TEACHERS COLLEGE
HEALTH AND SAFETY PLAN
IN RESPONSE TO COVID-19
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Executive Summary

This plan offers a complete guide to the campus health and safety policies and practices, in response to the COVID-19 pandemic, to protect the health of the faculty, staff, and students at Teachers College in accordance with the local and state guidelines. It applies a two-factor rationale, which is informed by federal, state, and local guidelines, and by the Working Group’s determination of additional measures which address the unique needs of the Teachers College community. This plan includes guidelines for physical distancing measures (including behavior guidelines and space modifications), health screening, and healthy hygiene practices, as well as recommendations for workforce return and training of all community members.

Rationale

This document will provide plans informed by two primary frames which help reimagine the health and safety measures in response to COVID-19 on the Teachers College campus. The two frames are as follows:

1. Adherence to all CDC, state, and local guidelines related to COVID-19 (see reference list):
   - These health and safety recommendations are informed by and consistent with all guidelines related to COVID-19, and provide detailed plans as to how these measures will be enacted.
   - These plans include proactive measures which the College will take to be fully prepared for the eventual reopening of TC’s campus.

2. In addition to state and local guidelines, these plans are informed by the Working Group’s knowledge and understanding of the ways in which Teachers College is a unique community. Beyond the requirements laid out in the aforementioned guidelines, we have also included additional measures in order to create a culture of health, safety, and care within the community.

*Note: Options will include all options considered, including those which do not fall within the aforementioned criteria. This is to demonstrate our comprehensive approach, which included a review and analysis of all reasonable options in order to determine which met the aforementioned criteria and would be recommended.
Physical Distancing

The practice of physical distancing of all persons will be required on campus.

- The College will reduce density pursuant to all external guidelines from CDC, New York State, and local guidelines related to COVID-19, and initiate physical distancing of six feet for all individuals on campus
- The College has installed of signage, tape marks, and other visual cues such as decals or colored tape on the floor, placed 6 feet apart, to guide individuals through safe practices in all shared spaces

Implementation

Here are the following implementation measures the College has taken, which support compliance with CDC and New York State guidelines:

A. Physical Distancing Floor Tape & Message Mats - Installation of floor tape and message mats to demonstrate six-foot physical distancing at each entrance location
B. Signage: Signs on how to stop the spread of COVID-19 (i.e., how to properly wash hands and wear a face covering, sneezing and coughing etiquette, etc.) have been posted at the entrance of buildings and in other areas where they are likely to be seen

- Accessibility Guidelines for Signage: These measures will be in accordance with the 2010 ADA Standards for Accessible Design. For more information, please see Rationale for Accessibility Guidelines for Signage.
  - All guidelines and instructions included in on-campus signage (including physical distancing floor tape, message mats and directional arrows) will also be provided to the community via an alternative form of communication, such as an electronic format, to ensure access for all individuals
  - Signage will be installed in a consistent manner throughout the campus. The ADA recommended signage wall height is 48” minimum and 60” maximum

Rationale

These measures will allow the College to enforce and encourage physical distancing of at least 6 feet, pursuant to New York State and CDC guidelines.
Elevators

Ridership in elevators is limited to one individual, and individuals will be to take the stairs if able. When using the elevator, all passengers must wear face coverings.

- **Elevator Access Limit** - Elevator use is prioritized for persons who have mobility challenges or other health related challenges.

- **Signage** - Signage for elevators has been installed to encourage all other individuals to use stairs.

Rationale

Reduction of elevator capacity is pursuant to [CDC guidelines](https://www.cdc.gov) on elevator usage.

Drinking Fountains

Water flow for all on-campus water fountains has been temporarily eliminated.

Rationale

Water fountain spigots can carry bacteria and viruses, including COVID-19, due to the backflow of water over a spigot or the putting of one’s mouth on a spigot when individuals drink from water fountain spigots. The use of water bottle fill spigots can also transmit germs if/when filling a water bottle the user allows the water bottle opening to touch the filling spigot.
Office and Shared Space Modifications for Physical Distance

Density Reduction of Office Space Configurations

Work spaces will be modified to maintain 48 square feet of distance between individuals, in accordance with CDC COVID-19 Resuming Business Toolkit guidance for workplaces.

- For office spaces, occupancy levels are based upon physical distancing guidance (i.e., when feasible maintaining 6 feet of separation, and 48 square feet work area) and based on unique attributes of the space
- Adequate partitions/sneeze guards have been installed where physical distancing cannot be maintained

Implementation

Collaborative Space Planning Process - Facilities and Office Supervisors
- **Shared Spaces:** The Facilities team has evaluated high and medium-risk interaction zones within all spaces, particularly in shared spaces such as conference/meeting rooms, copier/printer areas, break rooms, restrooms, reception spaces and elevator lobbies.
- **Furniture Configurations:** Facilities has evaluated current existing furniture layouts and configurations in medium to low-risk areas such as around office workstations to encourage physical distancing during working hours.

  - Facilities will work with each unit supervisor to discuss operations (both from a personnel and operational perspective) as it relates to physical space configurations and physical distancing
  - Together, they will determine if any space modifications or reconfigurations are necessary. If necessary, they will work together to create a space configuration plan which adheres to physical and physical distancing guidelines while attending to the unique functional needs of the unit. This plan will include, where applicable:
    - Reconfiguration of furniture to ensure 48 square feet of physical distance between individuals
    - Installation of adequate partitions/plexiglass sneeze guards where physical distancing is not attainable
Density Reduction of Classroom Space Configurations
Teachers College has modified classroom spaces which are assigned to the select in-person courses for the Fall 2020 semester, in order to maintain 48 square feet of distance between individuals, in accordance with NYS COVID-19 Guidance for Higher Education. These modifications include a reconfiguration of classroom furniture layouts using 48 square feet per individual as a spacing guideline, reduced occupancy levels based upon the physical distancing guidance (i.e., when feasible maintaining 6 feet of separation, and 48 square feet work area) and based on unique attributes of the space.

Density Reduction of Library Space Configurations
Teachers College has modified library space configurations on accessible floors, to maintain 48 square feet of distance between individuals, in accordance with CDC COVID-19 guidance for higher education. These modifications include a reconfiguration of furniture in designated library spaces using 48 square feet per individual as a spacing guideline, reduced occupancy levels based upon physical distancing guidance (i.e., when feasible maintaining 6 feet of separation, and 48 square feet work area) and based on unique attributes of the space.

Implementation
- The Facilities team has evaluated high and medium-risk interaction zones within all library spaces which will be accessible based on the library’s phased reopening plan, particularly in shared spaces such as meeting rooms, printer areas, open study areas, restrooms, service desks and elevator lobbies.
- **Furniture Configurations:** Facilities has evaluated existing furniture layouts and configurations and developed a reconfiguration plan to encourage physical distancing for in person classes.

  o After completing a comprehensive analysis of the library spaces, the library team and facilities discussed operations both from a personnel and operational perspective as it relates to physical space configurations and physical distancing.
  o Together, they created a space configuration plan which adheres to physical distancing guidelines while attending to the unique functional needs of the unit. This plan will include, where applicable:
    - Reconfiguration of furniture to ensure 48 square feet of physical distance between individuals
    - Installation of adequate partitions/plexiglass sneeze guards where physical distancing is not attainable
    - Installation of signage to encourage physical distancing and health hygiene practices
• Installation of signs at each designated study station, to indicate where students must sit to adhere to physical distancing requirements

Density Reduction of Computer Lab Space Configurations

Teachers College has modified computer lab space configurations (located in Horace Mann 242 and Macy 345B and 345C) to maintain 48 square feet of distance between individuals, in accordance with NYS COVID-19 Guidance for Higher Education. This includes, where necessary, a reduction in available computer stations within the computer labs, using 48 square feet per individual as a spacing guideline. Reduced occupancy levels are based upon physical distancing guidance (i.e., when feasible maintaining 6 feet of separation, and 48 square feet area).

Implementation

- The Facilities team has evaluated the space configuration and interaction zones within both computer labs, which are located in Horace Mann 242 and Macy 345B and 345C
- Furniture Configurations: Facilities has evaluated current existing furniture layouts and configurations to facilitate physical distancing for computer lab use.
  
  o After completing the comprehensive analysis of the computer lab spaces, the TCIT team and facilities discussed the functional needs within the space, and the need for physical distancing
  o Together, they have created a space configuration plan which adheres to physical distancing guidelines while attending to the unique functional needs of the computer lab. This plan includes, where applicable:
    • Reconfiguration of furniture to ensure 48 square feet of physical distance between individuals
    • Installation of signage to encourage physical distancing and health hygiene practices
    • Installation of hand sanitizer and surface cleaning stations for individuals to use before and after visiting the computer lab

Density Reduction of TC Dining Hall Space Configurations

Teachers College has modified TC Dining Hall space configurations to maintain 48 square feet of distance between individuals, in accordance with NYS COVID-19 Guidance for Higher Education. This will include the reduction and reconfiguration of furniture, using 48 square feet per individual as a spacing guideline. Reduced occupancy levels are based upon physical distancing guidance (i.e., when feasible maintaining 6 feet of separation, and 48 square feet work area) and based on unique attributes of the space.
Implementation

- The Facilities team has evaluated the TC Dining Hall space which will be accessible as a study space for solitary studying (no group congregating will be permitted) in the College’s reopening plan.
- Facilities has evaluated existing furniture configurations, and modified the space layout to enforce physical distancing for study activity within the TC Dining Hall.
- Signage has been installed to encourage physical distancing and health hygiene practices.
- Signage has been installed at each designated study station, to indicate where students must sit to adhere to physical distancing requirements.
- Hand sanitizer and surface cleaning stations have been installed for individuals to use before and after visiting the TC Dining Hall.
Behavior Guidelines: Face Coverings and Gloves, and Promotion of Healthy Hygiene Practices and Required Quarantine from out of State Travel

Face Coverings & Gloves

Face Coverings

The College will adhere to New York State Executive Order 202.17, which requires all persons to wear a face covering that covers the nose and mouth when entering the building.

All persons entering campus are required to wear a face mask or other face covering that covers their nose and mouth at all times except when alone within your office, cubicle, or residential unit (NYS Office Based Work Guidelines for Employers and Employees). The current New York State guideline requires all individuals to wear a face covering when unable to maintain physical distance with others. In compliance with the NYS Guidance, persons should already have their own personal face masks/coverings. In the event that someone does not have their own personal face mask/covering, one will be issued to them upon their arrival.

Implementation

- Require that all persons entering campus must wear a face covering
- Require that face coverings be worn anytime persons are unable to maintain physical distancing, and while in all campus spaces except alone in one’s office or cubicle, or residential unit
- Additional clear face masks will be purchased to accommodate community members who interact with individuals who are deaf and hard of hearing

Distribution of Face Coverings

- If persons arriving on campus do not have a face covering, one will be issued to them prior to their entering campus
- Face coverings may be issued at the Zankel Building and Whittier Hall
- New York State Department of Health and the Occupational Safety and Health Administration (OSHA) guidance require employers to issue appropriate PPE to all employees. The College has acquired a stock of 15,000+ face masks (over and above those in stock for essential employees).

Rationale

- CDC guidance requires face coverings be worn when unable to maintain physical distancing
● **New York State Executive Order 202.17** requires that face coverings be worn when entering the building and when unable to maintain physical distance

● **New York State Executive Order 202.16** requires employers to provide face masks for employees

**Gloves**

Require only individuals for which their job function requires the use of gloves, such as facilities employees.

Gloves will be provided to all employees for which their job functions require the use of gloves.

**Rationale**

**OSHA Guidance for Workplaces** does not recommend any additional PPE equipment for employees whose job is classified as a Lower Exposure Risk. Employees should continue to use the PPE, if any, that they would ordinarily use for other job tasks.

**Promotion of Healthy Hygiene Practices**

Inform employees and students about proper hand hygiene, cough and sneezing etiquette, and proper use of face coverings/PPE. This will include ample instructions, informational materials, and signage to communicate guidelines as to hygiene practices, face coverings and physical distancing.

**Implementation**

In coordination with the COVID communications plan provide informational materials about the following:

- **Hand Washing:** Wash hands often with soap and water for at least 20 seconds or use hand sanitizer with at least 60% alcohol if soap and water are not available. Informing all that if their hands are visibly dirty, they should use soap and water over hand sanitizer. Key times for cleaning hands include:
  - When arriving to the office
  - Before and after work breaks
  - After blowing of nose, coughing, or sneezing
  - After using the restroom
  - Before eating or preparing food
  - After putting on, touching, or removing cloth face coverings
  - Avoiding touching eyes, nose, and mouth with unwashed hands.
- Covering mouth and nose with a tissue when coughing or sneezing, or use the inside of the elbow. Throwing used tissues into no-touch trash cans and immediately washing hands with soap and water for at least 20 seconds.

  - **Hand sanitizer use:** If soap and water are not readily available, use alcohol-based hand sanitizer in touchless hand sanitizer dispensers that is at least 60% alcohol. Ensuring that adequate supplies are maintained. Increasing hand sanitizer availability in public spaces, and at building entrances and office entrances.

*Signage should be positive, supportive, and encouraging. Signage about elevators and stairwells can include the health benefits of taking the stairs, and the responsibility to provide elevator space to the elderly and mobility challenged.*

**Required Quarantine from Out-Of-State Travel**

[New York Executive Order 205](https://coronavirus.health.ny.gov/covid-19) requires all travelers entering New York from a restricted state or territory to quarantine in the residence halls or their homes for 14 days. All out-of-state travelers from designated states must complete a form upon entering New York. Travelers who leave the airport without completing the form will be subject to a $2,000 fine and may be brought to a hearing and ordered to complete mandatory quarantine. Travelers coming to New York from designated states through other means of transport, including trains and cars, must fill out the form online. To access the form, please click on the following URL: [https://coronavirus.health.ny.gov/covid-19-travel-advisory](https://coronavirus.health.ny.gov/covid-19-travel-advisory). Even with a negative COVID-19 test, individuals under out-of-state quarantine may not access campus.
Workforce Adjustments

Adjust employee operations and work policies to promote physical distancing to reduce health and safety risks.

Implementation

Initiate the 0% to 25% On-Site Employee Model to achieve physical distancing in the workplace by maintaining remote operations for non-essential activities and resuming on-campus activities within the lower risk category.

1. 0% up to 25% On-Site Employee Model

Teachers College is implementing a 0% to 25% On-Site Employee Model to achieve physical distancing in the workplace by maintaining remote operations for non-essential employees and office activities. On-campus work within the lower risk category when there is a functional necessity to be on campus, whether on an ad hoc or recurring basis. All offices which have a functional need which cannot be completed remotely must create a plan for review and approval prior to returning to campus. The plan MUST be approved by your area Vice President PRIOR to implementing.

“On-Site Work Request” Process:

- Continued remote work for all non-essential employees: The majority of non-essential employees who have been working remotely will continue to do so until the College determines it safe to expand to on-site activities.
- Rationale of Functional Necessity for On-Site Work: Supervisors who feel that certain functions within their office now require an employee to work on-site (whether on an ad hoc or continuous basis) must provide a rationale and an explanation for why the function cannot be performed remotely, which includes consideration of any alternatives to on-site work.
- 25% Employee Limit for Offices: All non-essential offices cannot have more than 25% of their total employees on campus at any given time. For example, an office with 20 employees may not have more than 5 employees on campus at the same time.
- Multiple individuals in an office simultaneously: Any office which plans to have more than one individual in an office at the same time must contact the Facilities and Operations department to ensure adequate physical distancing and space configurations are met. Contact Brian Alford via email at (ba2361@tc.edu).
Guidance for Scheduling:
- Alternate work schedules within each office so that up to 25% of staff are on-site at any given time determined by the supervisor in consultation with the employee
- Create work schedule rotation which alternates between campus and remote work
- Create staggered work hours and make schedules more flexible, and adjust work schedules so employees have alternate schedules, and allows for individuals to commute during off-peak times on public transportation
- Stagger break schedules. No groups can congregate in shared areas where physical distancing cannot be maintained by closing or limiting access to shared spaces

Information and Training:
Additional Guidance and Supervisor Training will be offered through the Office of Human Resources COVID-19 information webpage.

2. High-Risk Employees
Employees who meet the criteria to be considered “high-risk” individuals (see CDC guidelines on criteria of individuals at higher risk) may seek accommodations from their department supervisor to take increased safety measures where possible. These measures may include any of the following:

- Continuing to work remotely
- Adjusting work schedule to allow for commute during off-peak times and/or outside of traditional business hours
- Modifying workspace configuration or location to provide additional physical distance beyond the required 48 square feet recommendation

3. Addressing Fears about Returning to Work
An employee [in an essential position or mission critical role] who does not self-identify as high-risk but expresses concern or is unwilling to return to work due to fear, worry, discomfort, or general anxiety about commuting or returning to campus.

Cooperative Dialogue:
Supervisors must consult with Human Resources if there is not an evident solution which fully addresses both the concerns and needs of the employee while also maintaining necessary operations of the unit. Human Resources and office supervisors will work together to come to a solution.
Rationale

- A 0% to 25% occupancy model is pursuant to CDC and New York State guidelines
- This model allows for a gradual return to campus which balances the functional needs of the various offices of the College with the necessary health and safety measures, while also attending to individual employee needs
TC Coronavirus (COVID-19) Health & Safety Training

All community members (staff, faculty, and students) are required to complete mandatory training of health and safety measures before returning to campus. The Environmental Health and Safety Team has partnered with the Planning for the Fall Working Group to create a comprehensive training pursuant to the OSHA guidance on workplace training for all staff, faculty, and students.

Contents of TC COVID-19 Training

The training will address the following topics, informed by CDC and New York State guidance:
- Information about Coronavirus (COVID-19)
- What Are We Doing at Teachers College
- Employees: Returning to Work
- Requirements for Entering Campus
- Healthy Hygiene and Safety Practices
- Additional Information Resources

- This training program will be hosted on the Teachers College Environmental Health and Safety training platform “PureSafety Learning and Safety Management System”, which will allow EHS to track participation and required completion prior to the individual entering campus. It will be available at this link.
- It will take approximately 30 minutes to complete and will contain a 10-question knowledge test at the end, 7 of which must be answered correctly for successful completion of the training.
- The training is fully accessible
- EHS will coordinate with the Office of Human Resources (for staff and faculty) and the Office of the Vice Provost for Student Affairs (for students) on the enforcement of mandatory training completion.

Instructions to access training:

Access to Covid-19 Guide to Return to Campus Training

Website Link: Pure Safety Login

Company: Teacherscollege

User Name: Teachers College UNI - (XXX1234)
**Password:** Teachers7!  (case sensitive)

Once you login you will be in the lobby/home and see the Covid-19 Return to Campus Training assigned and listed. There are Three Steps that need to be completed.

1. Complete the training
2. Take the Knowledge Check
3. Return to Lobby to print Certificate of Completion

Once you return to the lobby and there are no items left to complete you are done.

Any questions contact Edward Kurzum at  esk2147@tc.columbia.edu
Daily Health Screening

The College has implemented a Daily Health Screening measure in order to identify individuals who are symptomatic, have tested positive for COVID-19, or have been exposed to individuals who have tested positive for COVID-19, within the last 14 days. Health screenings are currently required by NYS COVID-19 Guidance for Higher Education.

Individuals must monitor their own health on a daily basis prior to leaving their home, and if they have symptoms, they must refrain from coming to campus. All individuals must complete mandatory Daily Health Screening through the Qualtrics survey platform prior to entering campus on their smartphone or PC, to affirm the following:

**Questionnaire:**

**Preliminary Statement:**

To the best of your knowledge, please check all that apply:

- I have experienced symptoms of COVID-19 in the past 14 days, including fever (of 100.4 degrees Fahrenheit or higher), cough, shortness of breath or difficulty breathing, chills, repeated shaking with chills, muscle pain, sore throat, abdominal pain/diarrhea, or new loss of taste or smell)
- I have tested positive for COVID-19 in the past 14 days
- I have knowingly been in close or proximate contact in the past 14 days with anyone who has tested positive for COVID-19 or who has or had symptoms of COVID-19, outside of clinical research, clinical care or clinical training)
- None of the above

*By submitting this daily health screening, you agree to the following:

TC’s limited use of symptom data.

I have received a COVID-19 PCR (nose swab) test in the past 14 days and submitted prior to my first daily health screening.

I have completed the mandatory Teachers College Health and Safety training

**Remote Screening:**

Individuals must monitor their own health on a daily basis prior to leaving their home, and if they have symptoms should refrain from coming to campus. All individuals must complete mandatory Daily Health Screening through the Qualtrics survey platform prior to entering campus on their smartphone or PC, and have proof of clearance to enter campus.
On-Site Screening:

**QR Code:** Signage at all entrances will be posted to remind individuals of the mandatory Daily Health Screening. Signage will include a QR code which can be scanned with a smartphone and will bring them to the Qualtrics Daily Health Screening page for those who did not complete their Daily Health Screening prior to arriving on campus.

**Kiosk:** A kiosk with a computer and printer will be available (located at the main entrance at 525 W 120th St., Zankel Hall) for those who did not complete their Daily Health Screening prior to entering campus, and/or do not have a smartphone.

Process Once Submitted:

1. **If individuals select None of the above:**
   - They are sent an email with a copy of the GREEN Day Pass in an email attachment
   - All individuals will be required to show the day pass to public safety upon entering the building, and **must also swipe their TC ID at the Public Safety Desk reader.**
   - Day Pass has in large characters the date which they completed the screening
   - Day Pass expires at midnight of that day

2. **If individuals select Yes to any of the other questions:**
   - Screen appears that displays the message that they cannot enter campus and they are provided with a list of resources.
   - Email sent to user that says (details below):
     - You must quarantine for 14 days
     - Include link to resources for COVID
   - An email is sent to the appropriate TC department for follow-up
     - Staff and faculty: email goes to HR
     - Students: email goes to Student Affairs

Email Confirmation:

- Contains next steps to individual
- Email notification to HR/Student Affairs to notify of positive survey result

Email language for “next steps” for individuals with a “yes/green pass”:

Thank you for completing the daily health screening. Attached in this email you will find your date-stamped Green/Day Pass. The pass on your smartphone must be shown to the Public Safety Officer at all entrances to campus buildings. If you are using a PC at home and do not have a smartphone, please print this pass out to be shown to the Public Safety Officer at all entrances to campus buildings, and you **must also swipe your TC ID at the Public Safety Desk reader.** If you have neither a smartphone nor access to a printer at home, the Daily Health Screening kiosk will
be located at the main entrance at 525 W 120th St. (Zankel hall). This pass is active for today’s date only.

Email language for “next steps” for individuals with a “no/red pass”:

**Students:**

**Automatic Message to Non-Resident Students Who Receive Red (No Access):**

Thank you for completing the daily health screening. Based on your responses to the screening questionnaire, you are not eligible to enter campus at this time. We encourage you to consult with your Health Care Professional if you are experiencing COVID-19 related symptoms, if you have tested positive for COVID-19, or if you have been exposed to anyone who has tested positive for the Coronavirus.

Please note that a member of the Vice Provost for Student Affairs' team will be contacting you, so please be on the lookout for this communication.

Should you need any support from us at TC, do not hesitate to reach out to Tom Rock, Vice Provost of Student Affairs at tpr4@tc.columbia.edu or (212) 678-3083. Or, you may wish to visit the Student Health & Wellness site for additional resources.

We strongly encourage you to take the following steps:

1. If you are expected to report to your class or work, notify whomever is expecting you to report to campus that you are not cleared to enter campus.
2. Contact your health care provider for health advice, including advice regarding COVID-19 testing
3. Follow Teachers College guidance on returning to campus

In order to access campus at a later date, you will need to complete another daily health screening. Do not attempt to come to campus without receiving the green pass for access. Please reach out and let me know if you have any questions or concerns. And please stay safe and take care of yourself.

**Help Stop the Spread: Protect Yourself and Others**

- Avoid public places including while traveling, if possible.
- Wear a mask when:
  - in hallways, shared kitchens, elevators, laundry, etc. (any place outside of your apartment)
  - in a situation or setting where they are unable to maintain six feet of distance from other individuals

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 · in a public or private transportation carrier or for-hire vehicle.
 · Wash your hands often with soap and water for at least 20 seconds, especially before you eat.
 · Avoid touching your eyes, nose, and mouth with unwashed hands.
 · Cover your cough and sneezes with a tissue and discard it in a closed container.
 · Clean frequently touched surfaces and objects.

Best,
Tom Rock
Vice Provost for Student Affairs

Staff/Faculty:

Automatic Message to Employees Who Receive Red (No Access):

*Do not proceed to campus*

What will happen next:
The Office of Human Resources will reach out to you, so please be on the lookout for this communication.

What you can do in the meantime:
You are welcome to reach out to your Human Resource Representative directly, to discuss next steps and answer any questions you may have. Search here to find your department’s HR Representative.

We strongly encourage you to take the following steps:
1. Notify your supervisor (or any individuals who are expecting you to report to campus) that you are not cleared to enter campus.
2. Contact your health care provider for health advice, including advice regarding COVID-19 testing
3. Follow Teachers College guidance on returning to campus

Student Affairs Procedures for Students
Non-residential Students who wish to access campus must monitor their own health on a daily basis prior to leaving their home, and if they have symptoms should refrain from coming to campus, and report on this daily, prior to entering the College.
Residential Students are required to get tested within 24 hours of their arrival to the residence halls. If they have traveled from restricted states, they must self-quarantine for 14 days. CU Health will manage the Gateway Testing for Residential Students and they will also do the contact tracing. CU Health will notify TC Student Affairs (Tom Rock & Karen Ross) or the Office of Residential Services (ORS) if a student has tested positive or if a student needs to be quarantined in residence at TC.

**When Notified of Red Pass - Denied Access to Campus:**

- TC Student Affairs (Dr. Tom Rock & Karen Ross) will receive automatic notification via email to the studenthealthscreens@tc.columbia.edu account of a student denied access to campus
- TC Student Affairs Team will input data onto confidential document shared with EHS
- TC Student Affairs Team will send the template email to student with information, support, and guidance
- TC Student Affairs Team will offer support to faculty, supervisors, etc. as needed, and as requested by the student
- TC Student Affairs will notify Patrick Mathleier, Director of Environmental Health and Safety (EHS) when there are positive cases or new “red pass” submissions on the shared document
- Patrick Mathleier, the Director of EHS will contact the NYC Department of Health contact tracing department upon notification of positive cases
- TC Student Affairs will store testing and “red pass” screening on the Google Doc shared with EHS

**When Notified by Columbia Health or the Office of Residential Services of a Resident Student Case:**

- TC Student Affairs will follow the same protocol above, however the notification will come from CU Health or the Office of Residential Services (ORS)
- TC Student Affairs Team will input data onto confidential document (referenced above) shared with EHS
- TC Student Affairs Team will send the template email to student with information, support and guidance
- TC Student Affairs Team will offer support to faculty and supervisors, etc. as needed and as requested by the student
- Student may need to be quarantined at TC-TC Student Affairs Team to work closely with ORS Team, EHS and Public Safety as needed
Human Resources Procedures for Employees

Employees must monitor their own health on a daily basis prior to leaving their home to access campus, and if they have symptoms should refrain from coming to campus, and report on this daily, prior to entering the College.

When Notified of Red Pass - Denied Access to Campus:

- TC Human Resources (Harry Alvia & Evelyn Fernandez) will receive automatic notification via email to the healthscreens@tc.columbia.edu account of an employee denied access to campus
- TC Human Resources Team will input data onto confidential document shared with EHS
- TC Human Resources Team will send the template email to student with information, support, and guidance
- TC Human Resources Team will offer support to faculty, supervisors, etc. as needed, and as requested by the employee
- TC Human Resources Team will notify Patrick Mathleier, Director of Environmental Health and Safety (EHS) when there are positive cases or new “red pass” submissions on the shared document
- Patrick Mathleier, the Director of EHS will contact the NYC Department of Health contact tracing department upon notification of positive cases
- TC Human Resources Team will store testing and “red pass” screening on the Google Doc shared with EHS

Visitor Daily Health Screening

The College has implemented a separate Qualtrics questionnaire for visitors, who will need to provide a current email address to receive their pass. There will be signage posted at the entrance(s) with the QR code, along with a kiosk with a computer and printer for the visitor Daily Health Screening, which will include the following questions:

Visitor Questions:

Preliminary Statement:
To the best of your knowledge, please check all that apply:

- □ I have experienced symptoms of COVID-19 in the past 14 days, including fever (of 100.4 degrees Fahrenheit or higher), cough, shortness of breath or difficulty breathing, chills, repeated shaking with chills, muscle pain, sore throat, abdominal pain/diarrhea, or new loss of taste or smell)
I have tested positive for COVID-19 in the past 14 days

I have knowingly been in close or proximate contact in the past 14 days with anyone who has tested positive for COVID-19 or who has or had symptoms of COVID-19, outside of clinical research, clinical care or clinical training

None of the above

*By submitting this daily health screening, you agree to the following:

TC’s limited use of symptom data.

Visitors will be required to show their green day pass to public safety in order to enter the building.

Daily Health Screening Information Webpage Content

Background

“On May 28, 2020, the New York State Department of Health issued “Interim Guidance for Office-Based Work during the COVID-19 Public Health Emergency” and on June 8, 2020 “Interim Guidance for Higher Education Research during the COVID-19 Public Health Emergency.” Both guidelines require office buildings and higher education research facilities to take precautions that would protect against the spread of COVID-19 as they re-open or continue to operate. Among the required processes is health screening, which includes symptom self-checking.

Screening Questions and Process

Effective August 24, 2020, all faculty, staff, and students will be required to complete a daily health screening every day before they enter campus. The screening requires you to answer the following questions:

I have experienced symptoms of COVID-19 in the past 14 days, including fever (of 100.4 degrees Fahrenheit or higher), cough, shortness of breath or difficulty breathing, chills, repeated shaking with chills, muscle pain, sore throat, abdominal pain/diarrhea, or new loss of taste or smell

I have tested positive for COVID-19 in the past 14 days

I have knowingly been in close or proximate contact in the past 14 days with anyone who has tested positive for COVID-19 or who has or had symptoms of COVID-19, outside of clinical research, clinical care or clinical training

None of the above
By submitting this daily health screening, you agree to the following:
TC’s limited use of symptom data.
I have received a COVID-19 PCR (nose swab) test in the past 14 days and submitted prior to my first daily health screening.
I have completed the mandatory Teachers College Health and Safety training.

REMEMBER: ALL INDIVIDUALS MUST COMPLETE THE MANDATORY TRAINING BEFORE ENTERING CAMPUS. PLEASE CLICK HERE IF YOU HAVE NOT COMPLETED YOUR TRAINING.

You will be able to complete the health screening online, available at this link.

Once you complete the process, and the answer to all three questions is no, you will receive an email with an attachment which serves as your day pass. You will be required to show your day pass to public safety upon entering the building, and you must also swipe your TC ID at the Public Safety Desk reader.

If you are using a PC at home and do not have a smartphone, you will be able to print out your day pass.

If you have neither a smart phone nor access to a printer at home, a kiosk and printer will be located at the main entrance at 525 W 120th St. (Zankel Hall). If you don’t complete this process, or if the process shows you are ineligible to enter and you receive a red “X”, access to buildings is not permitted. We strongly urge you to use the website before you arrive on campus to avoid delays at the kiosk.

Students: If you answer yes to any one of the questions and receive a “red X”, you will not be permitted on campus, and you may contact the Vice Provost for Student Affairs with any questions. In addition, a member of the Vice Provost for Student Affairs Office will contact you for a follow-up wellness check. Students should also contact their health care provider for health advice, including advice regarding COVID-19 testing, and follow the guidance for returning to campus, available here.

Employees (Staff & Faculty): If you answer yes to any one of the questions and receive an email with a red “X”, you will not be permitted on campus. Staff must notify your supervisor that you have not received clearance to enter campus. A member of the Office of Human Resources will contact you for a follow-up wellness check. All individuals should also contact their health care...
provider for health advice, including advice regarding COVID-19 testing, and follow the guidance for returning to campus, available here.

The College is required to report on adherence with the daily health screening for all individuals accessing the campus buildings. Thus, for all persons who access campus premises using an ID card swipe will be cross-checked with the Daily Health Screening information to ensure everyone is adhering to the mandatory daily health screening.

FAQs:

Who is required to complete the daily health screening?

All members of the Teachers College community (students, faculty, and staff) who wish to enter campus for any purpose. If you are working from home or not entering campus, you are not required to complete the daily health screening.

Why is the daily health screening questionnaire required?

Daily health screening is required by New York State as a condition for office-based workers or for colleges and universities in New York State. The purpose is to help protect against the spread of COVID-19 as facilities reopen or continue to operate.

How often must the daily health screening questionnaire be completed?

Every day you plan to enter campus, prior to entry to campus. Completion of the daily health screening will generate a date-stamped day pass, if you are cleared for entry to campus.

Suppose I develop a new symptom that is on the list while I am on campus. Am I required to notify the College, and how do I do this?

Yes, you are required by the New York State regulations to immediately report any new symptoms. You should do this by re-submitting the daily health screening. In addition, you must do the following:

(1) separate yourself from others

(2) Staff should notify their supervisor that they are unwell and are going to go home. Note that the reasons for being unwell are private and confidential, and you are not required to disclose to your supervisor that you have a symptom or symptoms consistent with COVID-19, or any other specific symptom.

(3) wear a face covering, go home, maintain physical distancing, and seek advice from a health care provider including possible testing for COVID-19; (4) follow procedures for return to work described below.
What if I develop new symptoms of COVID-19 while at home? Do I still need to update the daily health screening questionnaire?

Yes, if you have resumed on-site activity (meaning, you have returned to campus since August 1st, 2020) you must update the health screening questionnaire immediately upon any change, whether you are on campus or at home as per New York State regulations.

No, if you have not returned to on-site activity and have remained remote you are not required to complete the health screening questionnaire if you develop new symptoms while at home. However, you still should seek advice from a health care provider regarding your health and safety and those around you.

Will it take long to complete the daily health screening questionnaire?

No. The process is very quick, but it does require you to open the daily health screening questionnaire on your PC or mobile device, then type in your UNI and answer the questions.

What are the states that are covered by Governor Cuomo’s Executive Order 205 which requires that people returning from those states self-isolate for 14 days?

Those states are listed on New York State COVID-19 Travel Advisory.

**Questionnaire and Entry to the Teachers College Campus**

How will the College use the screening questionnaire to control entry into TC buildings?

Individuals who answer “No” to all of the questions will receive a pass with a green check that indicates you are cleared for entry via TC email.

If you have a smartphone, and you use the questionnaire, you will receive a 24-hour “day pass”, with a date and time stamp on it, that you can show to public safety personnel or to other personnel assigned to checking access to College buildings.

Individuals who do not have a smartphone will need to use the kiosk and printer located at the main entrance of Teachers College, at 525 W 120th St. (Zankel hall) where they will receive verification by printing a copy of their day pass.

How will the College prevent individuals who answer yes on the COVID-19 screening questions from coming to work?
Individuals who answer "Yes" to any of the three screening questions will receive a pass with a red “X”. Public Safety personnel will not permit any individual who does not have a day pass with a green check to enter the Teachers College campus.

The College is required to report on adherence with the daily health screening for all persons accessing its campus buildings. Thus, for all persons who access campus premises using a TCID card swipe, their names will be cross-checked with information from the daily health screening questionnaire to ensure that they are adhering to the daily reporting of symptoms.

**Data and Privacy**

Do I have to tell my supervisor if I answer yes to any of the health screening questions, such as that I have COVID-19 symptoms?

No. This information is private and confidential; thus, you do not have to disclose it. In addition, supervisors may not ask specific questions about an individual’s health or symptoms.

What is the procedure when an individual gives a positive response to the COVID-19 daily health screening?

All responses, negative and positive, are provided to the Office of Human Resources for staff, and the Office of Student Affairs for students. All information is confidential and will not be shared with a supervisor or anyone else, except to comply with state and local health department requirements. All these data will be deleted after 21 days.

Who will have access to my data?

Specific personnel from the Office of Human Resources and the Office of Student Affairs. Data will not be distributed to any other individual or department, except to comply with state and local health department requirements. In addition, extra effort regarding any required disinfection of work spaces for individuals reporting positive on the questionnaire will be communicated from HR to Facilities without disclosure of identity of the individual reporting positive response to any of the screening questions.

How long will the University keep the data that I provide?

Twenty-one (21) days. The data will be deleted thereafter.

**Actions in the event of Positive Case or Symptoms**

If someone in my lab or office reports that they have symptoms or tests positive, what will happen next? Will my lab or building be shut down?
Facilities should be contacted to conduct the advanced cleaning and sanitation protocol of the space in which the person worked.

I am a supervisor. What should I do if one of my supervisees chooses to disclose that she or he has a symptom or symptoms on the COVID-19 checklist?

You should inform the individual to update the COVID-19 health screening questionnaire. This update will trigger appropriate responses by the Office of Human Resources, including triggering disinfection of relevant areas.

You must also close the workspace, office, or laboratory where that individual worked, notify co-workers not to enter it, and call Facilities to clean and sanitize the workspace, office, or laboratory. You must refrain from disclosing specific reasons for an individual's illness, unless explicitly permitted by the individual.

**Clearance and Return to Work**

How are “false positives” who have, e.g., seasonal allergies or non-COVID-19 respiratory illness “cleared” to go back to work?

The symptom reporting process does not attempt to make a diagnosis or to distinguish between symptoms caused by COVID-19 or another cause. Individuals with symptoms should seek advice from a health care provider.

The procedures for being cleared to return to work for individuals with symptoms and for individuals diagnosed with COVID-19 are described below.

What is the return-to-work procedure for individuals who test positive for COVID-19?

If an employee tests positive for COVID-19, the employee may return to work upon completing at least 14 days of isolation from the onset of symptoms or 14 days of isolation after the first positive test if they remain asymptomatic AND present a fit-for-duty certificate to the Office of Human Resources from their healthcare provider. All individuals must use face coverings over the nose and mouth and observe other public health guidance while in campus facilities.

What is the procedure for returning to work for individuals who have had symptoms consistent with and a clinical diagnosis of COVID-19 or "I think or know I had COVID-19, and I had symptoms"?

Individuals with symptoms consistent with COVID-19 should consult a healthcare provider and are strongly urged to obtain testing. If the test is positive, the guidelines above apply. The employee may return to work upon completing at least 14 days of isolation from the onset of symptoms or 14 days of isolation after the first positive test.
In addition, employees must be evaluated by a health care provider and present a fit-for-duty certificate to the Office of Human Resources before returning to work.

What is the return-to-work procedure for individuals who have had close or proximate contact with a person with COVID-19 and is experiencing COVID-19 symptoms?

If an individual has had close or proximate contact with a person with COVID-19 for a prolonged period of time (15 minutes or more and no physical distancing) AND is experiencing COVID-19 related symptoms, the individual may return to work upon completing at least 14 days of isolation from the onset of symptoms. In addition, employees must be evaluated by a health care provider and present a fit-for-duty certificate to the Office of Human Resources before returning to work.

The CDC defines “close contact” as an individual who was within 6 feet of an infected person for at least 15 minutes, starting from 48 hours before illness onset until the time the person was isolated without use of face covering. The local health department should be contacted if the extent of contact between an individual and a person suspected or confirmed to have COVID-19 is unclear.

What is the procedure for returning to campus for individuals who have had close or proximate contact with a person with COVID-19 for a prolonged time and is NOT experiencing COVID-19 symptoms?

The individual must complete 14 days of self-quarantine, and present a fit-for-duty certificate to the Office of Human Resources before returning to work, after being evaluated by a healthcare provider.

What are return-to-work procedures for essential personnel?

If an individual is deemed essential and critical for the operation or safety of the workplace, upon a documented determination by their supervisor and the Office of Human Resources, in consultation with appropriate state and local health authorities, the exposed, asymptomatic employee may return to work so long as the individual adheres to the following practices prior to and during their on campus work, which should be monitored and documented by the employer and individual:

**Regular monitoring:** The individual must self-monitor for a temperature greater than or equal to 100.4 degrees Fahrenheit daily, and symptoms consistent with COVID-19 (see TC EHS Community Training)

**Wear a face covering or face mask:** The employee must wear a face covering or face mask over the nose and mouth at all times while in the workplace for 14 days after last exposure.
**Physical distance:** The employee must continue physical distancing practices, including maintaining, at least, six feet of distance from others.

**Clean and disinfect workspaces:** Facilities will continue to provide enhanced cleaning and disinfection of all areas, such as offices, bathrooms, common areas, elevators, and shared spaces and equipment.

**Maintain quarantine:** The individual must continue to self-quarantine and self-monitor for temperature and symptoms when not at the workplace for 14 days after last exposure.

I have had long-lasting COVID-19 symptoms. How can I be cleared to return to work?

See response above regarding return to work for individuals with COVID-19. All individuals with symptoms of COVID-19 are strongly recommended to get tested.

**Procedures for Visitors**

How do these policies and procedures apply to visitors?

All visitors must be screened using the same questionnaire prior to being permitted to enter the Teachers College campus.

TC currently has a no-visitor policy; this will continue to be the policy after August 1, 2020, with exceptions for the following types of individuals:

- **Patients** and individuals accompanying them. Screening of patients coming to campus facilities will be done at time of arrival.
- **Research participants** and individuals accompanying them. Screening of research participants coming to Teachers College buildings will be done at the time of arrival (in addition to the day prior to the visit, if this is the protocol). The date and time of the screening, the fact that it was negative, and the name of the person doing the screening must be recorded in the case report form or research file/record for the participant.
- **All other visitors** including outside vendors who are facilitating deliveries.

**COVID 19 Supplemental to the Contractor Access and Safety Guidelines**

**Purpose**

This guideline and its requirements here-in shall serve as a temporary supplement to the Teachers College (“the College”) Contractor Access and Safety Guidelines.
As stipulated in the College Contractor Access and Safety Guidelines, the health and safety of the College campus, its persons, and property, are of paramount importance to the College. It is a primary aim of the College to ensure the safety of its students, employees, visitors and those performing work on College property. To that end, contractors performing construction, renovation or repair work at the College must take full responsibility for establishing safe working practices, fully complying with all OSHA and other applicable safety standards, fully complying with New York City and New York State Orders and Guidelines pertaining to COVID-19, and fully complying with College requirements (see item 3.0 below) for the prevention of the transmission of the COVID-19 virus, and for policing themselves and their own employees and subcontractors to ensure such compliance. The College is not a General Contractor or Construction Manager, and is not itself in the business of construction or renovation. The College relies on its contractors and their staff to assume and enforce construction safety responsibilities, and safe practices to prevent exposure to and transmission of the COVID-19 virus.

Contractors and their contract staff members are responsible to follow safe procedures including those pertaining to COVID-19, take all necessary precautions, provide and require the proper use of adequate and safe equipment and safety devices, including appropriate personal protective equipment (PPE), correct any unsafe conditions, investigate accidents and enforce safety rules. The College expressly does not assume any duty to supervise any specific means and methods of contractor work, to inspect for or correct unsafe conditions, to investigate accidents or enforce safety rules. The College fully relies on contractors to perform these functions, and only assumes duties and responsibilities that are expressly and specifically set forth and agreed in writing.

Definitions and Responsibility:

a) Contract Representative – The Teachers College Employee responsible for the administration of a particular project.

b) Contractor – Any individual or company hired by the College to perform construction, renovation, maintenance, repair, or specialty work for a specific project, as well as any subcontractors or their employees. Nothing herein shall be construed as having any bearing on whether any particular work or project is or is not “routine maintenance” work as set forth under the New York State Labor Law.

c) Contractor Staff Members – Any persons who are working at the College as employees or agents on behalf of a contractor, sub-contractor or sub-sub-contractor, including without limitation, principals, supervisors, foremen, laborers, helpers or any other staff members or workers.
d) Contractor Supervisor – The person or persons responsible to supervise and oversee the operations of a contractor and/or the work of contractor staff members for any work at the College. This person shall be the primary point of contact with the College.

**College requirements for the prevention of the transmission of the COVID-19 virus:**

a) All persons entering campus must complete a daily symptom check prior to entering campus each and every day. The contents of the daily symptom check shall be supplied daily to contract staff members by the contractor in the form of a hard copy questionnaire, on-line questionnaire, or smartphone app questionnaire. The contractor shall be required to maintain records of the daily symptom check completions by contract staff members and maintain up to a maximum of 30 days of daily symptom check records subject to review by the College Environmental Health & Safety Team. At minimum, the contractor’s daily symptom check must include the following questions:

To the best of my knowledge, select any of the following:

- I have experienced symptoms of COVID-19 in the past 14 days, including fever (of 100.4 degrees Fahrenheit or higher), cough, shortness of breath or difficulty breathing, chills, repeated shaking with chills, muscle pain, sore throat, abdominal pain/diarrhea, or new loss of taste or smell)
- I have tested positive for COVID-19 in the past 14 days
- I have knowingly been in close or proximate contact in the past 14 days with anyone who has tested positive for COVID-19 or who has or had symptoms of COVID-19, outside of clinical research, clinical care or clinical training)
- None of the above

Persons answering “Yes/checking the box” to question # 4 may enter campus.

Persons answering “Yes/checking the box” to any of questions #1, #2, or #3 may not enter campus, and in the case of a contract staff member shall immediately notify their contract supervisor. The contract supervisor must ensure that the contract staff member does not enter campus. The contract supervisor shall immediately notify the College contract representative.

b) All persons entering and remaining on campus must practice six- foot social distancing.
c) All persons entering and remaining on campus must wear a face covering. *Contract staff members* must wear PPE appropriate to the work-site on campus.

d) All persons entering campus shall disinfect their hands upon entry by using the Purell type dispensers located at campus entrances.

e) All persons entering and remaining on campus must follow the guidelines of COVID-19 prevention signage placed throughout campus, including but not limited to face coverings, elevator use, social distancing, pedestrian traffic flow, hand washing, restroom use, and use of Purell type hand disinfectant.

**Daily Health Screening Entrance Signage Content**

**Daily Health Screenings for Campus Entry**

**Welcome to Teachers College!**

All individuals who wish to enter campus are required to complete the Daily Health Screening. You may complete the Daily Health Screening at the kiosk, or using your smartphone by scanning the QR code that corresponds to your TC affiliation:

**TC Students, Faculty and Staff**

Hold your camera up to the barcode here:
QR code #1

**Visitors**

Hold your camera up to the barcode here:
QR code #2

Please check your email upon completion, and show the Day Pass attached in the email you received to the Public Safety Officer at the entrance to campus building to enter.

**Rationale**

This questionnaire is pursuant to [NYS COVID-19 Guidance for Higher Education](https://www.health.ny.gov/ dochtml/a/coronavirus/2020/03/25008.pdf), which requires all employees or visitors to affirm all of the aforementioned requirements for entering campus.
REVISED Temperature Monitoring Policy

Modified Recommendation: Version 1 of the TC Health and Safety Proposal included a recommendation for mandatory temperature monitoring for all individuals who wish to enter campus. Upon further review of guidance on health screenings, the working group has decided to rescind this recommendation due to the following reasons:

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<tr>
<th>Pros</th>
<th>Cons</th>
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<tr>
<td>Provides an extra sense of safety to the community</td>
<td>Not a valid predictor of COVID-19</td>
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<td>Requires a significant amount of additional staff hours to administer</td>
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<td>Limits entry points to campus</td>
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<td>Difficult to provide privacy</td>
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<td>Puts persons who administer the test at greater risk</td>
<td>Will likely cause bottlenecking at the main entrance, which exposes people to privacy issues, social distancing violations, and weather conditions</td>
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Rationale

Other measures such as physical distancing, healthy hygiene practices, daily health screening, testing, and the community-wide Health and Safety training, and other measures, will be sufficient in mitigating risk of COVID-19 spread on campus. The CDC General Business Information Page describes on-site temperature checks to be an “optional strategy”, and recommends having individuals self-screen prior to coming on-site, which the College is implementing through the Daily Health Screening requirement.
COVID-19 Testing Procedures & FAQs

To provide an additional layer of safety to the ongoing public health and preventive efforts, Teachers College, Columbia University requires an initial single COVID-19 PCR diagnostic test (nasal swab) of all faculty, staff, and students who are returning to campus per NYS COVID-19 Guidance for Higher Education. For those staff who have been consistently working on campus prior to August 1st, testing is not required.

The goal of initial testing for individuals returning to campus is to estimate the prevalence of infection among those individuals. Initial testing helps us compare the prevalence among those newly returning to campus to overall prevalence in NYC, in order to ensure all individuals accessing campus have not recently tested positive for the coronavirus (COVID-19). Teachers College will also continue to evaluate and adjust our testing strategy going forward, beyond the initial requirement as part of our first reopening plan.

It is important to keep in mind that, in addition to testing, health measures to prevent spread of the virus such as face coverings, physical distancing, hand hygiene, and other non-pharmaceutical interventions have been shown to be effective in prevention of transmission of the virus, from both symptomatic and asymptomatic individuals. These actions are the most important preventive measures our community can take, and more information about the measures that all individuals entering campus are required to comply with can be found here:

1. All faculty, staff, and students who are returning to campus on or after August 24th are required to receive a COVID-19 PCR test.

2. All employees who have been consistently reporting to work on campus prior to this time are not required to take a test.

**Resident Students:** Students who will reside in Teachers College campus housing will be provided testing through the Columbia Health Testing Program. All residential students are required to undergo a COVID-19 nasal swab test within 24 hours of arrival in the residence hall. There is an initial (gateway) test and a required second test 14 days later. There may also be random sample testing during the semester.

**Non-Resident Students:** Test results for non-resident students must be submitted to the Office of Student Affairs upon receipt to COVIDStudentTesting@tc.columbia.edu (positive and negative results).

**Faculty and Staff:** Test results for Faculty and Staff must be submitted to COVIDtesting@tc.columbia.edu (positive and negative results).
Positive Test Results:

- **Students**: Positive results for students will be addressed by the Office of Student Affairs. Students will be contacted by a representative of the Office of Health and Wellness within the Student Affairs division, to answer questions and offer support related to courses, coordination with faculty, and other supports as needed.

- **Faculty & Staff**: Employees with a positive result will be directed to notify their supervisor that they are unable to come to work. No one is required to share the reason for their absence. Such employees must select “yes” on the daily health screening questionnaire that they have had a positive test while they are out sick, and will then receive a “red pass” and will be instructed to not report to work.

3. Departments will provide lists of their returning staff and students for tracking purposes. Completion of test (but not release of results) will be cross-referenced with lists of eligible personnel for compliance.

4. **Cost of Tests**: Tests can be billed to insurance. If you incur an out-of-pocket cost against your insurance, please reach out to your insurance carrier’s member services department for assistance. If someone does not have insurance, they are strongly encouraged to seek testing at any one of the free testing sites in the tri-state area. Testing fees will not be reimbursed by Teachers College at this time. This process will be regularly re-evaluated and adjusted as needed.

Processing of COVID-19 Test Results:

**Test Result Submission:**
- Students, Staff and Faculty will email results (positive and negative) to the appropriate office:
  - Staff and Faculty - The email has been created for staff and faculty to submit test results: COVIDtesting@tc.columbia.edu
  - Non-Resident Students- Non-resident students may use the following email address to contact and submit test results: COVIDStudentTesting@tc.columbia.edu
- Tracking - HR and Student Affairs will track testing results on a separate spreadsheet and notify EHS of any positive results. Once EHS is informed of a positive result, they will assess the level of contact on campus and advise HR/Student Affairs if additional staff need to be quarantined.
How to Get a Test

You may go to any test site operated by local governments, private companies including pharmacies and medical practices or not-for-profit organizations in your area. Testing will be free of charge at NYS testing sites or covered by your health insurance provider if you have a physician’s referral, had exposure to COVID-19 or are exhibiting COVID-19 symptoms, or if a health screening determines you should be tested.

You are advised to check with the testing site and your insurer in advance of being tested to confirm if you will be responsible for any fees associated with your test.

Resident Students:

To schedule your required COVID-19 gateway test within 24 hours of your move-in, please visit secure.health.columbia.edu.

Scheduling:

- Residential Services and Student Affairs will work together to provide a list of eligible TC resident students to Columbia University (CU)
- CU recommends students schedule their test in advance, to ensure all students are able to secure an appointment within 24 hours of their scheduled move in date
- Appointments are being continually added so if your first choice is not available, please check again in a day or two. Students that have challenges with scheduling should email covidtesttrace@columbia.edu.

Gateway Test:

- All resident students will be required to receive an initial gateway test within 24 hours of their move in date
- TC students will be permitted to enter Lerner Hall with their TC IDs. CU will have their names on the list. Students will be greeted by CU personnel who is in charge of admitting them into Lerner Hall for the testing

Weekly Random Sampling Test:

- 5% of all resident students will be randomly selected each week to be tested (CU graduate students are also required to participate in the weekly random sampling test)
- Residential Services and Student Affairs will work together to provide the list of students chosen for the random sampling on behalf of TC, and CU will then notify selected students that they were chosen

Contact Tracing:
- CU will conduct contact tracing for any positive cases identified through the CU testing program. CU is aware that TC also has an internal contact tracing program and confirmed that this does not present any conflict.

**Non-Resident Students, Staff and Faculty:**

**New York**

Testing is free to all eligible New Yorkers as ordered by a health care provider or by calling the NYS COVID-19 hotline at 1-888-364-3065. If you visit a test site run by New York State, there is currently no charge for your COVID-19 test:

Click [Here](#) to search for a NY testing site in near you

**Free Walk-in testing locations in NYC:**

- [NYC Mobile Testing Units](#)
- [City MD](#)
- [NYC Health and Hospitals](#)

**New Jersey**

Click [Here](#) to search for a NJ testing site near you

**Connecticut**

Click [Here](#) to search for a CT testing site near you

**Out-of-State**

If you are located outside of the Tri-State-area you can visit your state or local health department’s website to look for the latest local information on testing.

**COVID-19 Testing FAQs**

1. **What is the difference between SARS-CoV-2 and COVID-19?**
   SARS-CoV-2 is the new coronavirus that causes COVID-19 illness.

2. **What kinds of tests are used to determine if people have COVID-19?**
   There are two different types of tests for COVID-19, one determines whether you have it now (being the time the test was collected) and the other determines if you have had it at some point in the past.

   To detect a COVID-19 infection now, a nasopharyngeal (NP) or nasal swab is used to detect the RNA of the COVID-19 virus.
To detect that an infection occurred at some point in the past, a serology blood test is done to detect antibodies to COVID-19.

3. How long will it take individuals to get their PCR test result back and how will they be told about their test results?
In general, it takes a lab about 24 to 72 hours to run the test, though some testing sites can take up to 7-10 days for the patient to receive the test result. How quickly you receive the results will differ based on the testing site and location. We encourage you to verify the average wait time of a COVID-19 test result with each testing site.

4. How is the nasopharyngeal (NP) or nasal swab test done?
To do the NP or nasal test to detect COVID-19 virus or parts of the virus, a sterile, small, cotton-tipped swab is gently passed into the nose back to the nasopharynx or the anterior part of the nose (in the case of nasal swabs) to obtain respiratory tract secretions. It is rotated, removed, and placed in a viral transport media and sent to the clinical microbiology laboratories.

5. What does the NP or nasal swab PCR test measure?
PCR assays are performed on the NP or nasal swab specimens to detect the COVID-19 viral genetic material (RNA). PCR assays can detect live virus, dead virus, or fragments of virus.

6. What groups are being recommended for testing?
The NP or nasal swab PCR test is currently recommended for two groups, although anyone can request a test.

- Individuals with symptoms to see if their symptoms are from COVID-19. Symptoms of COVID-19 include documented fever or fever to touch, cough, shortness of breath, sore throat, chills or shaking chills, congestion/runny nose, diarrhea, alterations of taste, or loss of smell.

- Individuals without symptoms who have had close contact with someone with laboratory-confirmed COVID-19 or with symptoms consistent with COVID-19.

7. In individuals with symptoms, what does a positive NP or nasal PCR test result mean?
A positive PCR test from an individual with symptoms means that a person has COVID-19 and can infect others. These individuals need to be isolated at home. In order to return to work, all of the following criteria must be met:
- At least 14 days have passed since the onset of symptoms
● At least 72 hours have passed without fever without the use of antipyretic medications, e.g., acetaminophen (Tylenol), ibuprofen (Advil, Motrin)
● Marked improvement in symptoms
● Employees must be evaluated by a health care provider and present a fit-for-duty certificate to the Office of Human Resources.

*Note: When these individuals return to work, they need to continue to use all protective measures against COVID-19 (e.g., use of face covering, adherence to physical distancing) because we do not know yet if someone can be re-infected with COVID-19.

8. In individuals without symptoms, what does a positive NP or nasal PCR test result mean? The PCR test can detect both live and dead virus, or viral RNA fragments. A positive PCR result in someone without symptoms could mean any of the following:

● A person has recovered from the virus, but is still shedding the virus and could transmit COVID-19 to others.
● A person has recovered from COVID-19 but the PCR is detecting dead virus or viral RNA fragments, and COVID-19 cannot be transmitted to others.
● A person is pre-symptomatic or asymptomatic, meaning they may or may not develop symptoms, but are shedding the virus. Asymptomatic or pre-symptomatic people who are PCR-positive can sometimes transmit COVID-19 to others, although less frequently than those with symptoms.

This is why asymptomatic individuals who are COVID-19-positive will need to self-isolate at home. They can return to work as long as they remain symptom free after 14 days have passed since the date that their NP or nasal swab was obtained. The NP of the nasal swab does not need to be repeated before the individual can return to work. Individuals with positive PCR tests should obtain medical clearance and guidance on how to protect their close contacts from their health care provider.

*Note: When these individuals return to work, they need to continue to use all protective measures against COVID-19 because we do not know yet if someone can be re-infected with COVID-19.

9. Does an individual who is COVID-19-PCR-positive need a follow-up negative PCR test to return to work?

No, individuals can return to work as described above. No further PCR testing is required to return to work.

10. What should an asymptomatic individual with a positive NP or nasal PCR test do if they develop symptoms suggestive of COVID-19?
● Contact health provider to seek advice and care
● Before seeking care, an individual should call their provider to help coordinate care.
● Individuals should put a face mask on before entering a healthcare facility.
● Call 911 if there is a medical emergency like significant shortness of breath.

11. In individuals with symptoms, what does a negative NP or nasal PCR test result mean? People with COVID-19-like symptoms can have a negative test for several reasons.
   ● A negative test from an individual who previously had symptoms and is now well may mean that a person has cleared the virus and can’t spread the virus to others.
   ● This may be a false negative test meaning that the person does have COVID-19, but that the PCR test did not detect the virus because the level of viral RNA was below the limit of detection. Levels of viral RNA are usually highest in the first 5 days of illness.
   ● False negative tests can also occur due to inadequate or improper NP or nasal swab collection or problems in the transport of the specimen.
   ● Sometimes people with symptoms can have a negative test because they have other reasons for their symptoms such as other respiratory viruses, seasonal allergies or asthma.

12. In individuals without symptoms, what does a negative NP or nasal PCR test result mean? It is highly likely that a person without symptoms with a negative NP or nasal PCR test does not have COVID-19 at this point in time. These individuals should observe all preventive measures and self-monitor for symptoms of COVID-19.

   If an individual has a negative NP or nasal PCR test result but has had close contact with a person who is known to be positive, this individual should self-quarantine and continue to self-monitor for symptoms of COVID-19 for 14 days from the time of exposure as there is continued risk of transmission.

13. Can an asymptomatic individual already working on campus continue to do so while waiting for their PCR test result? Yes. The asymptomatic individual can continue to work while waiting for their test result. They should continue to physically distance and wear a face covering according to University policy. If asymptomatic individuals with close contact of a COVID-19 case get tested, such individuals should self-quarantine for 14 days from the time of exposure.

14. What does an indeterminate NP or nasal PCR test mean? Occasionally a person will have an indeterminate NP PCR test result. This is considered a positive result and represents a low level of virus. It does NOT need to be repeated.
individual with an indeterminate result should follow the guidance described above for a positive test result.

15. What does an invalid NP or nasal PCR test mean?
Occasionally, a person will have an invalid NP PCR test result, which is the result of excessive mucus in the sample, which interferes with the test. This person SHOULD have a repeat NP swab sent for COVID-19 testing.

16. What is the University’s current testing strategy for COVID-19 testing?
The current COVID-19 testing strategy at Teachers College includes the following:

- Individuals with symptoms consistent with COVID-19 and those with history of contact with a presumed or confirmed COVID-19 case are strongly encouraged to test for COVID-19.
- Individuals who will be newly returning to campus as of August 24 are required to have initial COVID-19 testing prior to the return to campus, received on August 10 or later. The goal of initial testing for individuals newly returning to campus is to estimate the prevalence of infection among those individuals. Initial testing will help us estimate prevalence among those newly returning to campus and how that compares to prevalence in NYC. It will also assist in design of further testing strategies. We will continue to evaluate and adjust the testing strategy going forward.
- Essential staff who have been consistently on campus since August 1 are not required to get COVID-19 testing. These individuals have been in the New York City area, which has experienced a substantial decrease in burden of COVID-19 cases. However, such individuals can obtain COVID-19 testing, if they desire to do so.

It should be noted that public health measures such as consistent face covering, physical distancing, hand washing, staying home when sick among others, remain the most important measures for prevention of transmission of COVID-19. The information provided herein is based on current knowledge and is subject to change as new information becomes available.
Protocol for Positive Case(s) on Campus & Contact Tracing

The Office of Environmental Health & Safety (EHS), in collaboration with the Office of Human Resources (HR) and the Office of the Vice Provost for Student Affairs, will lead in the identification and tracking of any positive COVID-19 cases on Teachers College campus. Upon receiving acknowledgment of a positive case from an employee or student who has returned to campus, the EHS Director will notify the New York City Department of Health contact tracing Department.

Identification of a Positive Case

An individual may report a positive COVID-19 case in the following ways:

- By answering “yes” to having a positive case of COVID-19 through the Daily Health Screening questionnaire.
- Through receipt of mandatory test results prior to their first visit to campus
- By directly reporting that they are positive for COVID-19 to the Office of Human Resources or the Office of the Vice Provost for Student Affairs.

Notification to NYS Department of Health

Upon confirmation of a positive case on campus, the EHS team will send an email to coviddemployerreport@nychhc.org and provide the following information:

- Business name
- Address
- Number of Employees in organization
- Name and Contact at teachers College

Containment & Monitoring

1. Employees

Any employee who tested positive on campus will not be permitted to return to campus unless they are cleared by their doctor and have completed at least 14 days of quarantine. The Office of Human Resources will notify EHS once the employee is cleared to return to work. The date that they return to work will be notated on the HR/EHS COVID-19 tracking log.

In accordance with the CDC guidelines and NYC Department of Health, the EHS team will lead in making the decision to quarantine affected individuals. The EHS team will notify Human Resources of any decisions so that they can contact affected employees accordingly.
Employees who have come in close contact with someone who is positive on campus will be instructed to self-quarantine for 14 days and limit their contact with others. That person will not be allowed to come back on campus until he/she confirmed that they have been symptom-free for 14 days.

After the 14th day, the employee in question should contact Human Resources to provide clearance by their doctor, advising that they are symptom free. Upon receipt of such notification, Human Resources will contact the EHS team advising them that the individual in question is cleared to return to campus. The date that they return to campus will be noted on the EHS COVID-19 tracking log.

If a quarantined employee becomes sick while in quarantine, Human Resources is to track this incident as an OSHA recordable incident and report it on the OSHA incident log accordingly. The same process for a campus positive case will be followed accordingly.

2. Students
Any student who tested positive on campus will not be permitted to return to campus unless they are cleared by their doctor and has completed at least 14 days of quarantine. Upon receipt of such notification, the Office of the Vice Provost for Student Affairs will notify EHS once the student is cleared to return to campus. The date they return will be notated on the Student Affairs /EHS COVID-19 tracking log.

In accordance with the CDC guidelines and NYC Department of Health, the EHS team will lead in making the decision to quarantine affected individuals. The EHS team will notify the Office of the Vice Provost for Student Affairs of any decisions so that they can contact affected students accordingly.

Students who have come in close contact with someone who is positive on campus will be asked to stay home for 14 days and limit their contact with others. That person will not be allowed to come back on campus until he/she confirmed that they have been symptom free for fourteen days.

After the fourteenth day, the student in question should contact the Office of the Vice Provost for Student Affairs to provide clearance by their doctor, advising that they are symptom free. Upon receipt of such notification, the Office of the Vice Provost for Student Affairs will contact the EHS team advising them that the individual in question is cleared to return to campus. The date that they return to campus will be noted on the Student Affairs /EHS COVID 19 tracking log.

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Process to Evaluate and Determine a Shut Down of the Campus

Teachers College will maintain awareness of the federal, state and local laws, regulations and guidance to ensure that we have the most current information about the COVID-19 pandemic. We will work to ensure compliance with all health care guidelines and will coordinate with all agencies as needed. Important sources of information include (but not limited to):

**Federal agencies COVID-19 related guidelines via:**

- Center for Disease Control (CDC)
- Equal Employment Opportunity Commission (EEOC)
- Federal Emergency Management Agency (FEMA)
- National Institutes of Health (NIH)
- Occupational Health and Safety Administration (OSHA)
- U.S. Department of Education (DOE)
- U.S. Department of Health and Human Services
- U.S. Department of State

**State/Local agencies COVID-19 related guidelines via:**

- New York Forward - Governor Cuomo’s office
- New York State Department of Health
- New York State Department of Education (NYSED)
- New York City Department of Health

Teachers College will fully adhere to New York State Governor Cuomo’s phased reopening plan, [New York Forward](#). Should any of the health metrics outlined in the state plan exceed the state’s threshold for safe activity, and the state elects to delay or shutdown reopening, Teachers College will take immediate action to adhere to the state plan by discontinuing partial or all campus activity.
Fall 2020 Status

In June 2020, Teachers College determined that the College courses would remain fully virtual with a few exceptions and that employees would continue to work remotely from home except essential employees. The College’s residential housing reduced the density of the residential students significantly to minimize the infection risk. As a result, the College determined that students would not have to vacate the residence halls if there was a shut down. The College created the following study spaces for isolated study outside of their rooms: 1. Library 2. Computer Lab 3. Grace Dodge Dining Hall. Each space is reconfigured to meet health and safety guidance.

There is no food service provided on campus this fall 2020. The College is permitting in-person classes for those very few courses that cannot be taught virtually.

Also, we are permitting a small number of faculty (5) to teach in zoom ready classrooms without students.

Adherence to State and Federal Agency Mandates:

The college is continuously monitoring the state health metrics, which determine regional eligibility to move to the next phase of reopening. More information about these metrics can be found in the NY Forward Guide to Reopening. The College will also continue to be in contact with the NYC Department of Health. Should local or state authorities require a reduction in regional activity to decrease the risk of spreading the virus, the College will immediately respond by shutting down all non-essential campus activity.

Internal Monitoring of Health Metrics

The College will also monitor data acquired through the Daily Health Screening and COVID-19 Testing programs, to identify any or positive cases on campus. Should a positive case be identified on campus, the College will evaluate and determine, through the internal contact tracing process, whether a temporary or indefinite shutdown of campus activity is necessary to reduce the risk of exposure and spread of COVID-19.

Shutdown Measures

The following measures will be taken should either the external governing agencies OR internal monitoring of health conditions on campus warrant a phased or more full shutdown of campus activity to reduce risk of spreading COVID-19:
- Transition all in-person classes to virtual course delivery, notify faculty and students that in person courses must be moved to virtual
- Shut down all nonessential campus activity: Close the library, computer labs, TC dining hall study space, and access to any areas of non-essential activity. Resume remote work for all non-essential functions
- Faculty research will be discontinued pursuant to the Research Compliance Working Group protocols
- Student teaching and field placement activities will be reviewed and adjusted pursuant to the protocols of the Student Teaching/Field Placement Working Group
- Implement advanced cleaning and sanitation protocols for all spaces of possible exposure
- Implement mandatory self-quarantine in the residence halls
- The density of all residence halls is significantly reduced, so we do not anticipate that it will be necessary to require students to vacate the residence halls under any circumstances

Phased Shut Down

Phase One

Should the College’s contact tracing efforts identify a number of students that are positive, the College administration will determine with guidance from local health authorities the next steps. The next steps may include varied implementation of the above shut down measures.

Phase Two

Should New York State of New York City or local health authorities require New York City to reduce or stop activities to reduce transmission, the College may implement all of the above shut down measures.

Communication

Teachers College will continue to inform our community members about COVID-19 information concerning the health and safety of the campus. The communications will include any new changes in policies or actions the College is taking to reduce the spread of the COVID-19 infection. It will include directives to shut down the campus, if necessary.
Gottesman Libraries Modified Operation Plan

The Gottesman Libraries team has developed a plan to gradually and safely bring back high-impact services and reduced occupancy that meets recommended health guidelines, city and state regulations, and campus-wide measures, with a minimum number of staff on campus, pursuant to the 0% up to 25% on-site staffing model, with all others working remotely until circumstances allow for greater density and fuller operations.

Reduced Density of Library through Space Reconfigurations

The Facilities team has evaluated high and medium-risk interaction zones within all library spaces which will be accessible in the library’s phased reopening plan, particularly in shared spaces such as meeting rooms, printer areas, break rooms, restrooms, reception spaces and elevator lobbies.

Limited library services will be introduced once the College initiates its limited reopening plan. This will include a gradual reintroduction of the following services and space accessibility. The continued expansion of services and access to the library will occur in the following four stages, which will include a collaborative review process between the President’s Planning for the Fall Working Group, Chaired by Vice President Janice Robinson, and the Library team leaders Jennifer Govan and Dr. Katie Embree.

Review Process for Expansion of Services:

Each of the remaining 3 stages will begin after a check-in between the College's working group chaired by Vice President Janice Robinson and Jennifer Govan/Dr. Katie Embree, and will depend on an assessment of the broader College health and safety measures, as well as city, state and federal guidelines. The working group will decide the timing of the start of each stage.

Stage 1

Strengthen remote services for teaching, learning, and research with expanded access to information and safe physical workflows.

Staffing:

**Hours of Operation:** 9am-5pm (Paging & pick up available during this time)

**On-site staff:** 1 FT union, 1 FT prof, 3 part-time

**Remote staff:** 1 FT union, 4 FT prof, 10 part-time staff

Staffing will be reduced to 25% of typical on-campus presence, seated to allow 48 sq ft per individual; all face covering and campus-wide physical distancing requirements will be followed
(see physical distancing section of the College’s Health & Safety Proposal). All staff will be seated on the 1st Floor.

Services:

- **“Digital First”** for acquisitions, research and information, programming
- **Staff Paging** - patron pick up of printed materials from single, plexiglass-enclosed service point during modified business hours. Patrons will either contact library staff upon arrival by online chat/support or phone, or visit the library front desk in person
- 1st floor **not** accessible for study, printing, meetings, etc.
- **Check-in and shelving** of books, after 3-day quarantine
- **Mail pick up** (envelopes, boxes, etc. from TC mailroom) and minimal book processing of priority materials (labelling, stamping, barcoding books)

**Stage 2**

Build upon activities of Stage 1, and gradually resume additional activities that support access to physical collections and on-site services of the library.

**Staffing:**

**Hours of Operation:** 9am - 5pm

**On-site staff:** 1 FT union, 1 FT prof, 4 part-time

**Remote staff:** 4 FT prof, 10 part-time staff

**Patron Hours (Seating - 4th Fl):** 9am - 5pm

Staffing will be reduced to 25% of typical on campus presence on EACH floor of the Library. No more than 6 staff members (this is the 25% capacity of Library staff) seated on each floor to allow 48 sq ft per individual; all face covering and campus-wide physical distancing requirements will be followed (see physical distancing section of the College’s Health & Safety Proposal).

**Continued Activities:**

- **“Digital First”** for acquisitions, research and information, programming
- **Staff Paging** - patron pick up of printed materials from single, plexiglass-enclosed service point during modified business hours. Patrons will either contact library staff upon arrival by online chat/support or phone, or visit the library front desk in person
- 1st floor **not** accessible for study, printing, meetings, etc.

**Expanded Activities:**

- **Check in** and shelving of books after 3-day quarantine, shelf reading
- **Mail pick up** (envelopes, boxes, etc. from TC Mailroom) and **increased print book processing** of materials (labelling, stamping, barcoding books)
- **Scan and Deliver** (chapters, archives on demand)

**Stage 2 Additions:**
- **4th floor opens for study space**, reconfigured to adhere to all College-wide health and safety measures
- **Cleaning Stations:** The College will set up a cleaning station at the entrance of every floor for individuals to wipe down their study space after use with signage requiring this. In addition, we will also provide a box of sanitized wipes and signs that instruct patrons to wipe down the keyboard and space at each workspace.

**Stage 3**
Continue and expand upon activities of stages 1 and 2.

**Staffing:**

**Hours of Operation:** 9am - 5pm

**On-site staff:** 1 FT union, 2 FT prof, 10 part-time

**Remote staff:** 3 FT prof, 4 part-time

Staffing will be reduced to 25% of typical on campus presence on EACH floor of the Library. No more than 6 staff members (this is the 25% capacity of Library staff) seated on each floor to allow 48 sq ft per individual; all face covering and campus-wide physical distancing requirements will be followed (see physical distancing section of the College's Health & Safety Proposal)

**Patron Hours (Seating - 4th and 1st floors):** *M-Th, 8am-11pm; Fri, 8am -7pm; Sat 12-7pm*

**Continued Activities:**
- **“Digital First”** for acquisitions, research and information, programming
- **Staff Paging** - patron pick up of printed materials from single, plexiglass-enclosed service point during normal business hours. Patrons will either contact library staff upon arrival by online chat/support or phone, or visit the library front desk in person.
- **Mail pick up** (envelopes, boxes, etc. from TC Mailroom) and **full print book processing** of materials (labelling, stamping, barcoding books)
- **Scan and Deliver** (chapters, archives on demand)
- **Cleaning Stations:** The College will set up a surface cleaning station at the entrance of every floor for individuals to wipe down their study space after use with signage requiring this. In addition, we will also provide a box of sanitized wipes and signs that instruct patrons to wipe down the keyboard and space at each workspace.
Expanded Activities:
- **Check in** and shelving of books after 3-day quarantine, shelf reading, and collection maintenance
- **Interlibrary loan** (interlending of books between institutions)

Stage 3 Additions:
- **1st floor opens** for study, computer use, and printing with recommended distances; remove treadmills and extra chairs, turn off 50% of workstations. There are 12 computers with keyboards on the left upon entering the 1st floor that are connected to the printers.
- **1st floor group rooms** reduced to 1/3 capacity; individual study rooms available for single occupancy only (other floors offline for reservations)

Stage 4
Resume full user access and services.

Staffing:
**Hours of Operation:** M-Th, 8am-11pm; Fri, 8am -7pm; Sat & Sun: 12-7pm
**On-site staff:** 1 FT union, 5 FT prof, 15 PT interim
**Remote staff:** as needed

Continued Activities:
- **“Digital First”** for acquisitions and collection development
- **Staff Paging** - patron pick up of printed materials from single, plexiglass-enclosed service point during normal business hours. Patrons will either contact library staff upon arrival by online chat/support or phone, or visit the library front desk in person.
- **Mail pick up** (envelopes, boxes, etc. from TC mailroom) and full book processing of priority materials (labelling, stamping, barcoding books)
- **Interlibrary loan** (interlending of books between institutions)
- **Eating and Drinking permitted**, patrons must eat on their own (do not share with others) and fully clean and disinfect their seating area before departing using cleansing wipes provided throughout the library.
- **Cleaning Stations:** The College will set up a surface cleaning station at the entrance of every floor for individuals to wipe down their study space after use with signage requiring this. In addition, we will also provide a box of sanitized wipes and signs that instruct patrons to wipe down the keyboard and space at each workspace.

Expanded Activities:
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● Virtual and in-person assistance, consultation, instruction; virtual and onsite programming, including exhibits
● Tower Stacks, 2nd and 3rd floors open to patrons, with seating as recommended; public scanning rooms available with necessary distances
● Increased access to library printers, workstations, etc. on 1st floor
● **Scan and deliver** (chapter, article, archives)
● Room reservations online, with capacities that adhere to recommended distancing guidelines
● Full circulation

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**Enforcement of Compliance to Health and Safety Measures**

The following is the procedure for enforcing the College’s health and safety policy, which encompasses requirements for face coverings, physical distance entering campus, and use of campus spaces.

Please note: The College’s expectation is that all community members comply when asked, rather than face the penalty of being required to leave campus. Everyone is required to enter the campus with their face covering and to continue to wear while on campus (except alone in office). Public Safety will offer a face covering only when necessary and strongly encourage groups to maintain physical distance as required by College’s policy.

**Proposed Policy and Procedures:**

The following reporting and response procedures will guide the College in addressing allegations of non-adherence to the health and safety policy that has been established to help protect individuals in the Teachers College community and our neighbors as we return to campus.

The College’s goal is to support adherence to our health policy by all on our campus. Signage throughout our campus and other reminders will be designed to ensure that everyone entering campus or using campus buildings is aware of the College’s expectations regarding face coverings, physical distance, testing, training daily screening and other requirements; how to find more information; and where to go with concerns.

**Reporting:**

Complaints and concerns about non-adherence can be reported in a variety of ways:

- Staff to their Supervisor
- Faculty to their department chair or Provost

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• Students to Student Affairs staff/Residential Services staff
• Human Resources
• Public Safety
• Office of Vice President for Diversity and Community Affairs

Addressing non-adherence:

In the interest of supporting community health and safety, anyone (including affiliates and non-affiliates) who refuse to adhere to the campus health and safety policy after being asked to do so by an appropriate authority will be asked to leave the Teachers College campus.

Procedures and Sanctions:

1. Receiving complaints and informal resolution:

Supervisors, departmental administrators, student affairs staff, Human Resource, and Public Safety have responsibility to:

   o Receive concern or complaint, address directly with the people involved by attempting to determine what has happened
     ▪ Public Safety will have a supply of disposable face coverings to provide to individuals as needed to enable policy adherence.
   o Seek to resolve informally, with education to reinforce informally, with education to reinforce understanding of expectations related to policy adherence.
   o Seek assistance from supervisors and department administrators as needed, as would be done for other similar concerns and complaints.

2. Refusals to adhere to policy and repeated complaints:

   o If the policy violation is ongoing and the individual(s) refuses to adhere, the authorized staff members (Human Resources, Student Affairs Public Safety) shall inform the individual that they must leave campus immediately.
   o For employees who are expected to conduct their work on campus, time away as a result of a required departure from campus will be counted against that employee’s vacation or personal days, as appropriate.
   o Repeat complaints that are of a serious nature (e.g. intentional disregard of policy/serious dangers to self or others) should be reported to Human Resources, Student Affairs or Office of the Vice President for Diversity and Community Affairs. These complaints may be addressed through formal investigation and progressive discipline if needed.
Non-Discrimination during the COVID-19 Pandemic

TC Non-Discrimination Notice:

Teachers College (“TC” or the “College”) is committed to providing a working, learning and living environment free from discrimination and harassment and to fostering a vibrant, nurturing community founded upon the fundamental dignity and worth of all of its members.

Consistent with this commitment, Teachers College does not discriminate on the basis of race, color, religion, creed, sex, gender, gender identity or expression, sexual orientation, national origin, age, marital or partnership status, citizenship or immigration status, military status, disability, pregnancy, genetic predisposition or carrier status, status as a victim of domestic
violence, or any other legally protected status in the administration of its admissions policies, educational policies, employment, scholarship, loan, and other College-administered programs; treatment, or in access to College programs or activities. See full notice: https://www.tc.columbia.edu/policylibrary/diversity-and-community-affairs/non-discrimination

We have a continued responsibility to speak out against harassment, bullying, discrimination against all community members. During these times, we must be especially mindful to prevent pandemic-related harassment and discrimination due to race, national origin, immigration status and other protected characteristics of those affected by the pandemic. The U.S. Equal Employment Opportunity Commission (EEOC) enforces workplace anti-discrimination laws, including the Americans with Disabilities Act (ADA) and the Rehabilitation Act, Title VII of the Civil Rights Act (which prohibits discrimination based on race, color, national origin, religion, sex including pregnancy, Age Discrimination in Employment Act and the Genetic Information Nondiscrimination Act. All EEOC materials related to Covid-19 are collected at www.eeoc.gov/coronavirus

Cleaning and Sanitation Protocols

Teachers College Facilities and Operations Department has developed and implemented procedures following the guidelines from the Center for Disease Control and Prevention (CDC) and the Environmental Protection Agency (EPA) on how to help stop the spread of COVID-19. According to the CDC and the EPA, cleaning is the necessary first step of any disinfection process. Cleaning removes organic matter, salts, and visible soils, all of which interfere with microbial inactivation. The goal is to focus heavily on “touch points” while maintaining regular cleaning and sanitation protocols.

“Touch points” and “high-touch surfaces”
- High-touch surfaces are areas characterized as surfaces and objects which are regularly touched by multiple people on a daily basis.
These areas include but are not limited to:

- Entry doors and handles
- Stair rails
- Elevator buttons and elevator interiors
- Automatic door openers
- Water fountains
- Gym equipment
- Laundry rooms
- Classrooms
- Lounge furniture

**Primary chemicals used to combat COVID-19 at Teachers College**

The primary chemicals used to mitigate the presence of COVID-19 and other viruses at Teachers College are:

1. **3M General Purpose Cleaner Concentrate 8L**  
   - Used to remove organic matter from surfaces

2. **3M Neutral Quat Disinfectant Cleaner H23**  
   - EPA-approved disinfectant that is used to mitigate the presence of many viruses such as:
     - Hepatitis B and C
     - Herpes Simplex Type 1 and Type 2
     - Human coronavirus
     - HIV-1
     - Influenza
     - SARS and other pathogens

**PPE for Facilities Employees**

At the beginning of each shift, each member will first ensure that they have the proper personal protective equipment (PPE) to carry out their objectives.

**Protocols for Disinfecting**

The Facilities and Operations Department has modified cleaning schedules since the outbreak of the coronavirus, to increase the cleaning and sanitation frequency of high-touch areas mentioned above. Following the cleaning and disinfection of high-touch areas, facilities employees will then disinfect remaining areas, which are cleaned once daily.

**Implementation:**

- All chemicals are mixed according to manufacturer’s specifications using a dispensing twist-n-fill system
Neutral Quat Disinfectant Cleaner is sprayed onto the surface that is being disinfected. It is then left for 7-10 minutes on the surface before it is wiped off with a clean rag. All soiled rags are returned to the project rooms, where they are laundered using a washing detergent and bleach and dried in a dryer.

Cleaning Procedure for Known Exposure to COVID-19
In the discovery that a person(s) has tested positive for COVID-19, the following procedure to sanitize and disinfect the room will be conducted:

Preparation for cleaning and disinfecting infected area:
1. If the rooms have a shared air flow system, the air to that space will be turned off.
2. Secure area using caution tape and signage to alert people NOT to enter.
3. If possible, wait 3 days to enter the space infected with COVID-19 due to the fact that the virus can only survive 72 hours on all surfaces.
   
   3a. *The disinfecting and cleaning procedures for any space infected is the same if cleaned right away or after waiting 72 hours.*

4. Retrieve biohazard kits located at Zankel 28 that contain the following items: rags, Neutral Quat Disinfectant Cleaner (H23), general purpose cleaner (8L), safety glasses, garbage bags, Tyvek suit, etc.
5. Remove supplies from the bucket and line the bucket with a biohazard bag.
6. All custodians are required to put on their PPE prior to entering any infected area for cleaning and disinfecting. Additionally, two pairs of gloves MUST be worn for cleaning all infected spaces.

Steps for cleaning and disinfecting infected area:
7. Spray/apply general purpose cleaner (8L) to all surfaces and carefully wipe with rags to remove any organic matter, salts, and visible soils that may be present.
8. Place used rags in the designated garbage bag.
9. Spray/apply Neutral Quat Disinfectant Cleaner (H23) on all surfaces and let it sit for 7-10 minutes before cleaning with clean rags.
10. Place used rags in the designated garbage bag.
11. When finished with Step 10, repeat steps 7 and 8.
12. Once the room is clean and sanitized, place all cleaning supplies back in the bucket lined with the biohazard bag.
13. Remove the outer pair of gloves only and place in the designated garbage bag.
14. Remove goggles only (leave mask on) with inner gloves and spray with Neutral Quat Disinfectant Cleaner and place in the bucket lined with the biohazard bag for later cleaning.
15. Remove and place Tyvek suit and place into the designated garbage bag.
16. Remove caution tape and signage from the door, place it into the designated garbage bag. Tie the garbage bag and go straight to the facilities project room.
17. Place the garbage bag into the container for disposal.
18. Remove inner gloves and dispose of them.
19. Remove the face mask.
21. Disinfect and clean supplies and tools (spray bottles and bucket) including all reusable PPE.
22. Restack biohazard kits and place them in the identified location.
23. Wash hands with soap and water for 20 seconds or more.
24. Inform management to restart airflow in cleaned space.

**Conclusion**
The goal of the Facilities and Operations Department is to keep everyone in the TC community safe, including our facilities by focusing on the cleaning and disinfection of high-touch surfaces while also maintaining the regular cleaning schedule. As new measures and guidelines from the CDC and the EPA on how to reduce the risk of infection of COVID-19 are released, we will adjust our methods to ensure that we are providing the safest environment possible.

**Accommodations for Vulnerable Populations**
The College is committed to complying with all applicable provisions of the Americans with Disabilities Act (“ADA”) as well as with other relevant federal, state and local disability laws. The College will provide reasonable accommodations to a qualified individual with a disability who has made the College aware of their disability and has engaged in an interactive process with the College to determine appropriate and reasonable accommodations (unless doing so places an undue hardship on the College or represents a fundamental alteration of the job, program or course).

Individuals with disabilities who believe they need reasonable accommodations to perform the essential functions of their job or to participate fully and equally in their education should contact the Office of Access and Services for Individuals with Disabilities (OASID) at: www.tc.columbia.edu/oasid, (212) 678-3689, or via email at oasid@tc.columbia.edu to discuss those concerns with OASID staff. Individuals will be asked to submit medical or
clinical documentation to OASID. OASID staff will review the documentation and discuss with the individual whether the health condition qualifies as a disability and what types of reasonable accommodations are available to perform the essential functions of their job or participate fully and equally in their education.

In addition, the College is committed to fostering a campus that is equally accessible to employees, students and applicants. Individuals with disabilities who have physical or digital access needs to the Teachers College community should also contact OASID to discuss their concerns.

Guidance References

In evaluating Health & Safety considerations, and forming interim recommendations for reopening campus, the Working Group reviewed local, State and federal guidelines along with guidance from subject matter experts and professional associations including but not limited to:

**American College Health Association:**
[Considerations for Reopening Institutions of Higher Education in the COVID-19 Era](#)

**Centers for Disease Control and Prevention:**
[Activities and Initiatives Supporting the COVID-19 Response May 2020](#)

[Cleaning and Disinfecting Public Spaces for COVID-19](#)

[Considerations for Institutes of Higher Education – last updated May 21, 2020](#)

[Guidelines for Communities, Schools, Workplaces, and Events - Colleges, Universities, and Higher Learning](#)

[Guidance on Shared and Congregate Housing](#)

[Interim Guidance for Administrators of U.S. Institutions of Higher Education](#)
Interim Guidance for Businesses and Employers Responding to Coronavirus Disease 2019 (COVID-19),
May 2020

Federal Emergency Management Agency:
Planning Considerations for Organizations in Reconstituting Operations During the COVID-19 Pandemic
April 30, 2020

New York City Department of Health:
General Guidance for Businesses and Other Non-Health Care Settings

New York State Department of Health:
Interim Guidance for Cleaning and Disinfection of Public and Private Facilities for COVID-19

COVID-19 Guidelines for Schools

COVID-19 Guidelines for Employees and Employers

Interim Guidance For Higher Education During The Covid-19 Public Health Emergency

Interim Guidance on Executive Order 202.16 Requiring Face Coverings for Public and Private Employees

Interim COVID-19 Guidance for Office-Based Work

Interim Guidance for Childcare and Day Camp Programs

Interim Guidance For Construction Activities During The Covid-19 Public Health Emergency

Interim Guidance for Higher Education Research

New York State Department of Environmental Conservation (DEC):
Products Registered in New York for Use Against COVID-19

Occupational Safety and Health Administration:
Guidance on Preparing Workplaces for COVID-19

Personal Protective Equipment - Overview

Other:
Recovery Readiness by Cushman and Wakefield
The Working Group’s interim recommendations are based upon present guidance. As new information about COVID-19 becomes available, and as the success or lack of success of incremental reopening around the Country is evaluated, local, State and federal guidance may change, and the Working Group’s recommendations may change as well.

Appendix A

Membership of the Planning for Fall Return Working Group

Janice S. Robinson, Esq. - Chair - Vice President for Diversity and Community Affairs; Associate Professor of Higher Education; TC Title IX Coordinator

Brian Alford, Assistant Vice President of Facilities

John DeAngelis - Assistant Vice President Office of Public Safety

Devin Gray - Manager of Special Projects, Office of the President, EdD Student and Course Assistant, Higher & Postsecondary Education Program

Cherie Hargett, Senior Human Resources Generalist

Megan Massaro, Registrar

Dewayne White, Executive Director of Campus Services
Collaboration with the following:

Research Ramp Up Taskforce - Dr. Karen Froud - Co-Chair, Dr. Myra Luna-Lucero - Co-Chair

Student Teaching/Field Placement Working Group - Aimee Katembo - Chair, Director, Office of Teacher Education, Katherine Ledwell - Co-Chair, Associate Director, Office of Teacher Education

Gottesman Libraries - Jennifer Govan, Interim Director/Senior Librarian

Columbia University - Columbia Health - Dr. Michael McNeil - Chief of Administration

The Hollingworth Center - Dr. Lisa Wright, Director

Rita Gold Early Childhood Center - Patrice Nichols, On-Site Associate Director

TC Information Technology - Daniel Aracena, Chief Information Officer

Office of Access and Services for Individuals with Disabilities (OASID) - Melissa Rooker, Associate Vice President for Diversity, Community Affairs and Equity, Section 504 Compliance Officer, Marissa Sala, Associate Director, Robbie Berry, Assistant Director, Juan Carlos Reyes, Director of Diversity, Community Affairs and Equity and Deputy Section 504 Compliance Officer

Office of the General Counsel - Michael Feierman, General Counsel, Althea Bloomfield-Michel, Associate General Counsel, Dr. Patricia Jendraszek, Assistant General Counsel, Vincenzo (Vinnie) Lipiello, Assistant General Counsel

Office of Human Resources - Lisa Seales, Associate Vice President & Chief Human Resources Officer

Office of Environmental Health and Safety (EHS) - Patrick Mathelier, Director

Office of External Affairs - James Gardner, Associate Vice President, Development and External Affairs, Matt Vincent, Director of Digital Communications

Office of the Provost - Dr. Stephanie Rowley, Vice President of Academic Affairs, Provost and Dean

Office of the Vice Provost - Dr. Katie Embree, Vice Provost

Office of the Vice Provost for Student Affairs - Dr. Tom Rock, Vice Provost for Student Affairs

Office of the President - Dr. Thomas Bailey, President

Dr. Katie Conway, Chief of Staff, Secretary to the Board of Trustees; Associate Professor of Higher Education
Appendix B: Classroom Floor Plans

Appendix C: Library Floor Plans

Appendix D: Computer Lab Floor Plans

Appendix E: TC Dining Hall Floor Plans

Appendix F: On-Site Work Request Form

Appendix G: Daily Health Screening Form for Visitors

Appendix H: EHS Positive Case Tracking Sheet

Appendix I: NYS Daily Cleaning Log

Appendix J: Residential Services Plan