Appendix A: Essential Personnel

The New York State on Pause Executive Order was issued on March 22, 2020 in response to the ongoing coronavirus (COVID-19) pandemic. The Order restricts all non-essential, in-person workforce and other operations through May 15, 2020. Personnel who provide essential services to maintain the safety and sanitation of the campus, perform necessary construction, or support other critical operations may need to come to campus. This guidance covers but is not limited to the following personnel. It must be followed to prevent and slow the spread of COVID-19 in the workplace.

- Public Safety Officers
- Locksmiths
- Stationary Engineers
- Food Pantry Staff
- Custodial Assistants
- Environmental Health and Safety Staff
- ITS Technicians
- Child Care Staff
- Laborers
- Mail Room and Central Routing Staff

Essential Designation

The College will review CUNY policy and New York State’s Development Guidance on Executive Order 202.6 to identify and designate personnel considered essential. COVID-19 is an evolving situation and depends on guidance from local and state health officials. Personnel identified as essential include the following position and the corresponding access levels:

- Campus Safety and Environmental Health and Safety (EHS) Director: Immediate and unrestricted access;
- Stationary Engineers and Custodians: Critical infrastructure and utility maintenance and repair personnel required to maintain safety and essential services;
- Food Pantry Staff: Access is limited and granted by Public Safety;
- Non-essential personnel requiring campus access must request authorization from their supervisors and departmental vice president. The SVP or AVP of Administration and Finance give final approval. Once granted, the individuals must coordinate with Public Safety to access the campus and provide their names, contact information, and destination.

Use of Face Coverings

Face coverings are required and must be worn while on campus, with few exceptions.

- The College will provide all essential staff with at least one disposable mask per week or reusable face-covering, regardless of their level of interactions with the public or frequency of reporting to work;
- Face coverings include cloth (e.g., hand-sewn, quick-cut fabric or bandanas), surgical masks, N95s, and face shields;
- Essential/critical workers are required to wear provided face coverings when in direct contact (within six feet or less) with members of the public, except where doing so would inhibit or otherwise impair their health. Personnel should consult with their supervisors or Human Resources regarding accommodations;
- Essential/critical workers are allowed to use their face coverings, including more protective covers (e.g., surgical masks, N-95 respirators, or face shields) if already in possession of such equipment.

Further information regarding face coverings is available at the New York City Department of Health’s COVID-19 Face Coverings: Frequently Asked Questions page.

Working Safely on Campus

In addition to following general guidance for on-campus staff, including good hand hygiene and respiratory etiquette, the following measures are advised:
• CDC recommends essential/critical workers take their temperature and assess symptoms before starting work;
• Do not share headsets or other objects that are near the mouth or nose;
• Increase the frequency of cleaning commonly touched surfaces;
• Where possible, request increase ventilation in the room;
• Stagger breaks and do not congregate in break or locker rooms; do not share food, utensils, towels, or other supplies;
• If you start to feel unwell, contact your supervisor, or call Public Safety at x6003;
• Custodial staff will service routinely occupied areas regularly. Servicing infrequently visited offices, labs, or other work areas must be requested on an as-needed basis;
• In the event of an accident or a medical emergency, call for Public Safety for help immediately at x6003.

Guidance for Supervisors
• Take weekly inventory of available face coverings, report to EHS on Fridays, and request additional supplies needed for the following week;
• Issue face covering and guidance to each essential/critical worker;
• Issue two reusable face coverings per employee for rotation throughout the week or by shift. Alternatively, issue one disposable surgical mask per week. Due to current supply shortages, disposable masks are to be reused for up to one week unless soiled so that they are no longer usable;
• Establish a log to record the date, time, and name of the person a mask was issued to;
• Advise essential/critical worker who reports having had exposure to a person suspected or confirmed to have COVID-19, particularly a household member, to stay home for 14 days after last exposure;
• Workers becoming symptomatic while at work or within two days of being at work should compile information on contacts during the time they had symptoms and two days before symptoms appeared. Work with EHS and HR to notify contacts.

Special Consideration for Campus Access by Visitors or Contractors
• Campus access is authorized pending adherence to safe work practices, including use of face coverings when in direct contact with the public. This requirement applies to contractors, vendors, or other authorized employees requiring intermittent access.
• Supervisors shall provide a face covering if a contractor, vendor, or authorized employee requires one.

Resources
• New York State Department of Health’s Interim Guidance on Executive Order 202.16 Requiring Face Coverings for Public and Private Employees Interacting with the Public During the COVID-19 Outbreak
• CDC’s Interim Guidance on Implementing Safety Practices for Critical Infrastructure Workers Who May Have Had Exposure to a Person with Suspected or Confirmed COVID-19