

RETURNING TO COOPER

A GUIDE FOR STUDENTS, FACULTY AND STAFF
ON CAMPUS DURING FALL 2020



THECOOPERUNION

We are excited to bring a limited number of students, faculty, and staff back to The Cooper Union's buildings for the Fall 2020 Semester. While it will be a semester unlike any other, certainly with challenges, it will also present us with the chance to create and experience something extraordinary together. That is what we have been preparing for all summer, and we can't wait to welcome you back later this month, no matter where you will be.

For those who will spend time in any campus facility this fall, whether as a student taking a lab course, using the architecture studio, or any of the shops; as a faculty member using a classroom to teach a virtual course; or an employee providing critical functions to maintain operations; we have prepared this guide to orient you with the new protocols and safety measures developed for this semester. Please read thoroughly and complete the pledge at the end of the document, to recognize and commit to the shared responsibility we have to keep Cooper Union a COVID-safe campus and protect our fellow community members.

If you have any questions or concerns, please reach out to the Health and Safety Committee at healthandsafety@cooper.edu.

THE COOPER UNION HAS BEEN PREPARING FOR AN EFFECTIVE, RESPONSIBLE, AND SAFE FALL 2020 SEMESTER.

Leaders representing the Schools of Architecture, Art, and Engineering and the Faculty of Humanities and Social Sciences, and Departments Heads have been meeting weekly since March and have formed their own subcommittees within each of their academic and functional areas to determine the optimum formats for providing academic instruction in the Fall Semester. These at-least-weekly meetings of all key decision makers has enabled coherent, cohesive, and consistent decision-making across the college, as all key decision-makers are at the table. All of this has taken place in the background of a rapidly-evolving public health landscape and guidance from local, state, and federal authorities.

There have been a significant number of meetings and communications outlets within the Schools and Departments at the College to seek input from faculty, staff, and students to ensure that the plans for Fall Semester that are put in place reduce the risk of exposure to and spread of COVID-19; include a wide spectrum of ideas and insights into the College's return-to-campus planning; and reflect the College's values for diversity, equity, and inclusion.

The Cooper Union has engaged with Department of Health experts from the State and the City, as well as, regularly participated in meetings with other New York State and City Colleges to stay informed of the latest State and City directives that must be followed, and, to understand how other institutions are planning a safe reopening for their campuses.

As a result, The Cooper Union has developed a reopening plan for the Fall 2020 Semester which allows for primarily online, distance learning, allowing the academic semester to continue uninterrupted should there be a local outbreak or sizeable second wave of the pandemic. Students who cannot or prefer not to return to New York City will still be able to benefit from the rich academic offerings virtually. At the same time, the College is preparing maker spaces, studios, and laboratories for student work with plans for social distancing, managing building density, and cleaning.

The College's reopening follows the State's guidance for Higher Education.

The College also recognizes that these plans and our community members must be flexible as new guidelines are introduced or if the incidences of COVID-19 increase on campus, in the City or in the State.

The Reopening Plan requires a commitment by the entire Cooper Union Community to work together and follow the campus guidelines to ensure to the best of our ability that everyone remains safe.

THE COOPER UNION'S GUIDING PRINCIPLES FOR REOPENING

- Follow the relevant local, state, and national public health authorities regarding safety measures for the campus.
- Maintain the highest possible standards of teaching and research in the current COVID-19 context by establishing multiple modes of learning, teaching, research, and working for undergraduate and graduate education.
- Provide equitable solutions for students, faculty, and staff that prioritizes the health of the community including considerations for vulnerable populations and individuals who are concerned about health risks.
- Support the physical and emotional health and safety of students, faculty, and staff.
- Create flexible solutions to enable the campus to respond quickly to an evolving public health landscape.
- Create plans that uphold the College's values of diversity, equity, and inclusion to ensure that there is a pathway for success for all members of the Cooper Union community.
- Establish mutual community responsibilities to follow COVID-19 Protocols and Practices to prevent the spread of the virus. (see Community Pledge attached)

PREPARING AND MAINTAINING A COVID-19 SAFE CAMPUS

The Health and Safety Committee has provided guidance to the community regarding required practices to maintain a safe and healthy campus. This includes following the New York City Department of Health's guidelines for:

- maintaining social distancing of six feet or more;
- maintaining a density between 25 and 50 percent of total capacity in the buildings;
- requiring all faculty, staff, and students to wear masks while in the building;
- reminding everyone of the importance of regular hand washing;
- requiring everyone who enters a campus building to complete a daily COVID-19 health screen;
- supporting the New York City's contact tracing efforts; and
- preparing for a campus closure should the pandemic incidence increase on campus or in the City.

PREPARING THE BUILDINGS INCLUDING MAKER SPACES, STUDIOS, LABS, AND CLASSROOMS FOR SAFE USAGE

The Facilities Department has reviewed all current and potential spaces with the Academic Deans to provide on campus spaces for learning while maximizing social distancing. The team utilized a baseline social distancing tenet of six feet of minimum spacing between occupants, as well as a six foot instructional zone for supporting staff who may be guiding and/or overseeing students in their work. The following provisions will be implemented by the start of the semester:

- Some classrooms and multi-purpose spaces will be converted into studio spaces to increase capacity.
- Pedestrian traffic flows in each instructional space will be direct to minimize interactions.
- Signage and labeling will serve to reinforce social distancing and best practices.
- In certain spaces where traffic flow and individual interaction may not be able to meet the six feet social distancing, plexiglass shields are being installed to separate individuals.
- Access to campus buildings will be scheduled to ensure that social distancing and reduced density guidelines are maintained at all times. The Director of Security and Safety is responsible for all campus visits. Cooper Union's Schools and Departments will implement a reservation system for any student, faculty or staff member who needs to be on campus. These reservations must be approved by the Director of Security and Safety.
 - If you are enrolled in a course with an in-person component, you do not need to request access for this course. Your academic program will notify the Director of Security and Safety on your behalf.
- Building entrants will utilize an application, CU Safe, that allows everyone to provide their daily screening responses via a smartphone, iPad or other technology to ease and expedite their entry into buildings.

RESIDENCE HALL

In order to meet the social distancing standards as outlined by the New York State Guidelines, the number of students living in the Residence Hall will be reduced for Fall 2020. The demand for rooms has been significantly lower this year, and the current plan is to utilize vacancies to further reduce the number of students living in the apartments and sharing common space within the apartment. The current plan for Fall 2020 is detailed below:

- Each bedroom will have single occupancy, rather than double occupancy. The building capacity is 64 students and seven RA's and staff.
- The bathroom and kitchen will be shared by two individuals and will be considered a family unit.
- The College will provide wipe dispensers along with guidelines in each room to maintain healthy standards.
- The Facilities Staff will provide cleaning services in all shared spaces twice a week.

- The open lounges will not be available for use by the students in the Residence Hall.
- All Residence Hall students are required to have a COVID-19 test at a minimum of 14 days before arriving to campus. The results of the test are to be sent to covidreporthr@cooper.edu.
- Due to the national delay in COVID-19 test processing, it is anticipated that some Residence Hall students may arrive on campus prior to receiving their results.
- Staggered and scheduled residential move-in will begin up to 3 weeks before the semester begins to ensure social distancing at arrival (early move-ins will allow for personal items to be dropped off before departure until classes begin). All students may be accompanied by one adult.
- All Residence Hall students are required to have a COVID-19 test within 14 days of arriving to campus. The results of the test are to be sent to covidreporthr@cooper.edu.
- Staggered and scheduled residential move-in will begin up to three weeks before the semester begins to ensure social distancing at arrival. Students also have the option to move in personal items before beginning their residency. All students may be accompanied by one adult.
- All Residence Hall students will be required to quarantine in their rooms for 14 days regardless of where they have traveled from. This practice is implemented as the list of quarantine states is everchanging, and, with the national delay in COVID-19 test processing, some students may not receive their results before coming to campus.
- We have suggested that students move in with food to cover their 14-day quarantine period. Students who need to, may order groceries and food. Meal and food delivery is being scheduled and organized by the Residence Director and staff. Accommodations will be made for anyone with special needs.
- Our Guide to Residential Living and Housing Agreements have been updated to communicate compliance with required standards of practice under COVID-19 to keep everyone safe.
- Expectations for responsible behavior (face coverings, physical distancing, screening, etc.) will be clearly noted and communicated regularly to students. Every student will receive two cotton, reusable face masks.
- Hand sanitizing gel machines will be stationed on every floor along with the appropriate signage to remind the residents of COVID-19 protocols.
- The Student Affairs Department will remain in close communication to educate/reinforce protocols.
- Six rooms have been left unassigned to provide for isolation/quarantine space should it be necessary to quarantine/isolate residential students during the semester.

BUILDING HOURS

In order to allow for extensive cleaning of all campus buildings, the hours of the buildings will be:

Monday–Friday: 8 am to 10 pm | Saturday: 8 am to 6 pm | Sunday: 12 noon to 8 pm

The library will provide circulation and research services, but the library space will not be available to study or do work in order to keep density in the building low and minimize the risk of any groups congregating outside of physical distancing protocols.

The AACE Lab, Cooper Union's digital fabrication lab, will be open effective August 31, 2020 from 10 am to 6 pm, Monday through Friday for remote services only through the month of September. That week, there will be communication sent out to the community detailing how to submit projects to be produced and how work will be delivered to the creator of the work.

Each School and Department will be scheduling students, faculty, and staff in the buildings. Facilities will monitor a master plan to ensure that the density of the buildings remains below 50 percent density at all times.

No one may enter the buildings without scheduling their visit with the appropriate School or Department and complying with the appropriate screening requirements.

Most programming will be limited to virtual spaces. Any in-person meetings/events must be approved, scheduled, and comply with all related policies set by the Cooper Union.

Schools, Departments, faculty, staff, and students should plan to hold meetings virtually.

VISITOR POLICIES

During Fall 2020, Cooper Union will limit access to all buildings. This campus visitor policy is informed by State public health guidelines and aims to provide a consistent approach to screening that parallels the screening process that applies to all Cooper Union community members.

- Non-essential visits are not permitted until further notice.
- Events or social gatherings with external visitors will not be held in person until further notice.
- When feasible, appointments, demos, meetings, or sessions should be held virtually, until public health and State guidance permits them to take place in person.
- All deliveries (except for Mail Services) should be limited to the front entrance of the buildings.
- There will be no guests or visitors permitted in the Residence Hall. This includes non-residential students.
- Vendors will be required to follow all Campus Protocols including daily screenings and provide evidence of following NY State Guidelines for COVID-19.

MAINTENANCE SERVICES FOR A SAFE ENVIRONMENT

DAILY CLEANING

Regular cleaning and disinfection are critical to reducing the risk of exposure to COVID-19. The Facilities Department is utilizing current public health guidance to develop best practices for cleaning and disinfection. The Maintenance staff has increased the frequency of cleaning in high-traffic locations, such as studios, maker spaces and laboratories, hallways, restrooms, public reception areas, and elevators. The Maintenance staff will disinfect frequently touched surfaces at a minimum of twice per day, typically in the early morning and mid-day, including:

- Bathroom faucets, fixtures, and towel dispensers;
- Classroom lecterns and other surfaces that will be in use;
- Studios, Maker Spaces, and Laboratories;
- Public reception area countertops;
- Door handles and push plates;
- Elevator touchpads;
- Water fountains (drinking fountains will not be in use);
- Stair railings;
- Light switches

Products purchased for disinfection routines are all CDC approved to be effective against COVID-19. The Maintenance staff are trained on the appropriate use of cleaning and disinfection chemicals, wear appropriate PPE, and practice appropriate social distancing guidelines. A significant investment has been made in e-Misters and other state of the art disinfecting equipment to provide for best in practice cleaning services.

CLEANING AFTER SUSPECTED OR CONFIRMED COVID CASES

If an individual with a suspected or confirmed COVID case is found to be on campus, the campus will collaborate closely with the Local County Health Department (LCHD) before proceeding with cleaning and disinfection of the area. Procedures for cleaning and disinfection of the visited area include:

- Closing off the areas used by the individual with a suspected or confirmed COVID case;
- Opening outside doors and windows to increase air circulation in the area;
- Waiting 24 hours before cleaning or disinfecting the closed-off area to limit exposure. When possible, a wait period of 72 hours or more will be applied;

- Cleaning and disinfecting all areas and equipment used by the individual;
- Once the area has been appropriately disinfected, it can be opened for use;
- If more than seven days have passed since the individual visited or used an area, additional cleaning and disinfection is not necessary. Normal cleaning and disinfecting will be performed;
- PPE such as gloves, gowns, and masks will be used in accordance with CDC and New York State recommendations;
- All potentially contaminated trash will be placed in a plastic bag that can be tied closed before disposing with other waste.

HVAC CLEANING AND DISINFECTING

There are significant concerns regarding HVAC systems and the HVAC filters' ability to appropriately provide clean air protection from the virus. Following guidelines provided by the ASHRAE Taskforce for Building Readiness for COVID-19:

- The Cooper Union engaged a professional HVAC firm who has cleaned all air ducts in the Residence Hall, the Foundation Building, and 41 Cooper Square.
- The College has replaced the present coils with sanitizing coils.
- The College has upgraded the filters to Merv 11-13 (all approved for COVID-19 air protection). The filters will be replaced once a month instead of the standard three-month cycle to provide for maximum air protection.

PERSONAL PROTECTIVE EQUIPMENT (PPE)

- PPE and related materials in response to COVID-19 has been ordered by the Facilities Department with advice from the Health and Safety Committee as well as advice from the CDC, DOH, and other environmental consultants COVID-19 protection.
- The distribution of face coverings has been made a priority by the College. Two cotton, reusable masks will be provided to all students, faculty, and staff.
- Hand sanitizers will be available in all classrooms, workspaces, hallways, and lobbies. In spaces such as maker spaces, studios, and laboratories, disinfectant wipes will be available. Facilities will be responsible for replacing depleted dispensers on a regular basis.
- All students, faculty, staff, vendors, and visitors are expected to follow New York State and Cooper Union guidelines and requirements regarding face coverings, use of PPE, social distancing, and screening. Signage will be installed to remind people present in the building of these requirements.
- Provisions will be in place to ensure all employees and students have required PPE to be present on campus (e.g. classrooms, labs), or alternative arrangements will be provided.
- With guidance from the Office of Security and Safety, Schools, and Departments must ensure that contractors and visitors are provided with the applicable guidelines, policies, procedures, and any other required materials to ensure a safe environment.

SCREENING, TESTING, CONTACT TRACING AND QUARANTINE

TESTING

- All students, faculty, and staff will be required to take a COVID-19 test prior to returning for their initial re-entry to the campus. The results of the COVID-19 test are to be emailed to covidreporthr@cooper.edu.
- The College recommends calling the NYS COVID-19 Hotline at 888.364.3065 to find a testing site. The City Health Department can advise you on the testing sites closest to where you live and their current processing time. All of the sites that they recommend for testing are free. The rapid self-administered tests that you may see online have not been approved by the FDA or CDC.
- The guidelines for required retesting are still being developed by the City and State health officials. The College will follow those guidelines once confirmed. The Department of Health in New York City is recommended monthly retesting. The College will announce its plans for retesting in September.
- Anyone who tests positive for COVID-19 must isolate for ten days before returning to campus. A new negative test is not required after ten days of isolation. They will be directed by the DOH contract tracers and city officials when they may return to campus.

SCREENING

- Anyone scheduled to come to campus must complete a daily screening questionnaire. The CU Safe Application will be introduced to the Cooper Community the week of August 31, 2020. It will allow all students, faculty, and staff to complete their daily screening questionnaire, below, prior to coming to campus on their smartphone, iPads or other technology. There will be iPads in each building by the security stations for anyone who cannot download and fill out the questionnaire prior to coming to campus. The successfully completed application will allow the person entrance to the campus for that day.
 - Is your temperature about 100.3 F?
 - Have you test positive for the COVID-19 virus in the last 14 days?
 - Have you been with anyone who has tested positive for the Coronavirus in the past 14 days?
 - Do you have any COVID-19 symptoms – fever, loss of taste and smell, stomach issues, respiratory issues?
 - Have your recently traveled back to New York State from one of the states listed on the travel advisory list?

If you answer negatively to all of the above questions, you will be able to enter the building.

- Students, faculty, and staff who wish to come on campus and who have returned from a high burden state that is on the NYS Travel Advisory List must quarantine for 14 days from the time that they left the high burden state. You can call the NYS hotline (1.888.364.3065) for more information. International travelers must follow the Travel Advisory List as well.
- Following current NYS guidance and requirements regarding COVID+ and suspect COVID+ symptomatic students, faculty, and staff will be expected to stay home if they do not meet daily self-monitoring requirements.
- If symptomatic, students, faculty, and staff will be encouraged to be tested, start precautionary quarantine, and see their healthcare providers.
- If tested positive, employees must follow guidelines and isolate for at least 10 days.

CONTACT TRACING

- The New York City Department of Health has the primary responsibility for conducting contact tracing to ensure close contacts are sent home for precautionary quarantine and to be tested if needed.
- The Cooper Union has a team of twelve individuals certified by the Johns Hopkins Contact Tracing Program to provide additional resources and to coordinate with the City's contact tracers.
- Students, faculty, and staff may return to campus when released from isolation/quarantine by the local health department.
- Contact tracing will be initiated, implemented, and managed by the New York City Department of Health with support from the Cooper Union Contract Tracing Team.
- To effectively mitigate the risk of spreading the virus on campus, contact tracing will be done rapidly.

QUARANTINE/ISOLATION

- For all symptomatic and suspected cases, until test results are confirmed, the individuals should start precautionary quarantine immediately.
- All known close contacts of the symptomatic individual will be in precautionary quarantine immediately pending results; if the test result is negative, the symptomatic individual and close contacts will be released from precautionary quarantine.
- If a test result is positive, non-residential students, faculty, and staff will be advised to return home.
- Students who reside in the Residence Hall will remain isolated in a designated, quarantine room for 14 days.
- Any non-residential students, faculty and staff who cannot quarantine/isolate in their home/residence, should contact the NYC Hotel Program by calling the Health & Hospital COVID-19 Hotline at 844.692.4692.
- The City will mail cases and contacts a care package including masks, hand sanitizer, disinfectant wipes, snacks, and thermometers for anyone who reports their isolation and quarantine.
- Food will be delivered to the student in the Residence Hall while in isolation.

COMMUNICATION AND OUTREACH PLAN

Clear, concise, and timely communications efforts are critical to ensure knowledge of on-campus procedures. All relevant updates, especially as procedures are modified due to changing conditions, will be communicated through multiple communication channels including:

- A Return to Cooper Webpage with this information and additional updates will be established before the start of Fall 2020. It will include resources, communications, and safety information.
- The Health and Safety Committee will provide regular communication regarding current and changing COVID-19 policies and procedures aimed at ensuring that State and CDC guidelines for safety are followed.
- The Cooper Union will utilize its emergency text messaging system for urgent communications.
- As appropriate, social media channels will be utilized to share urgent information, updated procedures, and health/wellness guidelines.
- Email messages will be tailored to relevant groups, and messages to the campus will include relevant links to information.
- In the event of a positive COVID-19 case on campus, appropriate information will be shared with relevant parties, including location impacted and cleaning efforts, while incorporating patient privacy.
- All social media channels will be monitored in real-time to understand, address, and respond, as appropriate, to concerns, successes, and questions.

CLOSING THE CAMPUS

The College will monitor early warning signs of increased occurrences of positive COVID-19 activities on campus and share data with the New York City Health Department on an ongoing basis. The City presently recommends that cases that exceed three percent (3%) of the campus population should be cause for campus shutdown. New York State will move to pause when cases exceed five percent (5%). The College will continue to follow the daily reports from the Governor's office related to the data on any possible renewed spread of the virus in New York City and the State.

In the event the campus is required to ramp down or close operations due to future pandemic outbreaks, the following procedures will be implemented.

- All personnel scheduled to work on campus will be told to work from home with the exception of:
 - Essential personnel (Facilities, Security, Information Technology Services, etc.)
 - Non-Essential Personnel needing to access campus sporadically to fulfill an essential function
- Any personnel on campus will be required to follow all NYS DOH and CDC essential personnel guidelines including PPE and social distancing.
- Facilities will be closed wherever possible, maintained at base operational levels, and only accessible to essential personnel.

SHUTDOWN OF RESIDENTIAL HALL

- Students will be notified should the College or the Governor implement a one hundred percent Pause.
- Checkout will be handled using a socially distanced structure; appropriate distancing and masks will be required.
- Accommodations will be made, as possible, for international students or those with special needs to remain on-campus. Students living in the Residence Hall will be allowed to shelter in place until the end of the Academic Year, provided it is permitted by the state.

COMMUNICATIONS DEPLOYMENT

In the event of ramp down or closure of operations, the following communications strategies will be deployed:

- Email communications to all impacted students, faculty and staff with up-to-date information including moving out procedures for residential students, work from home procedures for personnel, and migration to online instruction for academic operations.
- Messages will be tailored to the relevant groups with links to appropriate information.
- A text message sent via the emergency text service will notify all students, faculty, and staff of the closure.
- Parents of residential students will receive email notification to assist in the shutdown and move out process.
- The cooper.edu website will remain up to date with the latest status.
- The campus will communicate with the following external organizations as follows should the shutdown of the campus be caused by an internal outbreak of the pandemic on campus:
 - Local Department of Health
 - City authorities
 - New York State Governor's Office

PERSONAL RESPONSIBILITY

PLEDGE

TO THE COOPER UNION COMMUNITY

This Personal Pledge recognizes our shared responsibility to do our part to prevent the spread of the COVID-19 virus on our campus. This pledge is meant for all students, faculty, and staff in the Cooper Union community.

As members of the Cooper Union we sign this social contract as each of us pledges to:

- Wear a face covering over our nose and mouth, at all times while on campus. The only exceptions to this requirement will be: 1) when alone in a private room with a closed door; and 2) when eating (though six-foot social distancing must still be maintained).
- Keep at least six feet apart from other people whenever possible.
- Complete the information on Cooper Union's self-screening app (CUSAFE) every day before coming to campus or at the security desk kiosk before entering the buildings.
- Stay home when sick or after possible exposure to COVID-19.
- Frequently wash/sanitize hands as a standard safety precaution.
- Follow signs and guidance posted throughout campus hallways and rooms.
- Participate in testing, contact tracing, isolation and/or quarantine protocols, when required.

Off campus, all members of the Cooper Union community are expected to follow city and state public health requirements, such as wearing a face covering and keeping proper physical distance away from others.

Cooper Union pledges to do its part, by:

- Implementing a Health and Safety Plan;
- Rigorously cleaning and sanitizing throughout the campus;
- Developing and carrying out symptom tracking and self-screening protocols;
- Supporting COVID-19 testing, contact tracing, quarantine and isolation, as necessary;
- Sharing information in a timely manner; and
- Providing basic health supplies for the community, such as face coverings, gloves, hand sanitizers and wipes.

Each of us has an important role to play. Together, we will do our part to prevent COVID-19 transmission by protecting Cooper Union students, faculty, and staff.

I agree to the terms and conditions stated above in this social contract. I understand that failing to live up to this pledge to the Cooper Union Community may have consequences regarding campus access.

Name (printed)

Signature

Date

