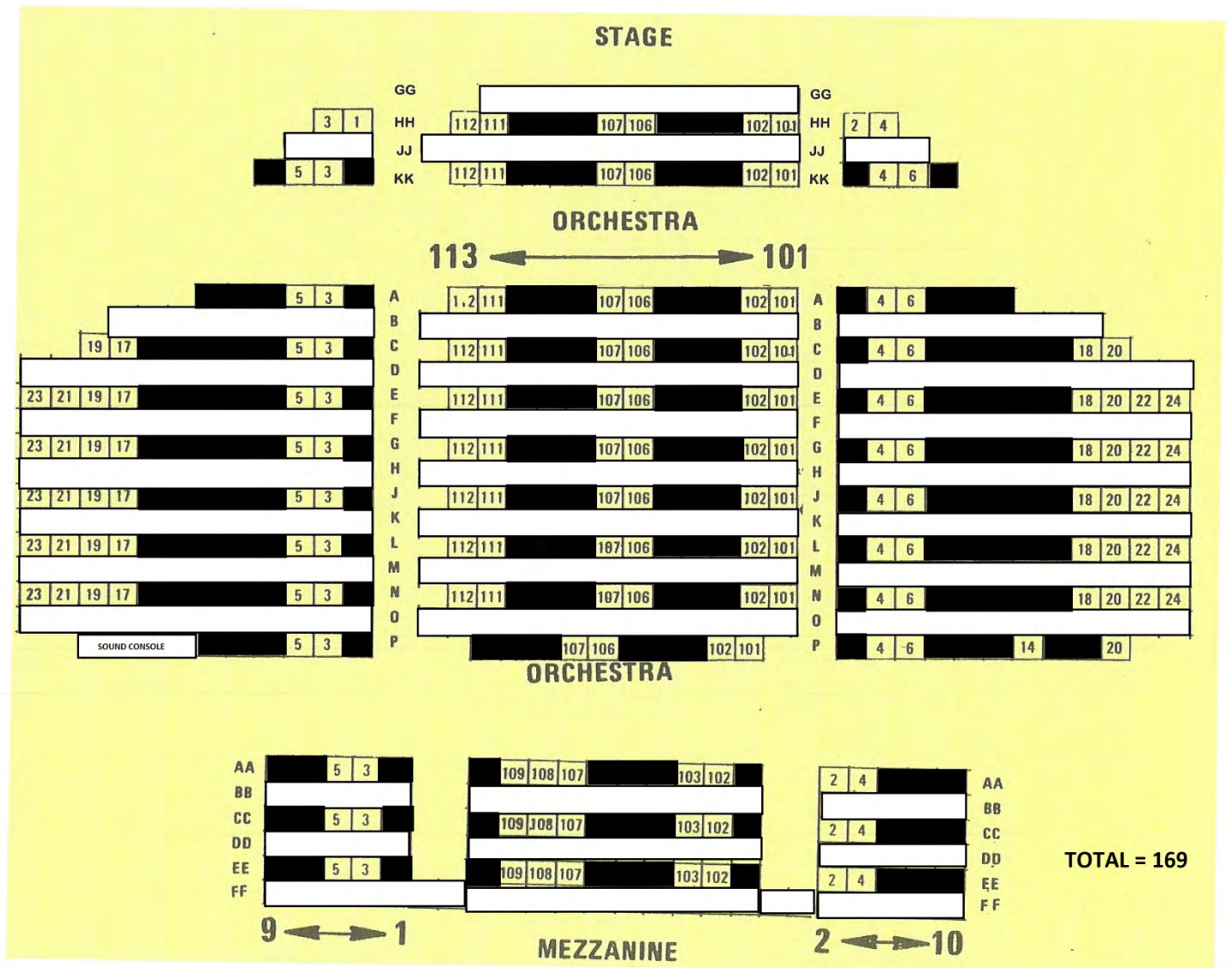


LIGHTHOUSE THEATER INGRESS/EGRESS/BATHROOM PATH

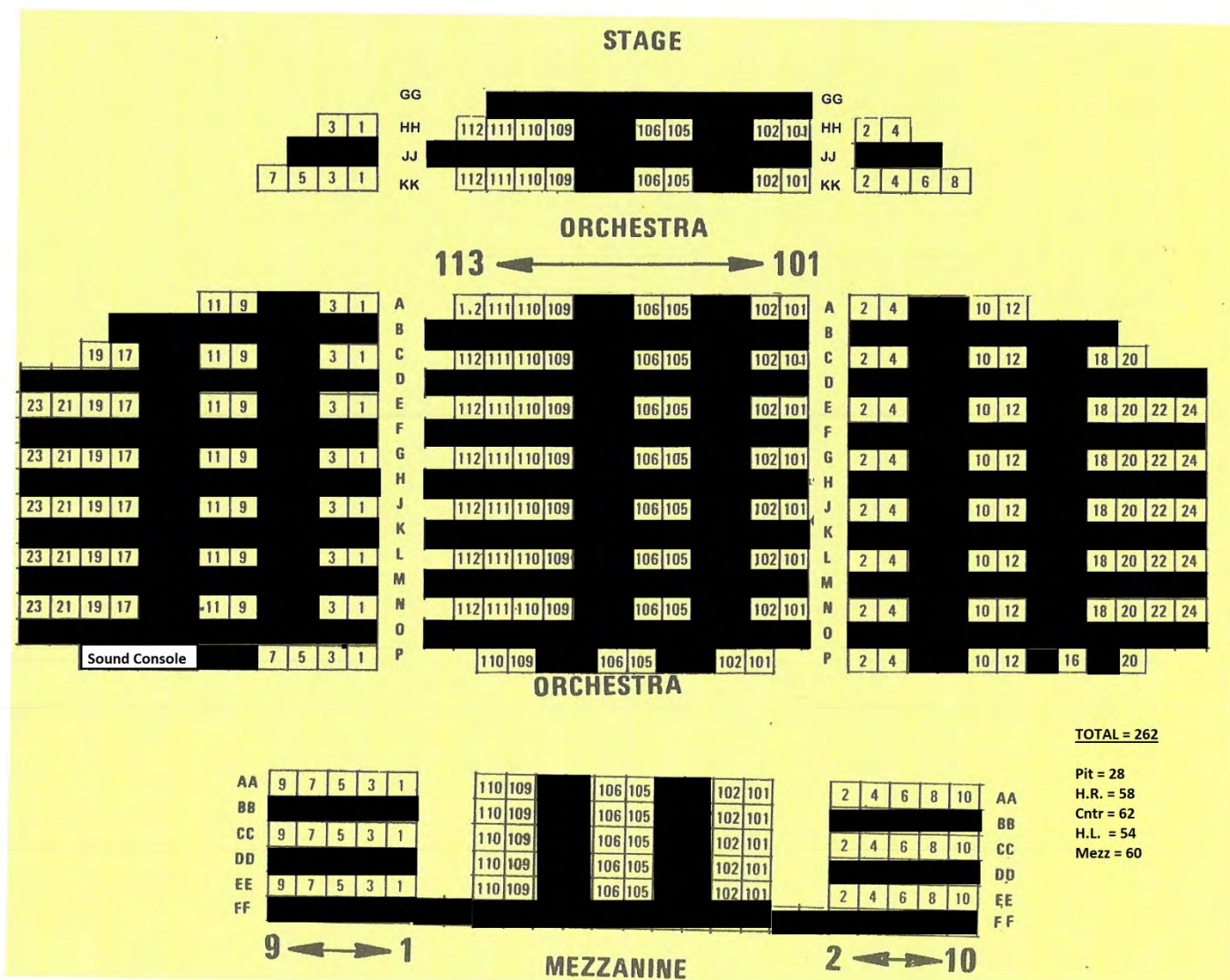




PAC 6 FOOT DISTANCED, FOR TICKETED EVENTS

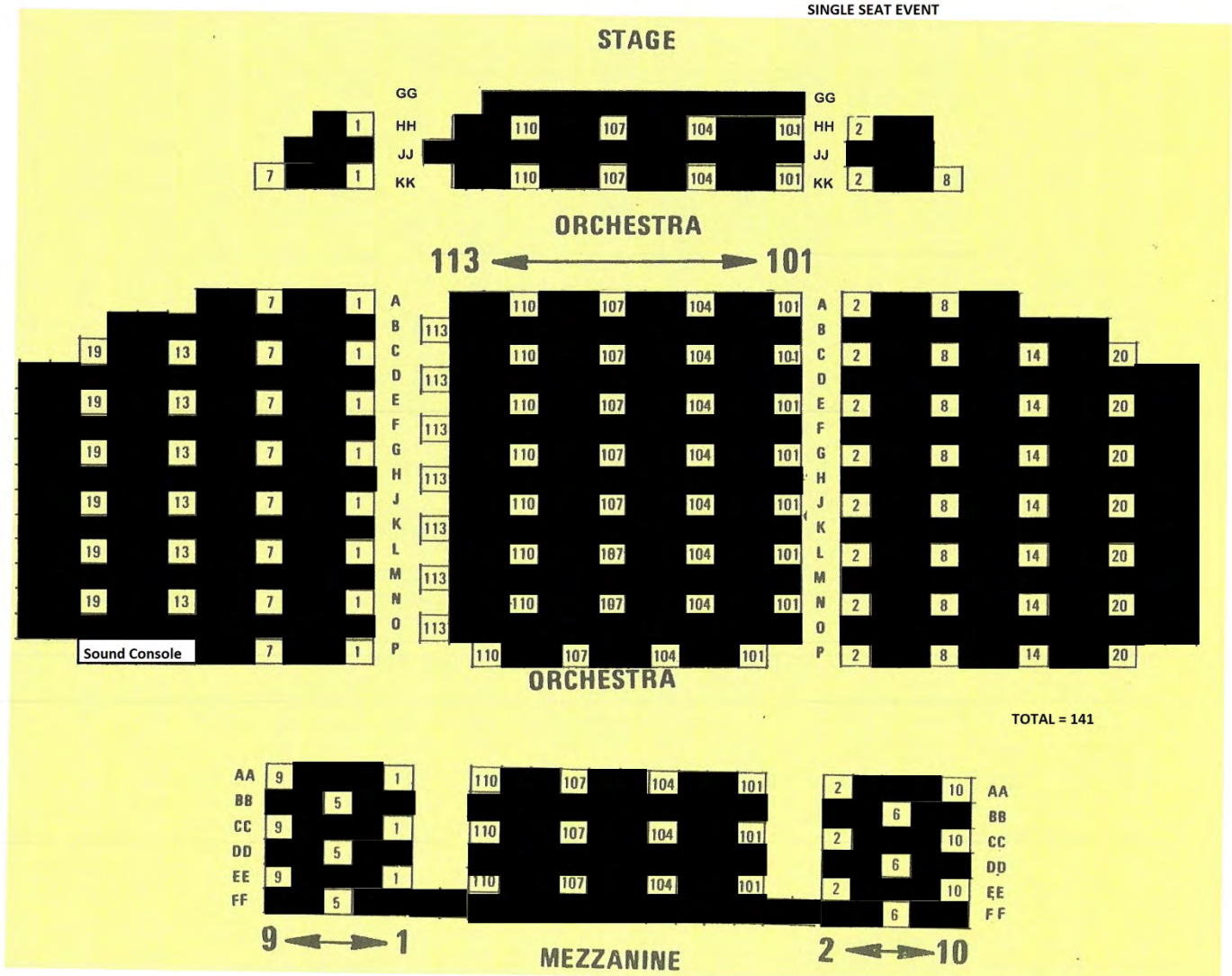


PAC 3 FOOT DISTANCED, FOR TICKETED EVENTS



PAC 3 FOOT DISTANCED, CEREMONIES AND CONFERENCES

SINGLE SEAT EVENT



STAGE

A

B

C

D

E

FL

G

HL

J

KL

L

M

A [REDACTED] D

G | H |

Seats A-H in rear of house are removable for Wheelchair access

TOTAL = 66

LIGHTHOUSE THEATER 3 FOOT DISTANCED, CONFERENCE MEETING AND TICKETED

