NYU Reopening and Operating Plan for COVID-19

August 6, 2020
Since March, when New York University ("NYU" or "the University" hereafter) closed student residence halls at our New York Campus and switched to remote teaching and learning, the University's leadership has been preparing for an effective, responsible, and safe Fall 2020 semester. To that end, the University established the NYU Returns Steering Committee, composed of leaders from across NYU representing six functional areas:

- Academics
- Global
- Operations
- Public Health
- Research
- Student Affairs

Leaders from those areas are joined by school deans and representatives from the Office of General Counsel, University Relations and Public Affairs, the Office of Finance and Budget, and the Office of Global Inclusion. The Office of Global Inclusion provided guiding principles for infusing the University's values of diversity, equity, inclusion, and belonging throughout every aspect of NYU's planning for a safe return to campus. Office of Global Inclusion staff members have been working closely with functional leaders to facilitate the integration of those principles in all NYU Returns planning.

Leaders representing the six aforementioned functional areas from the NYU Returns Steering Committee, which has been meeting weekly since March, formed teams of subject-matter experts and on-the-ground operators who convene regularly to plan and execute the University’s response both to the rapidly-evolving public health landscape and to guidance from local, state, and federal authorities.

Wanting to benefit from the experience, knowledge, and wisdom of the diverse NYU community and to garner support for the University’s plans for reducing the risk of exposure to and spread of COVID-19, the NYU Returns Steering Committee has been consulting regularly with members of the NYU community, including groups of faculty, staff, and students, as well as their elected representatives. [Appendix 1 describes these Returns Consultation meetings in more detail.] The NYU Returns Steering Committee also sought input from the wider NYU community via an information-gathering campaign run in partnership with IdeaScale, an idea management tool that allows community members to offer ideas and insights into the University’s return-to-campus planning.
Through its membership in several civic groups and business improvement districts, in both Manhattan and Brooklyn, as well as in direct outreach to relevant community boards and local elected officials, NYU has kept the University’s external community and neighbors informed of our plans as they developed, shared communications, and, in many cases, coordinated with members of our external community to ensure a responsible reopening for the University and surrounding areas.

The result of the NYU Returns Steering Committee’s efforts, the work of the functional groups that inform the Committee’s deliberations and implement its decisions, and the ongoing consultation with the NYU community is the plan that follows. The University’s reopening and operating plan hews closely to the State’s guidance for higher education and details the ways in which NYU’s plans for Fall 2020 comply with the State's guidance.

**NYU Returns Guiding Principles**

- Creating layers of safety
- Maintaining the highest standards of teaching and research
- Establishing and executing multiple modes of learning, teaching, research, and working
- Responding flexibly and quickly to an evolving public health landscape
- Creating a flexible fall-spring-summer schedule
- Advancing diversity, equity, inclusion, and belonging and enhancing pathways to success for marginalized and/or vulnerable members of the NYU community
- Using NYU’s Global sites to provide access to those who cannot enter the U.S.
Section I: Reopening NYU’s New York Campus

I. Capacity

a. Phasing and Density of Students, Faculty, and Staff

NYU’s plans for reopening the University’s New York campus for the Fall 2020 semester include the return of faculty, staff, and students to campus. The University created options for employees and students to remotely engage in University life (described below) and expects many fewer NYU community members on the University’s New York campus this fall than in years past.

No single intervention will prevent the spread of COVID-19. Rather, the best strategy, and the one NYU adopted, involves building layers of safety, each decreasing the risk of exposure to and spread of COVID-19. When combined, these individual interventions serve to reduce risk for members of the NYU and broader New York communities. The University will communicate with all NYU community members about how to report noncompliance with the expectations, norms, and rules described below.

b. Student Move-In

For students living on campus, NYU increased the number of move-in dates: students quarantining in NYU housing will move in August 18-19, and other students will move in August 31-September 1, with move-in appointments after September 1 also available.

To enable appropriate physical distancing and create a smooth check-in process, all students in NYU housing must sign up for a move-in appointment.

Upon entry to their dorms, students will receive a welcome kit (more on that below). Students living in NYU housing will be required to take a COVID-19 test upon arrival on campus (and those students arriving from outside the Tri-State area must get an additional test 7-10 days later).
Each residential building will have standard NYU-branded COVID information, wayfinding signage, barriers, and traffic flow and queuing guides. Additional “stand here” floor decals and chalk markings designed to guide foot traffic during check-in will further facilitate appropriate physical distancing. The University will also staff a virtual resource center to field inquiries that would, in normal circumstances, be directed to on-site staff.

**c. Maintaining Physical Distance/Reducing Density**

In accordance with New York State guidance, and in keeping with the consensus of public health experts, NYU is requiring all members of the University community who are on campus to maintain a distance of at least six feet between themselves and others to the extent possible. The University created signs at building entrances and exits, placed decals on hallway floors, and posted maximum occupancy signs in elevators and rooms to promote adherence to best practices in physical distancing.

The University is reducing density in NYU facilities by:

- Establishing enrollment and space capacity caps, adjusting class schedules, ensuring classroom occupancy remains below 50% of total room capacity, reconfiguring classrooms, and only using classrooms in which students and faculty can maintain the six-foot physical distancing standard.
- Prohibiting all non-essential, in-person gatherings at the start of the semester and until further notice. The University’s policy approach to on-campus events will align with local and state mandates regarding maximum allowable gathering size.
- Assigning fewer students to NYU residence halls and securing additional off-campus housing accommodations.
- Changing how meals are served in dining facilities, including expanding take-out options and reconfiguring the flow of people and the seating.
- Requiring schools and units to plan for a reduced in-person administrative presence and continued telework by staff and administrators while ensuring that high-priority activities — teaching and learning, duties performed by essential employees, research activity, supporting students’ return to campus — are fully covered.
d. Testing Capacity

NYU developed a rigorous, evidence-informed program for testing faculty, staff, and students that adheres to New York State guidance on higher education. Detailed information about the University’s testing plan appears below.

e. Quarantine and Isolation Capacity

NYU set aside 5% of the University’s residential living spaces for isolation and quarantine capacity. The availability of isolation and quarantine space is one of the key metrics that NYU will track throughout the Fall 2020 semester to assess whether, and when, to restrict on-campus activities. The University’s quarantine and isolation plans appear further below.

f. Local Medical Capacity

NYU’s Student Health Center will remain the primary point of contact for all student health care needs, including those related to or arising from COVID-19. All interactions with the Student Health Center will occur primarily via telemedicine: students will come, or be brought to, the Student Health Center site only when necessary (e.g., for specific medical care and/or procedures). The area surrounding NYU benefits from having dozens of outpatient facilities, including several urgent care facilities. The University and its community members have easy access to the NYU Langone and Mount Sinai Beth Israel hospitals.

g. Availability of Safe Transportation

To support employees and students coming from off-campus to NYU’s New York campus, the University created a website that offers guidance on safe commuting practices. The University will encourage employees to speak with their unit supervisors about adopting alternative work schedules to avoid community and peak traffic times.
NYU shuttle and bus transportation will limit capacity to reduce density and maintain physical distancing. The University will require all community members using its shuttle and bus services to wear face coverings while using those services. NYU is developing new partnerships with external vendors to provide helpful information to community members who wish to bicycle to campus. The University is also developing a bike program to add capacity, in the form of more bike racks, for bicycle commuting to work.

II. Personal Protective Equipment (PPE)

All members of the NYU community (including students, faculty, administrators, contractors, and visitors) are required to wear face coverings at all times while on the University’s New York premises, including in all of its buildings, residence halls and their grounds, clinics, laboratories, classrooms, balconies, plazas, vestibules, loading docks, and on any other campus property, as well as during times of brief interaction between individuals while on the University’s campus. Face coverings must cover both mouth and nose.

Face coverings may only be removed in the following circumstances:

- Individuals working alone in single-occupancy spaces
- When eating, which must be at least six feet apart from other people and in designated spaces
- Residents of NYU student housing while in their own units (but face coverings must be worn in common areas of NYU housing buildings)
- When an individual has been approved for an accommodation

An ample supply of disposable protective masks will be available at select buildings around the NYU campus, both in Manhattan and Brooklyn, to ensure all employees, students, and visitors have a face covering before being allowed to pass the reception area. Some of these locations include buildings that are accessible 24 hours a day, seven days a week.
a. Welcome Kits

Students will receive face coverings, thermometers, and a bottle of hand sanitizer when they check into their residence halls. Kits will be available for pickup at announced distribution points for all students living off campus.

b. Hand Sanitizer

NYU will set up hand hygiene stations and distribute hand sanitizers in common areas, administrative spaces, and classrooms across the University’s New York campus, in alignment with New York State and public health guidelines. The University will monitor usage and adjust hand sanitizer distribution and placement accordingly.

NYU has 571 wall soap dispensers in 107 buildings, refilled frequently by the University's third-party cleaning service. And the University’s Facilities and Operations team ordered 3,200 1-gallon containers of hand sanitizer and 1,500 wall-mounted brackets for placement in classrooms.

III. Testing

As per the New York State guidance, NYU established a plan for screening and testing employees and students for SARS-CoV-2. The Monitoring section, below, includes a detailed description of the University’s testing plan.

IV. Residential Living

a. Protocols for Capacity Limits

At NYU, the majority of students do not live within the NYU Housing system. Students who have qualified for on-campus housing (almost all of whom are undergraduates) will be assigned to de-densified residential living spaces, consistent
with New York State guidance. NYU is securing additional off-campus housing to increase the number of rooms available, meet demand, and ensure that the University has the room capacity to comply with quarantine and isolation requirements.

**b. Enhanced Cleaning and Disinfection**

The University is working with contracted on-campus cleaning services (CBS and Hercules) to establish procedures for cleaning laundry machines and, when possible, to add hand sanitizer stations.

**c. Appropriate Distancing and Use of Face Coverings in Common Areas**

All NYU students, staff and faculty will be expected to adhere to the University-wide face covering, physical distancing, and screening policies. University staff will minimize student contact but maintain a presence by establishing consistent virtual office hours for students to “drop in” as needed. One-on-one student meetings (supervisory, advisory, student conduct) will be held remotely during the Fall 2020 semester and until public health and State guidance permits their resumption in person.

In residence halls and throughout the NYU New York campus, elevators will be outfitted with signage indicating the maximum number of passengers allowed, in accordance with public health and physical distancing guidance. The University has created plans to manage foot traffic, distancing, and cleanliness when conference rooms are used as classroom space.

NYU will erect plexiglass protective barriers in residence hall resource centers due to the high level of interaction with students, and clear markings will indicate queue spacing that enables physical distancing. Students will be required to maintain at least six feet of physical distance between themselves and others, and wear face coverings, when using laundry facilities. All laundry facilities will reduce touchpoints by incorporating the Hercules app rather than the campus cash interface.
Students must wear a face covering when exiting their residence halls during fire alarms and other evacuations. Residential Life and Housing Services staff will establish physical distancing protocols when waiting during a building evacuation or queuing to re-enter the building following an evacuation.

d. Limited Access

During the COVID-19 pandemic, the University's guest policy will be suspended for all residential students. The University will restrict NYUCard tap access to hall residents, prohibiting non-NYU guests, non-residential students, and NYU residents from other buildings from entering residence halls, except in extraordinary circumstances.

e. Vendor and Visitor Policies

During Fall 2020, NYU will limit access to all buildings on its New York campus for the safety of the NYU community and the broader New York community. 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 NYU community members.

- Non-essential visits are not permitted until further notice.
- Events or social gatherings with external visitors will not be held until further notice.
- Where 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 NYU Mail Services) should be limited to the front entrance of the building.

i. Building Entry for Visitors to Campus

- A visitor is anyone who does not normally work or study in a specific university building. For example, a community member who usually works or studies at a specific location is considered a visitor if they are visiting another campus location. Alumni and retirees are also visitors.
• Visitors to campus must have an essential purpose directly related to the work of the University.
• Approved visitors must complete the Daily COVID-19 Screener for Campus Access and show the green approval screen to the Public Safety Officer (PSO) for building entry.
• Approved visitors also must wear a face covering in accordance with NYU building entry requirements.
• Visiting family members of students, faculty, or staff will not be permitted to enter NYU buildings (other than those that may be open to the public). They will be met at the entrance of buildings and visit with their family members at an off-campus location.

ii. Building Entry for Vendors
Vendors must demonstrate compliance with Health Screening requirements in the following ways:
• Certain NYU Vendors with ongoing on-site presence (e.g., contracted maintenance staff, food service workers, security guards) may be permitted to implement their own daily screening processes pursuant to agreement with the University; these vendors will be required to attest that their workers are in compliance with State guidance on regular health screening.
• All other vendors must complete NYU’s Daily COVID-19 Screener for Campus Access as would any visitor to campus.

When on NYU property, Vendors’ employees must comply with all of NYU’s safety guidelines (e.g. social distancing, wearing of face coverings, etc.).

f. Special Housing Considerations
Students may submit an application for reasonable housing accommodations based upon a disability, with appropriate supporting documentation. Staff from NYU’s Moses Center for Student Accessibility (CSA) review applications on a timely basis.

The University communicated to students in early July that applications for reasonable housing accommodations are still available and is placing students whose housing accommodation applications have been reviewed and approved by the Moses CSA in housing that meets those students’ stated needs in accordance with federal, New York State, and local law.
g. Modified Student Conduct Policy

In August, all NYU students (both residential and non-residential) will be required to read and acknowledge a community compact statement and agree to behavioral standards set forth in the University-wide Student Conduct Policy.

In response to COVID-19 and the behavioral expectations it imposes, the University made several important changes to the University-wide Student Conduct Policy. Of particular note are the following:

- Clarification regarding off-campus conduct and the University’s enforcement of policy when behavior jeopardizes the health and safety of the NYU and New York City communities
- Behavioral expectations regarding the use of virtual spaces at NYU and remote learning environments (e.g., classroom behavior, Zoom bombing, unauthorized access to virtual events)
- Clarifications about access and use of one’s NYU ID (i.e., card sharing to allow unauthorized guests/visitors)

The updated University-wide Student Conduct Policy also refers to NYU’s Residential Life Handbook, wherein NYU sets forth the specific expectations governing the University’s residential spaces. The University is revising the handbook to reflect changed residential guest policies, specific face covering requirements in specialized residential spaces, and other public-health related guidance related to COVID-19.

The University plans to strictly enforce the new safety and health rules being established for Academic Year 2020-2021. Students who engage in repeated or egregious behaviors counter to these expectations will face formal disciplinary action through the Office of Student Conduct (or an appropriate University official). The University may utilize interim suspension and expedite the Student Conduct Procedures when addressing behavior that threatens the health and safety of others. The University has established, and will be communicating, means of reporting noncompliance to the Office of Student Conduct.
V. Operational Activity

a. Classes and Course Modalities

NYU’s academic plans for the Fall 2020 semester call for offering classes in a variety of modalities to make physical distancing possible for students who plan to study on the University’s New York campus and to provide options for continued academic progress for those who do not. The University will offer courses in three modalities this fall: in-person, remote, and blended. All in-person and blended classes will require students and instructors alike to wear a face covering and to maintain a minimum of six feet of distance from one another, as per New York State guidance.

All classrooms will be laid out to accommodate a minimum six-foot physical distance between students, and between students and instructors. Most of the classes offered in-person this fall will be smaller, discussion-based seminar-style classes, including many Writing the Essay / Expository Writing seminars, literature seminars, math courses, and recitation / discussion sections for large lecture courses.

Most clinical placements (e.g., Nursing, Dentistry, Social Work, Law, Occupational Therapy, Physical Therapy) will be conducted in-person, with students trained in appropriate safety protocols and the use of PPE. Bench science lab courses will also be held in person, with appropriate physical distancing and PPE. Some smaller lectures will also be conducted in-person.

Students unable to attend required classes that are only offered in the in-person modality may request to attend them remotely. The University continues to make changes to class modalities as faculty finalize decisions about in-person teaching.

Fully remote instruction includes courses that meet at a specified time (synchronous), courses wherein students engage with material at a time of their choosing (asynchronous), or some combination of the two. Though entirely remote, these courses will retain their typical enrollment size, and students will have opportunities for regular engagement with their instructors.

Most of NYU’s large lecture courses -- Introduction to Psychology, Introduction to Sociology, Micro and Macroeconomics, Biology, Chemistry, Data Science, as well as a
number of GenEd / CORE courses -- will be offered in a remote modality, resulting in significant reductions in classroom density. Many of these large lecture courses have co-requisite lab or recitation sections, which may be offered in-person. In addition, faculty who requested not to teach in person in the fall due to health or age-related concerns will teach their classes remotely, independent of class size.

Regardless of modality, every class will make remote attendance possible for the entire semester for students who are studying remotely for all or part of the fall semester (such as those confronting travel restrictions or those completing 14-day quarantines). Students who plan to attend remotely, however, must consult with their advisors to ensure that the specific course sections they select are well-suited for remote study. Many multi-section courses will be offered in both in-person and remote modalities so that students can register for whichever best suits their fall plans.

b. Research

NYU has gradually increased on-site research, using a phased approach for safe reopening of research laboratories, in compliance with local and state mandates. The University communicated these phases to the NYU Research community. The University can modify on-site research at any time in response to public health alerts or government guidance.

c. Shared Spaces

Individual departments within NYU will determine whether to use or close their kitchens, pantries, and break rooms. Departments opting to temporarily close a shared space will consult with their building’s facilities team. If a department chooses to keep open a shared space, that space may not be used for gatherings, and people using the space must maintain physical distancing at all times. The University’s Facilities and Operations team will mark certain furniture “Not for Use” to discourage congregate activities.
d. Travel Prohibition

The University currently prohibits all non-essential University-related international travel, and strongly discourages domestic travel, until further notice. NYU also encourages members of the University community to keep domestic air travel to a minimum and to pay close attention to conditions in areas within the U.S. prior to travel. Domestic travelers are subject to State-mandated quarantine restrictions.

VI. Restart Operations

a. Cleaning and Disinfection

All cleaning and disinfecting practices within NYU facilities will adhere to CDC and New York State guidance [more on this below]. NYU will maintain a regular regime, cleaning and disinfecting facilities throughout the University’s New York campus. Classrooms and other public spaces will be cleaned and disinfected at least once per day. Teams of custodial staff will repeatedly clean high-touch areas (e.g., elevator call buttons, door knobs, bathrooms) throughout the occupied hours within NYU New York facilities. NYU will periodically review and adjust its cleaning regimes during the Fall 2020 semester.

In addition to dedicated custodial staff, NYU will provide cleaning products for students and staff to disinfect learning spaces and work spaces during the day and evening.

b. Ventilation

To reduce the risk of exposure to the novel coronavirus, NYU is undertaking the following changes to the University’s HVAC (heating, ventilation, and air conditioning) systems:

- Increasing outdoor air ventilation
- Disabling demand control ventilation in all locations that have it
- Opening minimum outside air dampers, to the extent possible, to minimize the recirculation of air
- Bypassing energy wheel recovery ventilation systems
- Running HVAC systems continuously (24 hours per day, seven days per week) or purging HVAC systems each morning, before buildings are occupied
- Supplementing filtration in classrooms with portable HEPA units, where necessary

Prior to resuming on-campus operations, the University will adjust HVAC programming in its New York facilities. That process will involve the following:

- Adjusting building controls to incorporate the measures listed above (any laboratories that already run on 100% outside air will not require adjustments)
- Completing required preventative maintenance on system components
- Upgrading all filters and implementing more frequent filter changes

### c. Water Systems

NYU contracted with a firm responsible for monitoring and treating the water within the water towers throughout the University's New York campus. The testing and treatment of the tower water ensures NYU is compliant with local regulations. In addition to the regular treatment of the water towers, NYU staff will flush the potable water systems throughout the facilities that were not occupied during the last several months. Furthermore, NYU will test the potable water in selected facilities to verify the water meets the CDC and other regulatory agencies' standards.

### VII. Extracurriculars

Throughout the Fall 2020 semester, student activities will be available to all students at NYU, regardless of whether they are physically on the New York campus or fully remote. All students will have access to wellness services, religious life, leadership development programs, international student advisement, affinity groups and club life support, career counseling, and personal fitness classes, among other services, throughout the semester. These resources will, at first, be offered primarily remotely, following NYU and New York State guidance, and continue in that mode until public health guidance permits more in-person activities.
In addition, NYU is committed to supporting students’ ability to create a sense of community and belonging. While all students must adhere to the standards set forth in the University-wide policy on face coverings, physical distancing, and screening, the most common way this occurs is through programming and events hosted by student organizations, and the University seeks to support those connections. Anticipating restrictions on student gatherings while supporting student connection and engagement, NYU will adhere to State guidance limiting social gatherings and sets forth the following guidelines for Fall 2020.

a. Programming

- Most programming will be limited to virtual spaces – especially general meetings and presentations. Any in-person events must comply with current public health and State guidance and related policies set by NYU.
- Student organizations must correctly enter all programming in Engage, NYU’s student club and organization management system.
- University-funded International travel will be suspended for the Fall. Exceptions will be considered for cases in which there are extenuating circumstances such as critical mission-oriented assignments and emergencies.
- All sporting groups, including varsity athletics, club sports, and intramurals, will be suspended from practice, in-person play, and competition.
  - NYU’s New York athletic facilities will open in accordance with public health directives and best practices for healthy, clean, and safe athletic and recreation activities.
  - Regardless of location, full-time NYU students will be able to have athletic-related meetings online with coaches and staff and will continue to be provided with workout plans, academic and personal support, and leadership development opportunities by our coaching staff, sports medicine professionals, academic affairs and strength and conditioning staff.

b. Space Usage

- Students should plan to hold all meetings virtually.
- Lounge spaces in Student Life will be limited or closed, until public health and State guidance permits their opening.

VIII. Vulnerable Populations

a. The Moses Center for Student Accessibility (CSA)

The Moses Center for Student Accessibility (CSA) provides academic and housing accommodations and other services for students with disabilities who are enrolled in in-person and remote classes. Students may request reasonable accommodations and services at any time, in accordance with NYU’s policies and procedures.

In the lead-up to and throughout the Fall 2020 semester, Moses CSA will continue to provide services, educate the NYU community on providing accessible learning environments, and shift accommodations to a remote environment on an as-needed basis. In response to the COVID-19 pandemic and the impact on so many NYU students, Moses CSA created an NYU network of departments with which Moses collaborates to catalogue student requests and provide appropriate support. Examples of Moses CSA services include the following:

i. Students

Remote drop-in meetings with an Accessibility Specialist will be available Monday through Friday, 9am to 5pm EST. To request a remote meeting, students and families need only email mosescsa@nyu.edu, which prompts outreach from an Accessibility Specialist. Students may also request to schedule a phone or Zoom call at a different date and time. The Moses Center also schedules and holds international calls.

ii. Summer Zoom Strategy Sessions for Incoming Freshman/Transfer Students

The Moses Center’s Learning Specialist is offering twice weekly strategy-based Zoom sessions for incoming Fall 2020 NYU students who have disclosed a disability. Conversation topics include Self-Advocacy Inside and Outside of the Classroom,
Effective Communication, Unpacking the Syllabus/Getting off on the Right Foot. All sessions are appropriate for in person and online classes.

iii. Fall Zoom Strategy Sessions for All Students Registered with CSA
The Moses Center’s Learning Specialist is offering twice weekly strategy-based Zoom sessions for all students registered with the Moses Center. Topics include The Art of Tackling Texts, How to Effectively Write Papers, Tackling Procrastination, Organizing Your Time, Leveling the Playing Field During Lectures. All sessions are appropriate for in person and online classes.

iv. NYU Connections
NYU Connections ASD is a free and optional program for autistic NYU students dedicated to promoting student success by promoting a culture of acceptance and belonging and recognizing and building on each student's unique strengths. This group provides the additional support needed to keep students engaged and able to request assistance.

v. Faculty
The Moses Center has worked closely with NYU’s Digital Accessibility team to provide faculty with resources for creating accessible in-person and remote learning environments. The Moses Center’s website offers information on adjusting exam parameters in NYU Classes, captioning lectures, and saving and sharing recordings on Zoom. The Moses Center’s website also links to the NYU Digital Accessibility pages, where faculty can find step-by-step guides for various topics, such as structuring documents for accessibility, writing accessible emails, and captioning video. Via Zoom, a Moses Center learning specialist consultant will provide faculty training on creating classroom accessibility.

b. Employees
NYU’s Office of Equal Opportunity will manage accommodations for faculty and staff with underlying health conditions, including COVID-impacted conditions. Faculty and staff seeking workplace modifications for other reasons may work with their Human Resource Officer to request changes to their work arrangements.
IX. Hygiene, Cleaning, and Disinfection

a. Cleaning and Disinfection

To reduce the risk of exposure to the novel coronavirus, University cleaning staff will increase the frequency of regular cleaning and disinfection in all NYU New York facilities, with an even greater focus on high-risk areas and frequently-touched surfaces, such as 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.

b. Building Categories

The University created three building categories representing different occupancies, risk factors, and traffic flow. NYU cleaning staff will vary cleaning and disinfection frequency and protocols based on building category.

- Category 1 (High Traffic): High traffic facilities have multiple students, approved outside visitors, and occupants going in and out of the building. This category also includes locations deemed to be at higher risk (e.g., a location housing health services).
- Category 2 (Medium Traffic): These facilities have reduced student and approved outside visitor traffic.
- Category 3 (Low Traffic): These facilities have few occupants, low square footage, and few outside visitors.

c. High-Touch Points and Communal Areas

Cleaning staff will clean and wipe down high-touch points and communal areas with an EPA-approved disinfectant effective against SARS-CoV-2 multiple times daily.
**d. Classrooms**

The University is taking the following steps to reduce the risk of exposure to the novel coronavirus in classrooms:

- Cleaning all classrooms daily
- Supplying disinfectant wipes for classrooms
- Supplying disinfectant spray and paper for classrooms
- Supplying hand sanitizer for all classrooms and instructional areas
- Providing additional trash receptacles (both inside and outside classrooms)
- Maintaining cleaning and disinfection logs that include the date, time, and scope of cleaning and disinfection

**e. Dining**

The University’s dining plan complies with the [New York State guidance for food services](#). The University will adjust its dining plan as needed to remain in compliance with New York State regulations.

To reduce density, each dining location will have signs that guide students to safe, physically distanced places for queuing before entering the location and once inside it. Dining associates will enforce appropriate physical distancing in all NYU dining locations, and floor decals will show students where to stand to maintain appropriate and safe physical distancing.

All NYU dining locations will follow [CDC](https://www.cdc.gov) and [New York State](https://www.health.ny.gov) guidelines for hygiene, cleaning, and disinfection. The University will install clear partitions at all registers and points of service and place hand sanitizer stations that comply with New York State guidelines at the entrance of all NYU dining locations. The University will provide dining associates with face coverings and require that all employees and contractors wear them at all times. Dining associates will wear vinyl gloves, latex and powder free, when handling food and, as per the [New York State guidance for food services](#), change gloves when switching tasks. Dining associates will also change gloves when dealing with different products or leaving their stations, or approximately every half hour.
Additionally, associates will be required to receive a wellness check, which will include self-reported illnesses and a temperature check prior to clocking in. In accordance with the New York State higher education guidance, every NYU dining location will be cleaned daily, upon closing. And dining associates will clean the back of the house, tables, chairs, and all high-touch surfaces every 30 minutes.

The University created a student-facing website that explains how students should prepare for dining this fall. And the University will send targeted student communications that describe the best and safest ways of using NYU Dining.

Students may not bring their own containers or bottles to NYU dining locations. Until local and state guidance permits it, the University will offer no self-service dining options, will make more grab-and-go available, and will ask students to check menus online and pre-order via the Grubhub NYU Campus app before arriving at their dining location.

To make checkout safer and faster, students will be able to prepay on the Grubhub NYU Campus app or pay in the dining hall without direct contact via credit/debit card or using their pre-loaded NYU Card, which students use as a form of NYU ID. Students will also have the option of ordering from local establishments that deliver.

Section II: Monitoring of Health Conditions

1. Testing

In the interest of maintaining a safe campus environment, and in accordance with State guidelines, NYU put in place testing and quarantining policies for employees, faculty, and students, all of whom must get tested and submit verification of a negative COVID-19 test result before entering any academic or administrative building. The testing program and procedures refer to tests designed to detect the presence of a COVID-19 infection, not antibody tests. There will be no cost to NYU community members for participating in the testing program.
NYU will implement a four-layered testing program:
- Pre-arrival testing
- Post-arrival testing
- Surveillance testing
- Point-of-care testing for symptomatic people and their close contacts

### a. Pre-Arrival Testing

NYU strongly encourages students coming to NYU's New York campus from outside the Tri-State area (Connecticut, New Jersey, New York) to get tested before they depart for New York. Students who have been in the Tri-State area continuously for the 14 days prior to their arrival on campus must be tested no more 14 days before they first expect to enter any NYU building.

Returning employees and faculty must submit their test results no earlier than 14 days before their expected date of arrival on NYU's New York campus. Employees and faculty who have been working on campus over the summer, such as researchers conducting essential research, must be tested and submit results to the University between August 1 and August 14 in order to maintain access to NYU buildings, even if they have been previously tested.

### b. Post-Arrival Testing

NYU will require all students arriving on the New York campus from outside the Tri-State area to get tested twice -- once upon arrival in New York and then again 7-10 days later. Students from the Tri-State area will be required to test once, on a date no more than 14 days before entering any NYU building. The University will adjust testing based on public health circumstances and capacity.

### c. Ongoing Surveillance Testing

Throughout the Fall 2020 semester, NYU's COVID-19 Prevention & Response Team will conduct ongoing testing on its New York campus. The University will test a randomized sample of students, faculty, and employees weekly, in which participation is mandatory. This will allow the University to both identify
asymptomatic community members and track COVID-19 prevalence throughout the semester.

d. Point-of-Care Testing for Symptomatic People and Their Close Contacts

Throughout the semester, NYU will offer point-of-care testing for students exhibiting COVID-19 symptoms and their close contacts. Any member of the NYU community displaying any of the symptoms associated with COVID-19, or having been in close contact with someone who has a confirmed case of COVID-19, must get tested immediately. Before receiving their test results, any NYU community member exhibiting COVID-19 symptoms, or one of their close contacts, must self-isolate or self-quarantine: staying home, not attending class or work, not participating in any congregate activities.

II. Early Warning Signs

The University’s COVID-19 Prevention & Response team is closely tracking key metrics, such as the number of individuals reporting symptoms and getting tested, test positivity rates, and daily new case rates, among others.

III. Tracing

The NYU COVID-19 Prevention & Response Team will oversee the University’s efforts to identify and isolate members of the NYU community with confirmed cases of COVID-19 and find and quarantine their NYU close contacts. That team will coordinate and work in collaboration with New York City’s NYC Trace program.

Although the New York City Department of Health and Mental Hygiene (DOHMH) is running a contact tracing program, NYU has established its own team of contract tracers to supplement, not supplant, the city’s efforts. The University is building a contact tracing team of trained registered nurses and administrative staff.
IV. Screening

The University will require members of the NYU community and vendors and visitors authorized to be on-site — a number that will grow as we get closer to the start of classes — to complete a brief, daily questionnaire, accessible on computer and NYU’s smartphone app (NYU Mobile) that screens for COVID-19 exposure and symptoms. Those who do not have recent COVID-19 exposure or symptoms will receive permission to enter NYU buildings. Those who report a recent exposure or symptoms will be instructed to stay home until they are cleared by NYU’s COVID-19 Prevention & Response Team. Members of the NYU community will receive further instruction as to when they are authorized to be on-site.

Section III: Containment of Potential Transmission of the Virus

I. Isolation and Quarantine

The University is setting aside 5% of its residential housing space for students in University housing who need to isolate or quarantine.

Students living in NYU residence halls confirmed to have COVID-19 will be placed in isolation housing on campus. NYU has a Sick Student Protocol for isolation, which activates NYU departments for cleaning, facilities support, dining, and health and wellness services. NYU’s COVID-19 Prevention and Response Team will initiate contact tracing and conduct health and wellness checks during the quarantine and isolation period.

The isolation process for students in NYU residence halls will mimic the process for quarantine, with special precautions taken to support students in isolation while protecting other members of the NYU community. NYU’s Student Conduct Office will be notified of any noncompliance with quarantine procedures. All students,
including those in quarantine and in isolation, have access to the University’s 24/7 mental health support services.

Assuming they are well enough to do so, students in isolation or quarantine will attend classes remotely. They will also follow instructions from University staff regarding housing (for those in NYU housing), and stay isolated for as long as instructed.

NYU faculty, researchers, and employees who test positive for COVID-19, or who have been evaluated as being at risk for contracting COVID-19 because of a close contact with someone who has tested positive, will be asked to stay away from campus and in their home for a period of time that will be determined by healthcare professionals within the NYU COVID-19 Prevention and Response Team in accordance with relevant government guidance. If such members of the NYU community continue to work, they should do so remotely, follow instructions regarding housing (for those in NYU housing), and stay isolated for as long as instructed.

II. Travel-Related Quarantine

a. Students

All students traveling to NYU’s New York campus from outside the U.S. or from states appearing on New York State’s list of restricted states must arrive early and self-isolate for 14 days upon arrival. The University strongly recommends that students traveling from other states -- that is, those not on the New York State restricted states list -- follow the same procedures as those coming from restricted states. To assist those students with assignments in undergraduate housing and who want to quarantine in a residence hall, NYU will open early, on August 18-19, so that students may quarantine in their dorms at no additional charge to them. The University will also provide free meals and online activities during the quarantine period, including other forms of support to those in quarantine.

Students living in off-campus housing and coming to NYU’s New York campus from restricted states or international destinations must quarantine for the 14 days prior to entering an on-campus building. They must also attest to the fact that they have
completed the mandatory 14-day quarantine -- and submit a negative COVID-19 test result -- before coming to campus.

b. Employees and Faculty

Employees and faculty coming to NYU’s New York campus from New York State-designated restricted states must quarantine for 14 days in a non-restricted state -- such as those in the Tri-State area -- before entering any NYU New York academic or administrative building, except in limited circumstances, in accordance with New York State guidance. In accordance with public health guidance, NYU will also require travelers from overseas to quarantine for 14 days.

III. Hygiene, Cleaning, and Disinfection

In rooms housing people with confirmed or suspected cases of COVID-19, the University will implement enhanced cleaning and disinfecting strategies, including electrostatic disinfection. After cleaning all surfaces in those rooms, cleaning staff will wipe down all surfaces with an EPA-registered disinfectant (e.g., Hydrolyte, Spartan HDQ disinfectant).
Section IV: Shutdown of In-Person Operations on the Campus, if Necessitated by Widespread COVID-19 Transmission

I. Operational Activity

NYU developed a phased shutdown plan that proceeds from decreased on-campus activity to move-out and residential hall closure. Each phase described below includes activities that the University could scale back, conduct remotely, or shut down entirely, depending on conditions and level of risk.

a. Public Health Measures

NYU’s COVID-19 Prevention & Response Team monitors public health metrics at the campus, city, and state levels and will continue to do so throughout the Fall 2020 semester (see “Early Warning Signs”).

b. Phase 1: Returning to Campus

Housing, dining, library, classrooms, research, and other University functions are operating with density management plans, signage, sanitation, and communications efforts in accordance with New York State and public health guidance. All units requiring on-site employees must limit on-campus presence.

In this phase, the University limits building density, drastically reduces the number of visitors on campus, maintains a robust testing program, and sets aside isolation and quarantine capacity (see above).
c. Phase 2: Scaled-Back Operations

If the public health measures described above raise concerns, the University may choose from among the following layers of safety to further mitigate the risk of transmission of COVID-19:

- Reducing building and room occupancy limits
- Reducing the number of permitted on-campus employees
- Shifting more classes to a fully remote modality
- Eliminating gatherings of any kind, even gatherings previously deemed essential
- Closing communal spaces and computer labs
- Increasing the frequency and/or volume of testing, depending on availability
- Restricting access to dining facilities

The University may implement these strategies singly or in combination, depending on the circumstances.

d. Phase 3: Campus Shutdown

If widespread transmission of COVID-19, consensus among public health experts, and/or a government order requires a shift to fully remote instruction, the University will enter Phase 3 of its phased shutdown plan. In this phase, all campus operations will shift to remote, with the exception of essential functions such as security, utility plant operations, basic dining services, healthcare and mental healthcare for students, and essential research.

In Phase 3, the University would require students in NYU housing to stay in their residence halls and exit residence halls only to pick up essential goods and access essential services. All communal spaces would close in Phase 3.

e. Phase 4: Residence Hall Closure

If the University decides, or is ordered, to conduct a move-out, NYU Residential Life and Housing Services staff would help students to move out of their residence halls in a safe, orderly way, ensuring physical distancing. As in Spring 2020, NYU would
offer move-out exemptions to students unable to travel or facing financial or other hardships. The University will arrange for those students to remain on campus in on-campus housing.

**Section V: Communication and Consultation**

NYU is communicating with students, faculty, administrators, and staff through frequent emails from members of the University’s senior leadership team; the [NYU Returns Webinar Series](#); an Ideascale campaign designed to gather input and insights into the University’s reopening strategy from the NYU community; the [Next Stop NYU](#) guide for new students and their parents; a microsite called [NYU Returns](#), designed to provide detailed information about the University’s response to COVID-19; and social media posts, including Instagram Stories geared toward student engagement.

To promote healthy and safe behavior, the University launched the University-wide “Keep each other Safe” campaign, which urges community members to protect others within the University community by abiding by policies such as maintaining a safe physical distance and wearing a face covering whenever inside a University facility. “Keep each other Safe” print posters and signage will appear across campus lobbies and common spaces, giving detailed and prominent reminders regarding safety rules and behavioral expectations. The University will reinforce this message via emails, social media posts, and communications from University leadership.

*(Protocol and way-finding signage examples below)*
The NYU Returns Webinar Series, publicly available on NYU’s website and YouTube, features NYU experts in health and safety, wellness and mental health, academics, diversity and inclusion, and other topics particularly germane to NYU community members in the months ahead, as the University prepares for and implements its New York campus reopening. These webinars provide an opportunity for members of the NYU community and the public to hear from University leaders and to pose questions to them.

The University also established a Public Health Ambassadors program as part of its COVID communications campaign. Students selected to serve as Public Health Student Ambassadors will be paid and trained to serve as role models and community educators. Assigned to higher-traffic buildings across NYU’s New York campus, these students will answer general questions about behavioral expectations
and norms, provide face coverings and hand sanitizer where they are needed, and, as appropriate, make referrals to Student Affairs.

Appendix 1: NYU Returns Consultations & Webinars

University leadership, and members of the NYU Returns Steering Committee, consulted with and gathered input from the following groups to review the plans described in this document.

<table>
<thead>
<tr>
<th>Group Name</th>
<th>Group Description</th>
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<tbody>
<tr>
<td>University Senate Groups</td>
<td>The Executive Committee oversees the Student Government Assembly. They also regularly meet with the President, Provost and other administrators on behalf of all Student Government in order to advance the student agenda.</td>
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<tr>
<td>Executive Committee</td>
<td>The Student Government Assembly (SGA), the overarching student government at NYU, is here to improve the student experience. As a large team of Senators and Presidents we advocate for and represent the interests, needs, and rights of our peers and work to solve problems at the University.</td>
</tr>
<tr>
<td>Student Government Assembly (SGA)</td>
<td>The Tenured/Tenure Track Faculty Senators Council (T-FSC) consists of thirty-eight members of the Tenured/Tenure Track Faculty and is part of the University Senate's membership, which also includes the Full-Time Continuing Contract Faculty Senators Council, the Deans Council, the Student Senators Council, and the Administrative Management Council as well as the President and a number of additional senior members of the administration.</td>
</tr>
<tr>
<td>T-FSC</td>
<td>The Full-Time Continuing Contract Faculty Senators Council (C-FSC) consists of twenty-nine members of the Full-Time Continuing Contract Faculty and is part of the University Senate's membership, which also includes the Tenured/Tenure Track Faculty Senators Council, the Deans Council, the Student Senators Council, and the Administrative Management Council as well as the President and a number of additional senior members of the administration.</td>
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<tr>
<td>Administrative Management Council (AMC)</td>
<td>The AMC is composed of NYU administrators—management and professional personnel—elected from within each school or division. The AMC initiates, deliberates, and responds to the issues and concerns of its constituents and the University community. The AMC is committed to promoting the professional growth and development of NYU administrators, and is deeply committed to community service.</td>
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<tr>
<td>Public Affairs Committee</td>
<td>The Public Affairs Committee of the University Senate is concerned with matters relating to commencement exercises and other public occasions affecting more than one school. The Committee also considers matters related to the University's relations with the community.</td>
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<tr>
<td><strong>Student Groups</strong></td>
<td>The Dining Advisory Board is a group of student leaders that reviews dining programs and protocols. The group provides valuable feedback about customer service, speed of service, food quality, cleanliness, merchandising, and overall impression.</td>
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<td><strong>Dining Advisory Board</strong></td>
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| **Admin Groups** | The Disabilities, Inclusion and Accessibility Working Group is tasked with the following, along with any additional initiatives they would like to undertake in the Fall, in conjunction with the Disability Council and Disability Student Union:  
   1) Development of a Policy and a statement of intent that reflects the University's overall policy on and commitment to accessibility.  
   2) Provide recommendations to the University Senate Ad Hoc Task Force on Equity, Diversity and Inclusion  
   3) Provide recommendations for a better integrated platform for the Disability Council and the Disabilities Student Union as well as OEO and Moses Center in all things relating with services for students and faculty with disabilities, both physical and non-physical. |
| **Disabilities, Inclusion and Accessibility Working Group** |  |
| **Chiefs of Staff** | Chiefs of Staff consist of the Chiefs of Staff to each NYU College Dean and Administrative Vice President. |
| **School Deputies** | The School Deputies group consists of the Chiefs of Staff to each NYU College Dean and other senior leaders in schools and administrative units. |
| **University Development and Alumni Relations (UDAR)** | The personnel of UDAR work university-wide as well as within individual schools and colleges of the University to discover, motivate, cultivate, solicit, and steward alumni, parents, faculty, and friends for immediate, long-range, and future financial support, through gifts and pledges to the University, for critical operations such as student aid, faculty support, academic and research program development, |
and facilities and infrastructure. UDAR's endeavors raise funds for immediate University use and also for the University's endowment.

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<th>Faculty Groups</th>
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<tr>
<td>Research Forum</td>
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<td>This group consists of NYU research leaders at the forefront of their scholarly disciplines. Their research helps shape the understanding of an enormous range of academic fields: from the mathematical sciences to economics, from philosophy to neural science, from art history to sociology.</td>
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<tr>
<td>Cross University Faculty Forum (CUFF)</td>
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<td>The Elected Faculty is a group of elected members from each school's faculty council or other elected body, where such bodies exist.</td>
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<tr>
<td>Faculty of Color Caucus</td>
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<tr>
<td>The Faculty of Color Caucus consists of various NYU Faculty of Color, who convene to discuss issues particular to faculty of color at NYU.</td>
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<th>Public Webinars</th>
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<td>Advancing Accessibility, Diversity, Equity, and Inclusion</td>
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<td>Wellness and Mindfulness</td>
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<td>Undergraduate Academics</td>
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<td>International Student Support</td>
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<td>Public Health: Keep Each Other Safe</td>
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<td>Housing, Residential Life &amp; Dining</td>
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<td>Financial Support Programs and Resources for Student Success</td>
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<td>Student Life at NYU</td>
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<td>Returning to Work: Full-Time Faculty</td>
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(Tenured/Tenure-Track and Continuing Contract)
Returning to Work: Adjunct Faculty
Returning to Work: Staff and Administrators
Returning to Work: Researchers
Wasserman Center: Career Development and Student Employment