CORNELL SC JOHNSON COLLEGE OF BUSINESS
Covid-19 Reactivation Plan
Fall 2020
As of August 5, 2020

It will be expected that we each take responsibility in a shared commitment to ensure the health, safety and well-being of others.

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INTRODUCTION

In coordination and under the general policies within the State of New York and Cornell University, the Cornell SC Johnson College of Business (hereafter, "the college") has developed its individual campus reactivation plan for Fall 2020, following the COVID-19 pandemic which caused a university campus closure on March 13, 2020. Immediately following the closure, most of the college shifted its work and operations, including academic instruction, to a virtual environment.

As we reactivate the college campus, we will follow and abide by the university's current plans and support its overarching guiding principles. Details to augment the university plan are set forth in this document. These individualized processes are a direct result of President Martha Pollack's campus reactivation email dated June 30.

This document outlines:

(1) **A Facilities and space plan** for college buildings (Sage, Statler Hall, Statler Hotel, Breazzano, Tata, 570 Lexington, and leased board rooms);
(2) **Protocol for entering campus for approved employees;**
(3) **On-campus activity and expectations;**
(4) **College employee work plans and;**
(5) **Travel protocol**

All of these plans are subject to change based on the COVID-19 rate of infection, university policy, updated health and safety planning, and local, state, and national regulations. The university has provided several resources with information for our faculty, staff, and students during this ongoing COVID-19 outbreak. Please continue to support a safe and healthy community, as public health remains a key priority.

FACILITIES AND SPACE PLANS

In partnership with [University Facilities](#) and [Environmental, Health and Safety](#), the college has been preparing for campus re-activation for several months ensuring buildings and work spaces meet most recommended and all required guidelines for campus safety. Primary foci have been water safety, HVAC conditions, public area sanitation processes, signage, PPE, and plexiglass shielding for approved building areas. **Buildings will not reopen to our campus community until university requirements and recommendations are met. Until then, only essential employees with permission of leadership (i.e., college dean, school dean, school associate dean, or executive director of facilities) are permitted to be on-campus.**

UNIVERSITY REQUIREMENTS:

Per guidance from the university, **before facilities reopen**, water will be flushed, chlorine levels tested, and new filters installed where applicable at all *point-of-use* potable water supplies. For HVAC, main air handlers will be set to minimize recirculation of air. All fan coil units will be serviced with new filters to optimize comfort levels. Custodial services will sanitize all public building area according to the following EH&S guidelines: *[Restart Cleaning Procedures](#)* and [Ithaca Campus Building Care Cleaning Procedures.](#)

Signage will be strategically planned throughout each building using the [university-approved signage resource site](#) to maintain consistent messaging across campus.

POLICIES AND PROCEDURES ACROSS ALL COLLEGE BUILDINGS:

CLEANING PROTOCOL:
- Full cleaning and disinfecting will be performed daily for all restrooms, classrooms, meeting rooms, conference rooms, public areas, hallways, elevators, entryways, and foyers.
- High-touch point areas such as light switches, door handles and push bars, elevator call buttons, and handrails will be sanitized twice per day.
- In the event a community member tests positive for COVID-19, enhanced disinfecting protocols will be implemented per university and [New York State Department of Health](#) guidance.
- Cleaning logs will be maintained in the facilities operations area.

OPERATING HOURS:
- If buildings are closed, only essential employees will be permitted access by authorized leadership. Buildings will be closed outside of normal business hours. For each building, business hours will be posted on the college intranet.
- When buildings are open, college protocol for entering campus must be followed *(next section).*

FACILITIES AND SPACE:
- Classrooms will be redesigned to accommodate social distancing requirements. Furniture will be relocated and/or cordoned off to support safety, while maximizing available space. Individuals must adhere to the new classroom configurations, assigned seating, and "no handouts" policies.
- No more than 50% occupancy will be permitted in any given designated area.
- Individuals must adhere to [building signage](#) indicating entry points, exit points, foot traffic flow, social distancing designated areas, etc.

- In stairwells, the person moving up has the right of way. The person moving down should stop and wait on a landing to maintain distance from the person going up.
- Restroom access, use, and maintenance follow OSHA, NYS building code and university guidance.
- Shared lounges and kitchenette equipment will be cleaned daily, but individuals are strongly discouraged from using it. If an individual does need to use these facilities: (1) equipment must be sanitized before and after each use; (2) only disposable or personal utensils and mugs are permitted; (3) personal items, such as a cell phone, should not be placed on counters and; (4) handwashing throughout the use is required.
- No drinking from water fountains (fill containers only).
- University parking regulations, mail, and transportation are expected to resume in August.

HEALTH & SAFETY:

- Masks or PPE approved face coverings are required in all buildings. Masks can ONLY be removed if an individual is **alone** in a **private** office, studio, or individual work space.
- Social distancing is required (i.e., at least 6 feet of separation between people).
- Frequent hand washing and sanitation are required. Hand sanitizer will be provided by Cornell at entrances, user facilities, and other key locations.
- If you or a member of your household is sick or experiencing COVID-19 symptoms, contact your healthcare provider and supervisor prior to attending to work.

POLICIES FOR BREAZZANO AND SAGE STUDIOS

- The Breazzano building will follow all Cornell EH&S guidelines and the landlord will be responsible for all state-mandated NY Forward processes, including non-Cornell employee testing.
- Only one faculty member is permitted in a studio per day. Faculty are not permitted to share a studio or trade studios on the same day.
- If a faculty or staff member is alone in an office, they can remove their mask or face shield. So long as the faculty member is alone in the studio, they can remove their mask, just as they could if they were sitting alone in an office. Faculty can teach to a camera when alone in the studio.
- Whenever the studio staff member and the faculty member are in the same room, both must wear masks or face shields.
- The studio staff member and the faculty member should minimize the extent to which they are in the same room.
  - E.g., it should be understood that the studio staff member sets up the studio before the faculty member arrives and then, when the faculty member arrives to teach, the studio staff member is in the control room while the faculty member is in the studio, minimizing the extent to which the studio staff member is in the studio along with the faculty member.
  - If the studio staff member needs to enter the studio, they should do so as quickly as possible, and with notice to the faculty member to make sure both are wearing masks or face shields.
  - These requirements should be very clearly stated and understood so the studio staff do not feel pressure to spend more time in the studio.

POLICIES FOR STATLER HOTEL

Statler Hotel has developed a separate, detailed plan for operations that has been approved by Gannett Health. It will align with the college processes listed in this document. They will be submitted to the university with this general plan.

POLICIES FOR BOARD ROOMS

Each board room location will adhere to the policies and procedures for the state in which the board room resides, as well as to Cornell and college guidelines and policies.

PROTOCOL FOR ENTERING CAMPUS:

Faculty and staff who can continue to work remotely will continue to do so, in accordance with our overall effort to de-densify campus.

Visitors (other than essential deliveries) are not permitted in campus buildings at this time. The college will adhere to the university's COVID-19 visitor policy.

Faculty and staff entering campus and campus facilities must follow this protocol:

- ✓ Receive approval to work/enter campus by a member of the College Leadership Team or the executive director of facilities. This will be done through HR for consistently scheduled on-campus work (full time or part time) or through the college's SmartSheet o-line approval system. The online questions and process will be submitted separately for university approval.
- ✓ Thoroughly read and understand the Working During Covid-19 Guide for Employees
- ✓ Take the CU Learn course on Return to Campus Health and Safety Training for COVID-19
- ✓ Participate in the **mandatory** Daily Check process
- ✓ Maintain all social distancing and face covering and mask requirements

If an individual feels sick or ill and/or is symptomatic, they should stay home, consult their health care provider, and notify their supervisor prior to returning to work. If an individual begins to feel ill while in the workplace, they should immediately notify a supervisor via email or cellphone, leave the building, and contact a physician for medical guidance. Please note, an individual must be fever- and symptom-free for 72 hours (without the aid of medication) prior to returning to work.

More information for faculty and staff employees can be found on the university's COVID-19 and Reactivation Planning website.

On-Campus Activity and Expectations:

- NY State permitted the Southern Tier and Finger Lakes regions to move to [Phase 4](#) reopening on Friday, June 26. Currently, this does NOT include full campus reopening, but does include approved campus research. As additional phases are approved, the college will follow [Reopening New York Guidelines](#).

- On-campus staff presence will be significantly limited. ONLY work that CANNOT be done virtually will be considered for on-campus work approvals, *including work that could potentially decrease the quality of support.*

- Administrative staff will work closely with their supervisors on identifying needs and expectations for in-person support on campus, but it is expected that on-campus support be limited.

- Student gathering space, including breakout meeting rooms and PhD study spaces will be closed (no student gatherings or individual work space) until we can assure scheduling and adherence to college cleaning protocols. For the immediate future, the breakout, gathering, and study closure restriction will be 100%, and that restriction will be eased as plans for system booking and cleaning (page 4) are assured. Larger spaces, like classrooms, can be reserved for individual study only if space is available and strict social distancing protocols and scheduling can be implemented.

- PhD students will only be permitted on campus for approved teaching. PhD workspaces will be closed. PhD students who are teaching that day can reserve breakout rooms.

- No events will be permitted. This may be adjusted as university policies are communicated.

- No catering/buffet meals will be permitted. Only grab-and-go meals, and only seating by reservation, in coordination with Cornell Dining, will be permitted.

- No group meetings/student group activities will be permitted.

- Aside from college activity (i.e., classes in our buildings that are part of the college), college IT and facilities support will be limited.

EMPLOYEE WORK PLANS:

It is expected that staff who can primarily work from home will continue to work from home. Department heads will perform a review of their respective departments, identify roles and functions that can continue to be done remotely, and identify those who require to be onsite. Onsite activities will need to be approved by college leadership. For onsite activities, department heads will work with human resources to create and support alternating schedules to minimize individuals' campus presence and maintain social distance.

Staff will be categorized into three areas: (1) Full-Time Remote, (2) Partial Remote or (3) Full-Time Onsite.

FULL-TIME REMOTE

Full-time remote employees will work with their supervisors to mutually agree upon a work schedule, deliverables, goals, and performance expectations. The employee's primary workstation will be located in the employee's home residence, and the college will be expected to provide basic equipment which may include: desktop/laptop, up to 2 monitors, docking station, keyboard, mouse, and camera. Essential office supplies should be pre-approved by the employee's department head. Other remote equipment or furniture will not be provided, unless otherwise approved by the associate dean for finance and administration. IT must be consulted to assist with any Internet needs. Remotely working outside of a primary workstation needs to be approved by supervisors and HR, under the university's flexible working guidelines.

Full-time remote employees may *occasionally* report to campus for meetings, on-campus events/training, and/or for technical support (*no more than 1-2 days per month on average*). On-campus hoteling workspaces for these employees will be provided, but employees will need to reserve these spaces in advance through Outlook scheduling and follow the college protocol, listed in the section above, before entering campus each day.

PARTIAL REMOTE

Partial remote employees will work with their supervisors to mutually agree upon a work schedule (time onsite and time remote), deliverables, goals, and performance expectations. The employee's primary workstation will be located in either the employee's home residence or on campus, depending on where the majority of the time is spent. The college will be expected to provide basic equipment for only the primary location. This may include desktop/laptop, up to 2 monitors, docking station, keyboard, mouse, and camera.

Essential office supplies should be pre-approved by the employee's department head for one workspace (no duplicate orders). Other remote equipment or furniture will not be provided, unless otherwise approved by the associate dean for finance and administration. IT must be consulted to assist with any Internet needs. Remotely working outside of a primary workstation or on-campus needs to be approved by supervisors and HR, under the university's flexible working guidelines.

Partial remote employees are expected to work a regular schedule partially from home and partially from campus (*no more than a few days per week on campus, on average*). If the primary workspace is at a home residence, there will be hoteling spaces for these employees to work from, but they are not personal spaces and personal items may not be kept on site. These spaces will be shared, and will be

cleaned between uses. Partial remote employees with home residence will need to (1) request individual space in advance through Outlook scheduling and (2) follow college protocol, listed in the section above, before entering campus each day. PPE and cleaning supplies for hoteling space can be provided, upon request, by facilities.

FULL-TIME ONSITE

It is expected that full-time onsite employees cannot work the majority of their job in a remote location. They must be authorized to work primarily on campus by college leadership. The employee's primary workstation will be located on campus, depending on where the majority of the time is spent (*consistently more than 4 days per week, on average).* The college will be expected to provide basic equipment for the full-time onsite workspaces. The college will not provide any equipment or furniture for remote work. Pre-COVID-19 expectations of working arrangements are expected, unless otherwise agreed upon with the supervisor and HR.

Full-time onsite employees are expected to follow college protocol, listed in the section above, before entering campus each day.

FACULTY

Faculty will be given the option to work onsite or remotely. Faculty are permitted to purchase home equipment needed for teaching and research using their designated research funds. Use of other funding sources will need to be approved by college or school leadership. Provided equipment and Internet support will be dependent on the faculty member's role and responsibilities.

TRAVEL PROTOCOL:

All members of the Cornell community are expected to follow all [travel guidelines](#) that may be in place as communicated by the Centers for Disease Control and Prevention (CDC), New York state, the Tompkins County Department of Health, or the U.S. Department of State Travel Warnings. Researchers or employees who have traveled outside the local community and wish to return to use campus resources must remain off campus for 14 days in the local area; testing does not replace the 14-day self-quarantine.

The college will follow the university's [travel policy.](#) For essential travel permission, faculty must seek approval from the college's dean for academic affairs, Andrew Karolyi. Staff must seek permission for essential travel from the associate dean for finance and administration, Laura Syer.

SEE A PROBLEM OCCURRING?

If you notice a member of our community potentially violating the regulations, policies, and/or guidelines set forth in this plan, you may report individuals through the [university hotline](#).

National:

[CDC COVID 19 Guidelines](#)

[World Health Organization Guidelines](#)

State:

[New York State Coronavirus Home](#)

[New York State Phased Reopening Plan](#)

Local:

[COVID 19 Testing in Tompkins County](#)

[Tompkins County COVID 19 Home](#)

Cornell HR Resources for Employees:

[Community Resources](#)

[COVID-19: Employee Guidance](#)

[Remote Work Guidelines for Managers & Employees](#)