

## **NYU RETURNS: FALL 2020 OPERATIONAL READINESS OVERVIEW**

### **INTRODUCTION**

The NYU Returns strategy for Fall 2020 focuses on safety, academics and flexibility for our students, staff, faculty and community. In order to achieve that goal, NYU created a university-wide effort with six primary workstreams staffed with community members from across all areas of NYU: Public Health, Research, Academics, Student Affairs, Global and Operations.

This document provides an overview of some of the key building, infrastructure, classroom and information technology activities to support a safe and successful NYU Fall 2020 operation. We are not revisiting in this document the extensive work and efforts already underway or completed in collaboration with Human Resources for NYU Returns Plans for staff, faculty and student workers. For more information about Returns Plans, please contact: [nyu.returns.plans@nyu.edu](mailto:nyu.returns.plans@nyu.edu).

The success of the NYU Returns: Fall 2020 Program relies on each of us and our individual compliance with Public Health guidelines and extends to our buildings, infrastructure, operational practices, classrooms, offices and technology services. Guided by NY State, CDC, City and NYU's Public Health team, we are committed to providing protective equipment, training, enhanced cleaning and building protocols, technology improvements and innovations to support our academic and administrative success in these unprecedented days of Covid-19. Beyond our individual behaviors like facial coverings, handwashing and distancing indoors, NYU has implemented a number of operational readiness plans to support both the individual community member and our collective academic and administrative work this Fall.

The Operations workstream includes a range of large-scale tasks including; the procurement and disbursement of Personal Protective Equipment; Building Layouts, Readiness and Cleaning; Developing and Deploying an IT Plan; External Collaborations with our landlords and external relationships to align with New York State and CDC reopening guidelines.

As a follow up to this document, each Dean, Unit, Building Manager and designated NYU Returns Plans contacts (often a combination of Human Resources Officers, Associate Dean or Financial Officer) will receive a detailed report with relevant school-unit specific information.

It is with gratitude to so many that we are able to share this update, which will continue to evolve as we classes begin and throughout the fall. This document is possible thanks to the tremendous efforts and collaboration across school, department, program, global, central and external partners. Please share your comments, concerns and additional questions with us: [nyu.returns.operations@nyu.edu](mailto:nyu.returns.operations@nyu.edu). Please continue to visit the [NYU Fall Returns Hub website](#) which is updated regularly.

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**PERSONAL PROTECTIVE EQUIPMENT (PPE): Procurement & Distribution Plan**

NYU will make available protective personal equipment (PPE) to students, faculty, and staff through central distribution points, Public Health Ambassadors across campus and within departments and programs where needed. Many departments, programs and units have dedicated their limited onsite staff to direct academic and administrative support of faculty and students and do not have the available time to manage inventory, and distribute PPE locally. While PPE inventory is primarily centralized, departments and programs can keep local inventory in the event of broken or damaged PPE. This will also help us monitor inventory of very hard to get items like small sanitizers and thermometers and to ensure that community members have what they need before they enter NYU buildings. Vendors and visitors will also be provided PPE if needed in order to enter NYU buildings. The standardized PPE kit for students includes facial coverings, 4 oz hand sanitizer and an NYU Public Health Checklist . Thermometers will also be distributed to undergraduate students in welcome kits in residence halls and available at the distribution locations. Kits or individual PPE are available for pick up by off campus students, graduate students, faculty and staff.

PPE is available for pick up at one of the distribution locations or by pre-arrangement for a school, department program or unit, which may not be conveniently located near a center, to store small amounts of extra PPE locally and have the staff onsite to manage it. Distribution locations include multiple sites in ground floor spaces near Washington Square, Brooklyn and the Health Corridor (see diagram). The sites are staffed from 8:30-5:00pm by NYU personnel. NYU community members can come by anytime during those hours to get a face covering or in the event that they forgot or damaged theirs.

Departments and units can arrange to pick up incremental inventory to have onsite in the event that someone in the department damages a face covering, for example, while in the department or administrative office. Students in residence halls will receive PPE at move-in. All other students are invited to come to any distribution site.

Please reach out with additional questions or concerns to [nyu.returns.ppe@nyu.edu](mailto:nyu.returns.ppe@nyu.edu)

**PPE Details: Who, When, What, Where & How**

**Who: Five distinct user groups for distribution**

**Students**

- (1) UG Students in housing
- (2) UG Students commuter/off campus/hotel
- (3) Graduate students

**Employees**

- (4) Staff/Faculty
- (5) One-offs (broken face coverings, visitors)

**When: Student, Staff and Faculty Arrival Waves & Estimates**

<b>Group</b>	<b>Est #'s</b>	<b>Data source</b>
<i>Wave 1, August 9-21</i>		
• UG Students in NYU housing early arrivals	2,776	Quarantine group
• Graduate students /Law	244	Law/Grad housing
• Staff/Faculty	4,100	Return to NYU team
<i>Wave 2, August 29-September 2</i>		
• UG students in NYU housing	3,724	Data from ORLH
<i>Wave 3, September 2-18<sup>th</sup></i>		
• In person/Blended Course Students <b>NOT in NYU Housing</b>	11,000	Registrar's office
<i>Ongoing-September 18-December 21</i>		
• All groups	18,000	Return to NYU team

**Where & How: Planned Distribution**

User Groups	Location** (where)	Supporting departments/personnel (by whom)	Method (how)	Times (M-F)
(1) UG Students in housing	Residence halls at check in	ORLH, CBS, FCM, Mail	Care packages Table top	Upon Arrival
(2) UG Students commuter/off campus	Kimmel Center 2nd floor  383 Lafayette downstairs conference room	CS, Admissions, SA, PS, FCM, Ambassadors, Athletics, one card, Mail	Table top distribution (6 ft tables)	10:00 am-6:00 pm
(3) Graduate students	Kimmel Center 2nd floor  383 Lafayette downstairs conference room	CS, Operations Staff, Public Health Ambassadors	Table top	10:00 am-6:00 pm
(4) Staff/Faculty	Palladium 13th street lobby  Skirball Lobby	UHR, FCM, PS, mail, Provost's office, schools	Table top	9:00 am- 5:00 pm
(5) One offs	Vendgo (15)	PS, CS, FCM, mail	Vendgo Machines	24/7

\*supplies delivered, then schools self-manage distribution including-ISAW, SPS Midtown, IFA

\*\* for general distribution ADA access, minimum 500 sq. feet for staff, table and lines, social distance is 36 square ft per person.

- 2 staff persons (72 sq. ft)
- 2 -six-foot tables (36 sq. ft.)
- 8-10 ppl in line (360 sq. ft.)
- Wayward, “stand here” signage

\*\*1 pager (maybe double sided) Communications- Keep Each Other Safe (SHC owns the document, collaborates with office of public affairs/communication)

1. One for students in quarantine arrival
2. One for students in NYU Housing
3. One for commuter/off campus/hotel
4. One for students in a quarantine /isolation situation

PPE Distribution Locations



- X = Student distribution location
- O = Staff/faculty distribution
- = School/self-distribute due to timing or distance includes ISAW (15 E. 84th), IFA (1 E 78th Street) SPS (11 W 42nd, 15 Barclay St), Dental/Nursing (433 E 1st St); others may store some PPE locally for internal purposes.

**PPE: Procurement & Delivery Schedule**

<b>Items (the what)</b>	<b>End user groups (to whom)</b>	<b>Quantity ordered</b>	<b>Unit inventory (3rd Ave. warehouse)</b>	<b>Balance</b>	<b>Item arrival date</b>
<b>Disposable Masks (TBD)</b>	1. Students (UG, Grad*) 2. Staff/Faculty 3. Visitors	386,172	386,172	0	Delivered
<b>4oz. sanitation bottle (1 pp)</b>	1. Students (UG, Grad*) 2. Staff/Faculty	100,000	100,000	0	Delivered
<b>Oral thermometers (1 pp)</b>	1. UG students 2. Employees (case by case, p/u only)	35,000	19,800	-15,200	19,800 Delivered
<b>Reusable Masks (3 pp)</b>	1. Students (UG, Grad*) 2. Staff/Faculty	187,000 137,700 (regular) + 34,200 (larger)	0	-172,000	15,000 received 8/14
<b>Keep Each Other Safe**</b>	1 pg. communication to Students (UG, Grad*)	TBD	0	0	TBD
<b>Reusable Bags</b>	All students, Staff faculty TBD	15,000	0	0	TBD

## **BUILDING READINESS**

NYU's building readiness planning is grounded in NY State, CDC and NYU Public Health guidelines for safe opening for Higher Education Institutions. This includes signage, hand sanitation, enhanced cleaning protocols and includes enhanced cleaning rotations for every building and additional supplies for self-help cleaning and hand sanitization.

### **Hand Sanitizing Stations & Materials**

Hand sanitizing is a key part of the readiness plan. In alignment with New York State and CDC Guidelines around washing and cleaning hands to help prevent the spread of Covid-19, NYU will provide hand hygiene stations, as well as distribute personal hand sanitizers to students in alignment with NY State and public health guidelines. We will monitor usage and needs and adjust the approach accordingly.

**For hand washing:** soap, running warm water, and disposable paper towels in restrooms throughout campus.

#### **For hand sanitizing:**

We have prioritized the following common areas:

- Main ground floor lobbies near entries, exits and elevators
- For every classroom (Wall mounted, 1-gallon containers)
- On building floors that do not have access to an available restroom or sink to wash hands
- Near office pantry or eating areas when a sink is not available or nearby
- In customer service areas (e.g., StudentLink Center, Public Safety Card Center, Bobst circulation desk)
- In populated administrative office spaces (where needed).

**Current Hand Sanitizer Locations:** NYU currently has 571 dispensers across 107 buildings serviced and refilled by CBS cleaning service. Resupply and additional dispensers, to include areas listed above, are contingent upon and currently impacted by supply chain shortages.

**Additional Hand Sanitizer Stations:** NYU has ordered 3,200 gallon containers of hand sanitizer and 1500 wall mounted brackets for placement adjacent to classrooms and other strategic locations.

**Small Individuals Bottles:** As a part of NYU's initial back to campus Public Health kit, NYU has procured 100,000 individual hand sanitizer bottles which will be primarily provided to students through the NYU Public Health Ambassadors and at campus-based PPE distribution locations. NOTE: At present, there is not a plan for refreshing the 100K 4 oz bottles after



disbursement.

The above recommendation provides a variety of hand-sanitizing options and employs a practical, logical and sustainable effort to blend hand washing and sanitizer use. This focuses the placement of dispensers to needed areas, helps facilitate our ability to sustain our inventory of dispensers, and encourages hand washing as recommended by health officials.

**Disinfectant Spray:** In addition to the hand sanitizer stations, NYU will be providing disinfectant spray and paper towels to students, faculty, and administrators to sanitize their immediate area and surroundings. The disinfectant spray is prepared by dropping a disinfectant tablet into a 1-quart spray bottle and filling that bottle with tap water. This method not only allows individuals to easily replenish their supply, but is also sustainable in that the same spray bottle can be re-used over and over again. To that end, our initial order has been 26,000 disinfectant tablets (which will make 6,500 gallons of disinfectant) and 5,700 spray bottles. We have recently ordered an additional 26,000 disinfectant tablets, as well as another 4,200 spray bottles.

**Disinfectant Wipes:** Due to current supply chain issues, NYU limited the supply of disinfectant wipes to larger classroom sizes (those with in-person attendance of 25 or more students). Our initial disinfectant wipe order was for 1,350,000 individual wipes. We have recently ordered an additional 1,120,000 disinfectant wipes to help replenish the wipes for the above large classes. As we move forward, and the supply chain for disinfectant wipes becomes more favorable, we will evaluate the effectiveness and balance between utilizing disinfectant spray and paper towels vs utilizing the disinfectant wipe.

**Computer Keyboard and Mouse Covers:** We have ordered 16,000 keyboard covers and 20,000 mouse covers for computers located in staffed computer labs. These covers are disposable one-time use covers to address concerns regarding multiple persons using the same keyboard and mouse.

## **HVAC (Heating, Ventilation, Air Conditioning)**

NYU's facilities teams have reviewed the HVAC systems in all NYU buildings and where needed have made improvements which include one or more of the following. Your school or unit will be provided with details building by building in an upcoming document.

The following measures will be implemented in connection with our HVAC systems (in every building):

- Increase outdoor air ventilation during low occupancy hours
- Disable demand control ventilation in all locations that have it
- Open minimum outside air dampers to the extent possible to minimize the recirculation of air
- Bypass energy wheel recovery ventilation systems where installed
- Upgrade all filters, where applicable
- Implement more frequent filter changes
- Purge HVAC systems daily pre-occupancy
- The air in the NYU Residence Hall rooms is contained within the individual room and does not mix with air from other rooms.
- Supplement filtration with portable HEPA units, where necessary

Prior to resuming operations on campus, facilities HVAC programming will also be adjusted. The process will include:

- Adjust building controls programming to incorporate the measures above (any laboratories that already run on 100% outside air would do not require adjustments)
- Complete required preventative maintenance on system components

## **BUILDING CLEANING ROTATIONS & SCHEDULES**

NYU buildings will be cleaned on enhanced schedules and disinfectant protocols for Fall 2020 detailed below.

### **Cleaning & Disinfection Objectives**

Conduct regular cleaning and disinfection of facilities and more frequent cleaning and disinfection for high-risk areas used by many individuals and for frequently touched surfaces. Examples of frequently touched surfaces include: public desks and chairs, counters, tables, door handles, door push plates, handrails, appliance surfaces, drinking fountain buttons, shared computers and keyboards, shared phones, and light switches.

Cleaning and disinfection will be rigorous and ongoing and will be at least daily, and more frequently as needed in high traffic locations.

As recommended by the CDC, hand hygiene is also an essential precaution through handwashing using soap, warm water, and disposable paper towels. As such, there will be increased monitoring of restrooms throughout the campus, especially in high traffic locations to ensure an adequate supply of hand soap and paper towels, as well as sufficient trash removal to match the increase in usage.

### **Building Traffic Type**

As mentioned earlier, the frequency of cleaning and disinfection will be in line with the occupancy, risk, and traffic flow of each respective location. Specific locations were classified into categories based on this criteria and cleaning and disinfection frequency has been tailored to each location based on usage, occupancy, and risk.

The building locations are classified into one of three Categories (High, Medium, Low) as follows:

1. **High Traffic** = High traffic building, multiple students, outside visitors, and occupants going in and out of the building. Also includes locations at a higher risk (i.e. if the building dispenses health services, etc).
2. **Medium Traffic** = Medium Traffic Building. Has reduced outside traffic of visitors and students. Can have a high occupant load, but has reduced non-occupant visitors.
3. **Low Traffic** = Low Traffic Building. Low building occupants and has limited outside visitors.

Student dorms are mostly classified as High, some smaller dorms (i.e. 7<sup>th</sup> Street) are classified as Medium.

### **Cleaning and Disinfection Protocol (PRE-COVID AND POST COVID PRACTICES):**

Highlighted below is our approach towards addressing:

- High Touch Points,
- Communal areas (Conference Rooms, Pantries, etc),
- Restrooms, and
- Classrooms.

### **High Touch Points**

Staff will clean and wipe down high touch points with an EPA-approved disinfectant against COVID-19. Examples of high touch points are those surfaces touches by many different people, such as entrance handles, bathroom handles, handrails, stairwell door handles, elevator buttons, drinking fountain buttons, etc.

Pre-Covid Action: Routine p

Post Covid Action:

- *High Traffic* = Total 5x Per day. Disinfect high touch points 4 times per day (approx. every 2 hours), in addition, during the overnight cleaning, disinfect high touch points.
- *Medium Traffic* = Total 3x Per Day. Disinfect high touch points 2 times per day (approx. every 4 hours), in addition, during the overnight cleaning, disinfect high touch points.
- *Low Traffic* = Total 2x Per Day. Disinfect high touch points 1 time per day, in addition, during the overnight cleaning, disinfect high touch points.

**Communal Areas**

Staff will clean and wipe down communal area surfaces with an EPA-approved disinfectant against COVID-19. Examples of communal areas are conference room tables and chairs, pantry room counters, tables, chairs, and appliances, and copy machines.

Pre-Covid Action: Only general cleaning at the end of the day. Once per day. No disinfection.

Post Covid Action:

- *High Traffic* = Total 3x Per Day. Disinfect conference room table and chairs, copy machines, and pantry touch points 2 times per day (approx. every 4 hours). In addition, disinfect during the general cleaning at the end of the day.
- *Medium Traffic* = Total 2x Per Day. Disinfect conference room table and chairs, copy machines, and pantry touch points 1 time per day. In addition, disinfect during the general cleaning at the end of the day.
- *Low Traffic* = Total 1x Per Day. Disinfect conference room table and chairs, copy machines, and pantry touch during the general cleaning at the end of the day.

**Restrooms Cleaning Protocols**

Restroom cleaning consists of two levels of cleaning and monitoring, namely, Full Restroom Cleaning and Restroom Policing. Full Restroom Cleaning is generally performed at the end of the day, when there are limited occupants in the building and Restroom Policing is performed throughout the day. The description of the two levels of activity is highlighted below:

Full Restroom Cleaning involves:

1. The Restroom is temporarily closed while being cleaned.
2. Sinks, countertops cleaned and disinfected.
3. Toilet bowls and urinals cleaned (inside and outside).
4. Urinal sanitizer replaced (if required).
5. Toilet bowl and urinal handles cleaned and disinfected.
6. Mirrors cleaned.
7. Re-Stock and refill dispensers (soap, paper towels, hand soap, sanitary products).
8. Clean all dispensers.
9. Clean wall partitions.
10. Spot clean restroom walls.

11. Empty and clean trash receptacles.
12. Check floor drains and fill with water (if required).
13. Damp mop floor.
14. General inspection of the area.

Restroom Policing involves:

1. The Restroom remains in service (with the exception of the Ladies Room, if the custodial staff is male and the Mens Room, if the custodial staff is female).
2. Wipe standing water from sinks, countertops, and floor.
3. Clean high touch points.
4. Re-Stock and refill dispensers (hand soap, paper towels, toilet paper, sanitary products).
5. Empty and clean trash receptacles.
6. General inspection of the area.

Pre-Covid: Full cleaning and disinfecting at night. Checked 2x Per Day.

Post Covid:

- *High Traffic* = Full cleaning and disinfecting at night. Checked 4x Per Day. Disinfect facet handles during checks.
- *Medium Traffic* = Full cleaning and disinfecting at night. Checked 3x Per Day. Disinfect facet handles during checks.
- *Low Traffic* = No change in frequency, but disinfect facet handles during checks. Full cleaning and disinfecting at night. Checked 2x Per Day.

**Classroom Cleaning:**

While physical in-person attendance is expected to be at a lower level than in previous years, with the return of academic semester, students and faculty will begin utilizing classrooms and other academic instructional spaces throughout campus. Pre-Covid: General cleaning once per day at the end of the day. Removal of trash once per day at the end of the day. Set-up the seating in preparation for the next day's first class. No disinfecting high touch points or areas.

Post Covid:

- Disinfectant wipes will be provided for classrooms with high attendance (25+ students).
- Disinfectant spray and paper will be provided for classrooms with 24 students or fewer.
- Hand sanitizer will be provided for each classroom and instructional area.
- Faculty and Students will be responsible to wipe and clean their respective space and area that they will be in contact with when in class. This may include their writing surface, their seat, keyboard, music stand, piano keyboard, other instruments, etc.
- Provide additional trash receptacles (both inside and outside classrooms).
- Remove and empty full trash receptacles as needed and allowed.

- Disinfecting high touchpoint surfaces, such as writing surfaces, chairs, music stand, etc as well as once per day full cleaning of every classroom.
- Set-up the seating in preparation for the next day's first class
- Refill the disinfectant spray bottles, disinfectant wipe and hand sanitizer dispensers.

The density of academic scheduling limits many classrooms from being cleaned between every single class session. In addition to daily cleaning and disinfectants described above, all classrooms are supplied with extensive self-cleaning supplies. The classrooms will be occupied only by people wearing facial coverings, using hand sanitizers (provided) and maintaining distance and each person's help in maintaining the classroom makes a difference. As in all other areas of the campus, it is critical for each of us to contribute to our collective health by practicing the guidelines from NYU Public Health.

### **Cleaning and Disinfection Record Logs**

Maintain cleaning and disinfection logs that include the date, time, and scope of cleaning and disinfection.

Pre-Covid: No Record Logs required.

Post Covid: Records of cleaning and disinfecting will be kept on a daily basis. Each building will be assigned a unique QR scan code. As workers complete specific cleaning/disinfecting tasks in each building, they will input that completed task into an app and database. Cleaning and disinfecting records by task, by floor, and by building will be made available to anyone that scans the unique building QR code.

### **References:**

1. NYS Reopening New York, Higher Education Guidelines.
2. NYS Department of Health, Interim Guidance for Higher Education During the Covid-19 Public Health Emergency.
3. CDC, Guidance for Cleaning and Disinfecting Public Spaces, Workplaces, Businesses, Schools, and Homes.

NOTE: If you have departmental needs to purchase additional amounts of internal office cleaning or smaller shared spaces, please do so through I-buy. Questions can be directed to [nyu.returns.ppe@nyu.edu](mailto:nyu.returns.ppe@nyu.edu).

## **BUILDING SIGNAGE, TRAFFIC FLOW, SPECIALIZED PPE AND INSTALL SCHEDULE**

Your safety is paramount. To maximize your safety, you will see changes throughout the campus to support physical distancing and hygiene.

NYU signage for wayfinding and protocols have been developed and standardized by University Relations and Public Affairs. NYU has worked with each school and unit through Deans, Unit heads and Facilities Managers to define signage and way-finding priorities for their shared spaces, classrooms and in support of their local students, faculty and staff. Signage for these areas is being secured and installed by NYU central facilities and construction management teams. NYU has developed 22 Covid related signs and has ordered over 89K signs to be placed across 126 facilities. Additional PPE such as clear partitions for public-facing areas or specialized equipment for instruction is being coordinated through Facilities Managers for each building and through the weekly Academic Coordination and Logistics meeting with invited participants from every school. As a follow up to this document, you will receive detailed information about signage and additional PPE based on your building location. With questions pertaining to specialized for instructional purposes, please contact [nyu.returns.operations@nyu.edu](mailto:nyu.returns.operations@nyu.edu).

### **Signage Templates and Downloads**

NYU is providing signage in every building in common areas, stairwells, hallways, classrooms and restrooms to guide building usage in alignment with health and safety guidelines.

- Your building or facilities manager is responsible for the ordering and placement of protocol and way-finding signage. Please contact them first before ordering additional signage.
- For additional or replacement signage, you or your building manager can order them through the i-Buy marketplace by clicking on the NYU Reprographics Tile in the print category. Select COVID-19 signs from the top navigation tab.
- As mentioned, the toolkit is intended for use by graphic designers. If you are not a graphic designer, we strongly recommend you contact Stephen Kaldon at NYU Reprographics who can create additional signs for you.

NOTE: If you have specific areas within your spaces such as a copier area, internal conference room or kitchen area that you wish to provide signage for, please coordinate first with your building or facilities manager. NYU has created templates which can be printed or ordered through i-buy. NYU's website provides access to [templates and downloads](#).

## **Building Entry, Exit & Workspace Protocols**

- To expedite entry and egress, please use designated entrances and exits.
- Building entry requires the completion of the [NYU Daily Screener](#)
- Before entry, all visitors and employees are expected to don [facial covering](#)
- Hand sanitizers will be available.
- Where possible, hover your ID card over the card reader (no need to touch the scanner).
- [Social distance](#). There may be a line to get into the building.

## **Entrances and Doorways to Secure Areas**

Some areas within a building require additional swipe or biometric access to enter. Please do not prop open doors or hold doors open for others who must log in separately. Propping open doors can pose concerns with security, fire code, or accessibility.

## **Lobby and Reception Areas**

Upon entry, follow the directional signs on the floors and walls. They will direct you where you can go and help provide social distancing markers. Depending on the building, you may see some clear partitions barriers. Please follow all signage and instructions of staff.

- All entrance lobbies will have a hand sanitizing station. The number and location will vary by building.
- Signs will be posted alerting visitors and employees on the requirement for [screening](#) and wearing [facial covering](#).

## **Leased Space Building Access Protocols**

Although they are not working at an NYU owned facility, NYU employees in leased buildings are expected to have a facial covering on at all times and follow the same protocols as NYU owned buildings. Your facilities manager will alert you if your building requires you to follow additional protocols. (See NYU External Partner section of this document.)

## **Time Clocks**

As a precautionary measure, and in order to help thwart the spread of coronavirus (COVID-19), we are temporarily suspending the use of the hand devices to clock in and clock out. Timesheet approvers should enter daily schedules using the timesheets in myTime for all employees currently using a hand device to clock in and clock out. Timesheet approvers should record approved time off (including vacation and sick leave) in accordance with the applicable provisions of the CBA and University guidelines. The Vice President for each area (or their designee) will provide further guidance on the method for employees to record their specific time in and time out.



Technical questions concerning myTime or the use of time clocks can be directed to PeopleLink at [askpeoplelink@nyu.edu](mailto:askpeoplelink@nyu.edu) or 212-992-LINK (5465). For all other questions, please contact the Office of Employee Relations.

## **Elevators**

If possible, skip the line to the elevator and use the stairs. Because NYU will be reducing the occupancy of elevators, please allow those with accessibility challenges to get on first.

- Note and observe the maximum occupancy sign outside the elevator. If the maximum number of people are in the elevator, wait for the next elevator.
- No eating or drinking on the elevator.
- If transporting food or beverages, keep them covered at all times.
- Press elevator buttons with the rounded part of your pen or use your knuckle.

While traveling in an elevator or stair case, facial covering is required. While in an elevator or staircase it may not be possible to maintain the 6' social distance, but provide as much distance as possible.

## **Staircases**

If possible, use the stairs - NYU will be reducing elevator occupancy, increasing the line for elevators. Note directional signs. Depending on the building configuration, certain staircases will be designated as one way - for up or down only. Give people enough space to social distance.

- Avoid crowding in stairwells.
- Do NOT prop open any doors leading to stairwells.

## **Hallways**

All hallways should be treated as a public space. Follow [PPE protocols](#). Wearing facial covering will be a must. Because every floor and building is different, the use of one-way hallways may or may not be employed. If one-way hallways are present, obey the signage, which is there to reinforce social distancing. In your planning, please try to avoid lines or queuing in a hallway. Where feasible, hallways must be dedicated for allowing transit and maximizing social distance.

## **Restrooms**

NYU restroom configurations even within buildings and floors. Physical distancing should be maintained in restrooms wherever possible, using 6 foot distance and ensuring that masks are worn at all times. There will be paper towel dispensers in all restrooms. Paper towels can be utilized in connection with hand washing or to open doors, turn faucets, etc. There will be signage to reinforce the proper hygiene.

NYU will provide enhanced cleaning of bathrooms. If one notices that there is no soap or other sundries, please contact NYU Client Service Center at [contactcsc@nyu.edu](mailto:contactcsc@nyu.edu) or call 212-998-

1001. Please do not prop open bathroom doors. This allows us to respect the privacy of others and follow local ordinances.

### **Kitchen / Pantry / Break Rooms**

A department will assess if they wish to use these spaces. If a department wishes to temporarily close an area, please consult your building's facilities team. A department will need to balance the needs of their staff with any possible health concerns. These areas should not be used for gatherings.

During this period, leaving out unwrapped food in these spaces for office consumption is discouraged.

- Social distancing must be maintained at all times. These are considered public spaces so face coverings are expected with the exception of limited removal in order to eat. When entering the space, note the occupancy sign outside the room.
- Staggering lunches and breaks can help control traffic in these spaces.
- Do not use furniture if it is marked, "Not for Use." Please do not move furniture or chairs.
- While our building maintenance staff will clean high touch surfaces multiple times throughout the day, we will need your assistance to ensure these spaces are maintained.
- NYU encourages areas to maintain safe sustainability by using one's own cups, utensils, and plates. After use, they should be washed and stored in individual work spaces. If an area chooses to use disposable utensils and cups, please consult iBuy for sustainable options.
- Paper towels can be used to open appliances or turn on faucets or manipulate water coolers and even coffee machines.
- Water coolers, coffee machines, and microwave \ toaster ovens are still an option if one wipes them down or one uses paper towels to manipulate. Some options are having alcohol based wipes nearby to wipe down high touch surfaces and paper towels available to manipulate.

### **Staff Locker Rooms**

When entering the locker room, note the occupancy sign outside the room. There should be no more than 50% of the normal occupancy in the locker room. The available number of lockers will be limited (accessible lockers will continue to be available). If possible use your own lock. Hand sanitizer will be made available. There may be some smaller locker rooms which have been created within a department or program. Please check with your local administrator about available PPE in those internal rooms.

### **Copy \ Print Rooms**

It should be noted that the best way to limit exposure in these spaces is to be more sustainable and print less. With more people meeting virtually, send the information as a link or attachment. However, sometimes printing cannot be avoided. This is a public area and thus facial coverings and social distancing will be expected.

- Staff are encouraged to wash their hands after using the machines.
- If the department desires to utilize disinfectant wipes for the machines, they can purchase that supply through the IBuy Portal.
- If you see someone in the copy room and there is not enough room for social distance, come back later.
- If you will be printing large or complex jobs, consider utilizing [NYU's Copy Services](#).

### **Conference and Training Rooms**

Social distancing must be maintained at all times. Non-essential gatherings, even for meetings, are strongly discouraged. Conference and training rooms are considered public spaces so face coverings should be used. When entering the space, note the occupancy sign outside the room.

Social distancing must be maintained at all times. Non-essential gatherings, even for meetings, is strongly discouraged. Conference and training rooms are considered public spaces so face coverings should be used. When entering the space, observe social distancing (6 feet) when selecting an appropriate seat to take. If you want to formalize a maximum number of staff in the room, we can provide and put up the appropriate sign based on the SAPD guideline of 70 SF per seat.

NOTE: Not all seats or areas, for example internal department conference rooms, will have marked seating on where to sit or not to sit. But it will be the responsibility of department and the users of the conference room to ensure there is 6 feet separate and chose/select the appropriate seat to achieve that separation. If you would like to have inter

### **Shared Office Space**

Social distancing must be maintained at all times. These are considered public spaces so face coverings should be used with the exception of limited removal in order to eat. When entering the space, note the occupancy sign outside the room. Do not use furniture if it is marked, "Not for Use."

### **Single Person Offices**

Within single person offices, face coverings are not required if the door is closed. Face coverings should be used when moving from the office to other areas on the floor. Meetings should not be held within these offices.

### **Cubicles**

Work stations and seats will be arranged in a manner that provides a 6' distance to another workspace or seat. In instances where there is not a 6-foot separation, the Department is strongly encouraged to stagger the schedules of the adjacent staff and/or temporarily relocate staff so that there is a 6-foot separation. In most instances workstations will also have a partition that provides an additional element of separation. Persons seated at cubicles should wear a face

covering even with the 6' distance. Face coverings should be used when moving from the cubicle to other areas on the floor.

### **Lactation Rooms**

NYU will continue to provide access to private, dedicated spaces to comfortably and conveniently express milk. Lactation rooms will be cleaned throughout the day by personnel according to the [NYC Guidelines for General Disinfection Guidance](#). A reminder that these spaces are not to be used for any other purpose other than expressing milk. For more information on the spaces or to reserve a slot, see below

- [Accessing Lactation Rooms - Employees](#)
- [Accessing Lactation Rooms - Faculty](#)

### **EXTERNAL PARTNERS (LANDLORDS, ADDITIONAL LEASED SPACES)**

NYU has engaged directly with all our landlords to confirm alignment across landlord, NY State and NYU fall 2020 requirements for building and public health practices. We have also engaged with additional external partners to secure residential and student study spaces.

### **Landlord Collaboration**

NYU has communicated formally with each of our landlords to ensure they are aware and in alignment with Fall 2020 building entry and management protocols.

As NYU students, faculty, researchers and employees return to their offices, labs, classrooms and shared spaces, they are required to abide by the relevant safety and health protocols – wearing a face covering, physical distancing, and completing a daily screening (a digital survey). Face-to-face meetings in small offices should be avoided – use remote technologies when possible, and use larger venues that allow for physical distancing when face-to-face meetings are essential (the wearing of face coverings is mandatory).

We know that our leased spaces and corporate collaborators in New York City are held to the same [NY Forward](#) standards described here:.

We ask that each of our our landlords provide or affirm the following:

- Share their plan for operational readiness
- Require personnel in front facing areas to comply with NYU (or higher) safety standards.
  - o Complete a daily screener
  - o Wear a facial coverings in doors while on duty
  - o Maintain distancing (6-feet)
  - o Enhanced cleaning protocols

- Support compliance with NYU personnel by asking NYU or guests of NYU to show the daily screener clearance and wear a face covering

## **External Collaborations for Student Study Spaces**

Many NYU students will have a mix of online, in person and blended courses in the fall semester. Due to distancing requirements, NYU has engaged with external partners WeWork and KettleSpace to provide students with study spaces for general use, in between classes or to participate in an online session of one of the courses.

## **INFORMATION TECHNOLOGY OVERVIEW**

Information Technology plays a key role in the NYU Returns Fall 2020 Plan. Across all six primary workstreams, different technology services and tech-related solutions are being deployed in support of a safe and successful fall 2020 for academic and administrative operation. Some key services and enhancements to be aware of include:

### **Classroom and Instructional Technology**

350+ classrooms are being upgraded to Zoom Classrooms. This will provide a standard set of AV equipment, simple connectivity for in-person & online instruction, and enable remote AV support. Classroom upgrades will be completed before the semester begins. Additional retrofitting to accommodate specific requests can be accommodated after the semester begins.

Online guides and training for instructors are being developed, including instruction, a demonstration video and faculty teach talks in support of classes with in-person and remote students simultaneously.

### **Support for Global Classrooms**

The network bandwidth for Shanghai's VPN was expanded to accommodate the increase in students due to "Go Local."

Classrooms in Los Angeles and Washington, DC will be upgraded with new Zoom technology, in accordance with the Fall plans for opening. A network upgrade is planned for L.A., but on hold awaiting the local government's decision whether to allow higher ed to hold in-person classes this Fall.

## **NYU Classes Enhancements: Seat Assignments**

NYU Classes is being enhanced to include a seat selection feature for in-person classes. Students and/or instructors can access Classes to select/assign a student's classroom seating at the beginning of the semester to support health and safety measures.

## **Study Spaces and Reservations Systems**

Classrooms and other spaces on campus are being converted into areas where students can reserve a place to study. On- and off-campus study spaces will be available by reservation only to NYU community members. All spaces will be searchable via the NYU Mobile App.

## **Network Bandwidth**

In support of the Fall's hybrid approach with simultaneously remote and on-campus network usage, network bandwidth was increased by 50% and bandwidth in five dorms was increased from 1 to 10gig.

## **Upgrade and Expansion of Student Virtual Computing Options**

The Virtual Computer Lab (VCL) Platform is being updated from Apporto to AWS Appstream. Access to the new platform will be via the current link.

Available software applications remain the same. [Link to list of online software included in VCL](#)

## **Service Desk, Computer Lab and Walk-In Centers, Student Printing**

NYU IT is reopening its computer labs to align with social distancing requirements and to ensure access to computers with specialized software. The 3rd North and LaGuardia Coop labs will be available for students to reserve computer time.

All existing NYU IT print locations will be available for students to use. The Computer Lab on Kimmel 4th Floor is being converted into a printing service space with 7-8 printers. Drop-in study seats will be available in the space. Communications are being written and posted to encourage use of Mobile Print and "no touch" printing.

**ADDITIONAL RESOURCES:**

- [NYU Returns: Fall 2020 Website](#): The primary resource for extensive information about Fall 2020. Updated regularly and archives of all Covid-19 messaging sent out University-wide.
- [NYU IT Returns Webpage](#): The NYU IT Returns page provides links to general information about tech resources in support of the Fall 2020 term.
- [NYU Tech Telework Guide](#): Support and guidance for tech needed for telework.
- [Virtual Teaching Community](#): Overall guidance and support for instruction. Includes links to events and to school-based resources.
- [NYU IT Remote Instruction](#): Resource for technology tools and services in support of online, blended and in person courses. Focus on tools for remote collaboration between faculty, students and instructional design/technologists.
- [IT Equipment Cleaning Guidelines](#): Cross-school and IT unit collaboration on best practices for cleaning AudioVisual equipment.