

	Policy Area	NYS Guidelines	UUP Guidelines	Notes and Analysis
Physical Distancing	Enforcing 6 ft Separation	<p>Mandatory:</p> <ul style="list-style-type: none"> -Requires face coverings if 6 ft distance not possible (including dorms/residences). -Follow NYDOH guidance on industry-specific operations. <p>Recommended:</p> <ul style="list-style-type: none"> -Ensure 6 ft distance at all times. -Reduce bi-directional foot traffic. -When positive cases are identified, consider restricting social contact and mobility across 	Requiring use of face coverings in the following social distance protocols are framed as bare minimum expectations.	
	Telecommuting	<p>Recommended:</p> <ul style="list-style-type: none"> -Take measures to reduce density and contact by reducing in-person workforce and increasing remote workforce. -Limit in-person presence to only employees necessary to be on campus. 	<ul style="list-style-type: none"> -Telecommuting should be promoted to the greatest extent possible until a vaccine or effective treatment is available. -Campuses should not compel employees back to campus whose presence is not critical to performing professional obligations. -Extension of telecommuting agreement through December 2020. 	While NYS guidance only recommends remote work as an optional strategy to reduce density and contact, UUP considers telecommuting to be a cornerstone of social distancing on campus.
	Accommodations / Vulnerable Individuals	<p>Recommended:</p> <ul style="list-style-type: none"> -Reopening plans should "consider" vulnerable populations who may not feel comfortable returning, and allow them to safely participate with accommodations. -Consider mix of in-person and remote classes to meet different needs of students. 	Employees who self-identify as high risk, or have high-risk family members, or have childcare issues must be allowed to telecommute	NYS guidelines are focused on needs of students only.
	Course Schedules and Modality	<p>Recommended:</p> <ul style="list-style-type: none"> -Consider mix of in-person and remote classes depending on student needs, technology, and other factors. -Stagger schedules to allow more time between classes. -Design class schedules to create cohorts or sections 	<ul style="list-style-type: none"> -Few specific recommendations for in-person vs. remote classes, but telecommuting protocols encompass need for remote instruction. -Staggered work obligations (including classes) should be offered to employees on voluntary basis. 	
	Close or Limit Access to Spaces	<p>Recommended:</p> <ul style="list-style-type: none"> -Restrict use of classrooms and congregation areas to maintain 6 ft distance (especially for shared workstations). -Determine facilities that will be closed to the general public. Limit small spaces to individuals, or 50% maximum capacity. 	<ul style="list-style-type: none"> -Close common areas to extent possible. -Limit number of people in cafeterias, libraries, and athletic facilities. -Meetings should be held virtually. -Limit access to certain buildings outside of scheduled appointments or activities. -Limit physical access to scheduled appointments, and replace with tele-appointments to the extent possible. -Allow employees to use rooms other than their personal work spaces for meetings and appointments. 	
	Modification of Spaces and HVAC	<p>Recommended:</p> <ul style="list-style-type: none"> -Modify/reconfigure spaces to ensure 6 ft distance. -Increase ventilation with outdoor air the greatest extent possible. 	<ul style="list-style-type: none"> -Modify spaces, conference rooms, and shared areas to ensure 6 ft distance when possible. -Install plexiglass barriers where employees cannot be separated from each other or from students by at least 6 ft. -Increase outdoor air ventilation, improve HVAC filtration, maintain ventilation equipment properly, disable demand-controlled ventilation, and run ventilation as long as possible or 24/7. -Rearrange or remove furniture in common areas. 	
	Dorms and Residential Life	<p>Recommended:</p> <p>Residential living plans should include capacity limits, enhance cleaning and disinfection, appropriate social distancing, face coverings, restrictions on nonessential gatherings and activities, Limited access by non-residents, and special housing for students with special needs.</p>	<ul style="list-style-type: none"> -Limit access to residence halls to residents only. No outside guests. -Capacity limits for rooms and buildings. -Allow residence life professionals' living areas to be more isolated from other residents. -Ensure that residence life professionals have ample supply of PPE. -Special training for residence life professionals and student staff. -Adjusted emergency evacuation procedures. -Change processes for move-in days. 	
	Gatherings and Events	<p>Recommended:</p> <ul style="list-style-type: none"> -Consider encouraging video or teleconferencing in lieu of in-person gatherings. -When teleconferencing is not preferable or possible, hold classes in open, ventilated spaces that ensure individuals maintain 6 ft distance. -Collegiate athletics must operate in accordance with forthcoming NYS guidance (not yet available). 	<ul style="list-style-type: none"> -For athletic events, follow NCAA's Sport Science Institute guidance for three-phase return. -Live performances and other public events should be limited until the safety of all people involved can be considered within a safety plan prior to the event. -Meetings and events should be held remotely online when possible. -Follow the Actor's Equity Association's four-part protocol for a live theater events (change venues and procedures, screen for coronavirus, etc). 	

Screening	Diagnostic Testing	<p>Recommended:</p> <ul style="list-style-type: none"> -Test students, faculty, and/or student-facing staff prior to or upon arrival. -If feasible, re-test 7 to 14 days after arrival. -At minimum, test students arriving from other states or countries upon arrival. Retest after 7 to 14 days. -Test upon development of symptoms. 	<ul style="list-style-type: none"> -All employees and students should be tested prior to returning to campus. Only those testing negative brought back to campus. -Develop a surveillance testing plan to test students and employees after returning to campus. An increase in the infection rates should trigger broader testing. -Rapid result diagnostic testing should be available to employees and students upon demand on campus. 	NYS guidelines do not require diagnostic testing upon arrival, or even upon development of symptoms. Retesting is even more lightly promoted, and surveillance testing is not even mentioned. UUP takes a more precautionary approach by requiring testing.
	Screening Procedures	<p>Mandatory:</p> <ul style="list-style-type: none"> -Implement mandatory screening practices for employees, students, and scheduled visitors. Must screen for 3 areas of health information. -Employees working on campus must be screened daily. -Students must be screened periodically as determined by institution. <p>Recommended:</p> <ul style="list-style-type: none"> -Perform screening remotely to the extent possible. -Develop testing systems on campus or self-testing systems, as able. -Implement screening for unscheduled visitors. -Limit visitors to invited guests only and require them to abide by all campus protocols. -Temperature checks may be conducted following DOH guidelines or Equal Employment Opportunity Commission. -At residential campuses, determine whether to separate students upon arrival until they can be tested and the test results return negative. 	<ul style="list-style-type: none"> -Employees working on campus should self-screen symptoms daily. They should not report to work, leave work as symptoms appear, and obtain testing as soon as possible thereafter. -Visitors should be screened for exposure, positive test results, and symptoms before allowing access. 	
Protocols for Positive Cases	Preparation	<p>Mandatory:</p> <ul style="list-style-type: none"> -Identify where students will reside and how daily needs will be met if they are exposed to, or infected with, COVID-19. 	Establish quarantine and isolation areas on campus that are physically separated from other individuals and residence halls.	
	Isolation and Quarantine	<p>Mandatory:</p> <ul style="list-style-type: none"> -Send any individual who screens positive for exposure or symptoms home, to their residence, or designated quarantine/isolation area. -Individuals who become symptomatic but have a negative test results should stay in isolation while sick and consult their healthcare provider. <p>Recommended:</p> <ul style="list-style-type: none"> -Refer to NYDOH guidance or protocols and policies regarding individuals seeking to return to work or class after a suspected or confirmed case of COVID-19 or close or proximate contact with an infected individual. 	<ul style="list-style-type: none"> -Employees who test positive or have symptoms should remain at home without charge to accruals until they test negative. Employees with identified exposure should remain at home without charge to accruals for a 14 day quarantine. -Create a designated quarantine space for faculty and staff who become sick at work or appear to have symptoms. Establish plans to assist them in getting home or to healthcare provider. -Students on campus who test positive or have symptoms should be quarantined in housing that is physically separated from other students in residence halls. 	
	Contact Tracing	<p>Mandatory:</p> <ul style="list-style-type: none"> -With local health departments, trace all contacts of individuals testing positive in accordance with the New York State Contact Tracing Program. Confidentiality must be maintained. <p>Recommended:</p> <ul style="list-style-type: none"> -Offer optional contact tracing and tracking technology (apps) to streamline contact tracing and communication. -Partner with local health departments to train staff and to undertake contact tracing efforts, where feasible. 	Contact tracing on campus should be performed in such a way that preserves confidentiality while rapidly identifying employees and students who have possibly been exposed to the virus.	

PPE / Safety Equipment	Use of PPE	<p>Mandatory:</p> <ul style="list-style-type: none"> -Acceptable face coverings must be worn anytime individuals come within 6 ft of another does not share a residence. (Acceptable face coverings include handmade, quick cut, and bandanna style masks). -Advise individuals that they are required to wear face coverings in common areas or situations where social distance thing is difficult. -Provide face coverings to employees who directly interact with students or members of the public at work, at no cost to the employee. <p>Recommended:</p> <ul style="list-style-type: none"> -Implement equipment as needed to limit the sharing of objects and the touching of shared service. 	<ul style="list-style-type: none"> -Face coverings should be supplied to ALL employees and students on campus. -Face coverings should be worn anytime there is potential for direct contact with other individuals. -Gloves should be provided to employees engaged in activities such as mail handling, custodial work, or anything that requires contact with high-touch surfaces. -N-95 masks should be reserved for healthcare workers until supply chain issues have been resolved, unless they are otherwise required by OSHA or other applicable health standards. -Medical grade PPE must be made available at sufficient quantities to protect campus healthcare workers. 	NYS guidelines only mandate face coverings for people who have direct contact with students or the public. What about incidental contact or exposure to coworkers? UUP guidelines are more comprehensive and precautionary
	Training	<p>Mandatory:</p> <ul style="list-style-type: none"> -Train employees on how to adequately put on, take off, and discard PPE. 	Employees whose job duties require PPE must receive training in its use.	
Hygiene and Cleaning	Federal and State Guidance	<p>Mandatory:</p> <ul style="list-style-type: none"> Adhere to hygiene, cleaning, and and disinfection requirements from the NYDOH and CDC. 	All federal, state, and local guidelines should be followed.	
	Handwashing and Sanitizing	<p>Mandatory:</p> <ul style="list-style-type: none"> -Provide and maintain hand hygiene stations throughout campus, including soap, running hot water, disposable paper towels, as well as alcohol-based hand sanitizer containing 60% or more alcohol when handwashing is not feasible. <p>Recommended:</p> <ul style="list-style-type: none"> -Make hand sanitizer available throughout common areas and use touch-free dispensers where possible. -Please receptacles for disposal of soiled items including PPE around the institution. -Provide disposable wipes to employees for commonly used surfaces. -Install touch-free amenities like water fountains and trash cans where feasible. 	<ul style="list-style-type: none"> -Hand sanitizer and wipes with at least a concentration of 60% ethanol or 70% isopropyl alcohol should be readily available and accessible to all employees. -Provide employees the time the need to clean their hands frequently. -Provide tissues, no-touch trash cans, and soap and water as needed. -Replace air dryers with paper towels. 	
	Routine Cleaning	<p>Mandatory:</p> <ul style="list-style-type: none"> -Maintain logs that include the date, time, scope of cleaning. -Identify cleaning frequency for each facility type and assign responsibility. -Conduct regular cleaning and disinfection of facilities as well as more frequent cleaning for high-risk areas or for frequently touched surfaces. -Ensure regular cleaning and disinfection of restrooms. <p>Recommended:</p> <ul style="list-style-type: none"> -Install physical barriers between showers, toilets, sinks when 6 ft distance is not feasible. -Use paper towel dispensers in lieu of air dryers. -Designate communal bathrooms in residence halls for use by specific rooms or individuals to limit cross-contamination (when feasible). -Limit storage of personal items in communal bathrooms. 	<ul style="list-style-type: none"> -Daily thorough cleaning and sanitizing of all workspaces. -More frequent cleaning of high-touch areas such as restrooms, door handles, railings, elevator buttons, phones, etc. -Establish special cleaning and sanitation protocols for residence halls, making sure that areas of frequent use of contact are cleaned at least daily. -Implement a checklist or audit system to track when and how cleaning is done. -Use green cleaning products as required by New York State. -Review product labels and safety data sheets to ensure that products are used as required by the manufacturer. Also ensure staff are trained to use products. 	
	Cleaning After Exposures	<p>Mandatory:</p> <ul style="list-style-type: none"> -In the event an individual is confirmed positive, provide for the cleaning and disinfection of exposed areas. At a minimum, this must include all heavy transit areas in high-touch surfaces. 	-Closure for at least 24 hours in deep cleaning of workspaces and other areas used by individuals who test positive.	

Communication	Notification and Community Engagement	<p><u>Mandatory:</u></p> <ul style="list-style-type: none"> -Affirm that campus has reviewed and understands the state issued industry guidelines. -Submit reopening plans prior to reopening. -Conspicuously post completed reopening plans for employees and students to access. -Notify state and local health departments of confirmed positive cases. <p><u>Recommended:</u></p> <ul style="list-style-type: none"> -Engage with campus community members when developing reopening plans. -Develop a communication plan for all stakeholders that includes reopening instructions, training, and signage. -Encourage all individuals to adhere to relevant guidance through verbal communication and signage. -Designate communication coordinators responsible for answering public health questions upon identification of positive cases. -Work closely with local health departments and other organizations to monitor local public health conditions and develop monitoring strategies. 	<ul style="list-style-type: none"> -Maintain robust communication between management, employees, UUP representatives, and the broader campus community. -Establish and employ UUP chapter campus safety and health committees to elevate concerns from members at a statewide and chapter level. -Conduct campus risk assessments. -Return to work plans for Campuses should be shared with UUP representatives for review and input prior to implementation. Some aspects of the plan require negotiation with UUP. -Establish clear, transparent communication with campus employees. -Establish direct communication with local health departments for guidance and information on the local spread of the virus and other public health conditions. 	
----------------------	--	--	---	--