



Queens College Fall 2020 Guidance

General Information

Queens College courses and services are 99% online for the Fall 2020 semester. Campus access is limited to members of the QC community—students, faculty, and staff, as well as contractors working on a capital project—with prior approval only. Visitors and guests will be welcomed back when the college is fully accessible.

Plan in advance to minimize time spent on campus. Conduct meetings remotely. Even when hybrid classes have sessions on campus, faculty and staff will NOT provide any in-person advising.

Everyone working anywhere on campus must adhere to the [NYS Higher Education Research Guidelines](#). You will be required to show QC or CUNY identification at sign-in with Public Safety at the Main Gate upon arrival to campus, and wear a face mask at all times unless you're alone in a private office.

All faculty, staff and students must complete the New York State COVID Back to Work Training (available on Blackboard) prior to their first day back on campus.

Research staff must complete campus-specific COVID-19 training as directed. Read additional guidance pertaining to research laboratories, in the [Queens College Research Reopening Plan](#).

Be prepared to make changes on short notice, as dictated by health and safety directives. On-campus instruction and projects will be halted if New York State or New York City issues a second Emergency Order Pause.

Campus Access

To obtain permission to come to campus, QC members (students, faculty, and staff) must request access from their chairperson, director, dean or vice president. Once permission has been granted, an invitation will be sent to the individual's email with instructions on how to check in. Anyone who accesses the campus must complete the aforementioned training, CUNY health screening on Everbridge, and the Queens College Access 2020 form (QCA20).

If you are approved to come to campus but cannot do so, we ask that you notify the campus by email at returntoqc2020@qc.cuny.edu. This is necessary as an extensive cleaning protocol is implemented after each day a space has been occupied.

In the event that you are not able to connect to the QCA20 site, when you arrive at campus you will have your temperature taken via a touchless thermometer and be provided with a device to connect to this mandatory registration system. Hard copies of the QCA20 form will also be available at the Public Safety Main Gate office. In addition, Queens College or CUNY ID must be presented at the time of access and if requested.

Everyone will be required to abide by all campus and building-specific protocols. Individuals are restricted to the buildings they have received authorization to enter (e.g., instructional space, a lab, an office, or the library). Effective September 3, food pick-up (grab and go) will be available at the cafés in the Science Building and Library.

Access to the library is anticipated to begin by appointment at the end of September. (Please check back for further instructions.)

Commuting to Campus

Students, faculty, and staff are encouraged to travel to campus in personal vehicles whenever possible. Full-time faculty/staff reporting to campus on a regular basis can purchase an annual decal to park on site for \$275. The decal includes Summer 2021 and will be valid through October 2, 2021.

Plans are under way to offer limited, socially distant paid parking for all other QC members. Additional details will follow.

Commuters using public transportation are encouraged to travel at off-peak times, to wear a mask covering both nose and mouth while in transit, and to wash hands (for at least 20 seconds with soap and warm water) or use sanitizer upon arrival.

The QC Shuttle Bus will run Monday to Friday between 8 am and 5 pm starting September 2. The shuttle route can be found [here](#). Masks and social distancing are required aboard the bus, with only one passenger allowed per bench. No more than 10 people may ride the bus at any time.

Use of Campus Facilities

Faculty, staff, and students should operate equipment remotely, to the greatest extent possible.

Faculty, staff, and student schedules are staggered to limit the number of individuals in each room at any one time consistent with safety standards.

Necessary distance between individuals is indicated by signage and, where necessary, tape on the floor. Plexiglas barriers at potential static spots for employees' interaction (e.g., signing in at security) are in place.

Buildings & Grounds cleans public areas; instructional and/or research personnel are responsible for laboratories, prep, and material rooms. Students are required to wash their hands thoroughly (for at least 20 seconds with soap and warm water) before using any computer terminal; alcohol-based wipes will be available for students to wipe the keyboard and mouse prior to using the equipment. Cleaning staff will disinfect high-touch points at every shift.

Rooms accommodating more than one person at a time are set up to stagger the use of workstations, lab benches, or other areas so that individuals are at least six feet apart in all directions (e.g. side-to-side and when facing one another). You may not reorganize the room and all occupants must wear a face mask at all times. Buildings & Grounds has installed physical barriers in accordance with OSHA standards where appropriate.

Limit the use of shared workstations (e.g. "hot-desks"). If two or more individuals must use the same workstation, each person must clean and disinfect it before and after use. Buildings & Grounds will provide authorized rooms with spray disinfectant and paper towels for cleaning.

Minimize the sharing of equipment and devices. All shared equipment/devices must be thoroughly disinfected between use by different individuals.

The small cafés in the Science Building and at the front of the library will offer “grab and go” food services.

Use stairs rather than elevators whenever possible. To limit cross traffic, staircases are demarked for moving up or down out within the building.

Elevator occupancy is limited to one or two occupants at any time (determined by size and demarked with floor decals). When two people ride the elevator at the same time, both must wear face masks.

Within buildings, walk on the right side of the hallway, thereby limiting interaction with those moving in the opposite direction. Do not linger in hallways or stairwells; momentarily passing another person does not significantly increase risk and is not considered “close contact.”

Adhere to social distancing when using restrooms. Knock on the outer door and, if the room is occupied, wait until the room is vacated before entering. Do not use stalls and sinks that have been blocked off for distancing.

Personal Protective Equipment (PPE)

Everyone on campus is required to wear an acceptable face mask if engaging with other people in close proximity, that is, within six feet of another person. Individuals must be prepared to don a face covering if another person unexpectedly comes within six feet.

Acceptable face coverings include, but are not limited to, cloth coverings (e.g., homemade sewn, quick cut, bandana), surgical masks, and face shields.

Cloth, disposable, or homemade face coverings are not acceptable for workplace activities that typically require a higher degree of protection due to the nature of the activity (e.g., if working with flammable materials or chemicals, ensure face coverings are flame resistant).

Everyone is expected to use appropriate PPE both while traveling to campus and while on campus.

Queens College will provide masks and, where appropriate, gloves. Everyone is expected to appropriately clean and/or discard their PPE. To learn how to appropriately put on/take off and clean PPE, see [CDC PPE Guidance](#).

In Case of Possible COVID-19 Exposure

Anyone who has symptoms (fever, cough, difficulty breathing, body aches, chills, or a new onset of extreme loss of sense of smell or taste) must stay home.

Anyone who has been on campus and believes they have been exposed to COVID-19 must fill out this [form](#).

Queens College will track and trace any known COVID-19 cases on campus and contact anyone who has potentially been exposed. The college will notify the Central Office of instances of positive cases as part of established communication protocol.

Should a QC member seek to return to campus after a suspected or confirmed case of COVID-19, or after having close or proximate contact with a person with COVID-19, the college will follow the DOH's "[Interim Guidance for Public and Private Employees Returning to Work Following COVID-19 Infection or Exposure](#)" regarding protocols and policies.

All QC members are expected to follow this guidance and campus signage reminding everyone to cover their nose and mouth with a face mask; follow hand hygiene, and cleaning and disinfection guidelines; follow appropriate respiratory hygiene and cough etiquette; properly store and, when necessary, discard personal protective equipment; adhere to physical distancing instructions; and report symptoms of or exposure to COVID-19 using the [QC COVID-19 form](#).

Residence Hall

The Summit Apartments are open for the Fall 2020 semester. Staff have begun contacting residential students to provide move-in details. If you have questions, you may reach the Summit staff at Housing@QC.cuny.edu.

Assistance and Resources

Adherence to these guidelines will be monitored by Coronavirus Campus Coordinator William Graffeo and Coronavirus Campus Liaison Parmanand Panday.

Please report unsafe conditions (anonymously, if you so choose) to any one of the following:

Ad Hoc Working Group on Reopening (AHWGR) ReturntoQC2020@qc.cuny.edu	Director of Public Safety & Security Beth.LaManna@qc.cuny.edu (718) 997-5912
William Graffeo Director of Environmental Health & Safety william.graffeo@qc.cuny.edu (718) 997-2881	Meghan Moore-Wilk Chief of Staff Meghan.moorewilk@qc.cuny.edu (718) 997-5559
Zeco Krcic Assistant Vice President Facilities Planning & Operations Zeco.Krcic@qc.cuny.edu (718) 997-2803	Parmanand Panday Office of Environmental Health and Safety parmanand.panday@qc.cuny.edu (718) 997-4171

Employee and Student Assistance and Resources

[Queens College - Coronavirus](#)
[QC Coronavirus - FAQs and Resources](#)
[QC Reopening Guidance](#)
[Special Services for Students with Disabilities](#)
[Health Services](#)
[Human Resources - Benefits](#)
[Emergency Phone Numbers](#)
[CUNY Benefits and Wellness](#)
[Center for Teaching and Learning](#)