# Reopening New York

## Higher Education Research
## Guidelines for Employers and Employees

These guidelines apply to all higher education research facilities that have been permitted to reopen, as well as research activities statewide that were previously permitted to operate as essential. See "Interim COVID-19 Guidance for Higher Education Research" for full details.

During the COVID-19 public health emergency, all managers/operators of higher education research facilities should stay up to date with any changes to state and federal requirements related to higher education research activities and incorporate those changes into their operations. This guidance is not intended to replace any existing applicable local, state, and federal laws, regulations, and standards.

| | Mandatory | Recommended Best Practices |
|---|---|---|
| **Physical Distancing** | ✓ For any research activities occurring indoors, total occupancy is limited to 50% of the maximum occupancy of a particular area as set by the certificate of occupancy. <br><br> ✓ A distance of at least 6 ft. must be maintained among individuals at all times, unless safety or the core activity requires a shorter distance. Any time individuals must come within 6 ft. of another person, they must wear an acceptable face covering. <br><br> ✓ Human research subjects must be considered when calculating facility capacity and abide by all distancing, PPE, and other requirements for personnel contained within this guidance. <br><br> ✓ Limit in-person employee gatherings (e.g. staff meetings) as much as possible. <br><br> ✓ Prohibit non-essential visitors from entering the site, to the extent possible. | ✓ Modify the use and or restrict the number of workstations (e.g. lab benches) so that individuals are at least 6 ft. apart in all directions (e.g. side-to-side and when face one another) and are not sharing workstations without cleaning and disinfection between use. <br><br> ✓ Minimize the number of individuals needed to be at the location at a given time. Limit activities to only one individual where one individual can complete the activity safely (e.g. one individual present to feed animals). <br><br> ✓ Encourage employees who operate specialized equipment which can be controlled remotely, to do so. <br><br> ✓ Prohibit the use of small spaces (e.g. elevators, staff room) by more than one individual at time, unless all individuals are wearing face coverings. If occupied by more than one person, keep occupancy under 50% of maximum capacity. <br><br> ✓ Encourage employees to work from home when feasible, and develop return-to-office tiers/waves for employees based on factors such as function, safe transportation, and ability to work remotely. <br><br> ✓ Avoid multiple teams or individuals working in one area by staggering scheduled tasks and using signs to indicate occupied areas. <br><br> ✓ Reduce bi-directional foot traffic by posting signs with arrows in narrow aisles, hallways, or spaces. <br><br> ✓ Limit on-site interactions (e.g. restricting access to break rooms, staggering schedules) and movements (e.g. employees should remain near workstations as often as possible). <br><br> ✓ Close non-essential amenities and communal areas which promote gathering or are high-touch. <br><br> ✓ Use tele- or video-conferencing, when possible. |

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| **Physical Distancing (cont'd)** | | ✔ Post social distancing markers using tape or signs that denote 6 ft. of spacing in commonly used areas or areas where people may congregate (e.g. clock in/out stations, lab benches).<br><br>✔ Mark 6 ft. distance circles around workstations and other common stationary work areas.<br><br>✔ Implement lab/facility usage sign-up policy. |
| **Protective Equipment** | ✔ Provide employees with an acceptable face covering at no-cost to the employees and have an adequate supply of coverings in case of need for replacement.<br><br>✔ Acceptable face coverings include but are not limited to cloth (e.g. homemade sewn, quick cut, bandana), surgical masks, and face shield. However, cloth, disposable, or homemade face coverings are not acceptable for workplace activities that typically require a higher degree of protection for PPE due to the nature of the work (e.g. if working with flammable materials or chemicals, ensure face coverings are flame-resistant).<br><br>✔ Clean, replace, and prohibit sharing of face coverings. Consult the CDC guidance for additional information on cloth face coverings and other types of personal protective equipment (PPE), as well as instructions on use and cleaning and disinfection.<br><br>✔ Train employees on how to don, doff, clean (as applicable), and discard PPE.<br><br>✔ Limit the sharing of objects, such as tools, equipment, machinery, touchscreens, and vehicles, as well as the touching of shared surfaces; or, require individuals to wear gloves (trade-appropriate or medical) when in contact with shared objects or frequently touched surfaces; or, require individuals to perform hand hygiene before and after contact. | |

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| **Hygiene, Cleaning, and Disinfection** | ✓ Adhere to hygiene, cleaning, and disinfection requirements from the Centers for Disease Control and Prevention (CDC) and Department of Health (DOH) and maintain logs on site that document date, time, and scope of cleaning and disinfection. | ✓ Wherever possible, increase ventilation of outdoor air (e.g. opening windows and doors) while maintaining safety precautions. |
| | ✓ Provide and maintain hand hygiene stations in facility, including handwashing with soap, running warm water, and disposable paper towels, as well as an alcohol-based hand sanitizer containing 60% or more alcohol for areas where handwashing is not available or practical. | |
| | ✓ Provide and encourage participants to use cleaning/disinfection supplies before and after use of shared and frequently touched surfaces, followed by hand hygiene. | |
| | ✓ Ensure that equipment is regularly cleaned and disinfected including at least as often as employees change workstations. | |
| | ✓ Regularly clean and disinfect the site and more frequently clean and disinfect high risk areas used by many individuals and frequently touched surfaces, using registered disinfectants on the Department of Environmental Conservation's (DEC) list of products identified by the Environmental Protection Agency (EPA) as effective against COVID-19. | |
| | ✓ Rigorous cleaning and disinfection must occur at least after each shift, daily, or more frequently as needed. | |
| | ✓ Provide cleaning and disinfection of exposed areas in the event of an individual is confirmed to have COVID-19, with such cleaning and disinfection to include, at a minimum, all heavy transit areas and high-touch surfaces (e.g. lab tables, elevators, facility entrances, badge scanners, restroom handrails, equipment, door handles). | |
| | ✓ Prohibit shared food and beverages among employees (e.g. self-serve meals and beverages). | |

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| **Communication** | ✓ Affirm you have reviewed and understand the state-issued industry guidelines, and that you will implement them.<br><br>✓ Post signage throughout the site to remind personnel to adhere to proper hygiene, social distancing rules, appropriate use of PPE, and cleaning and disinfecting protocols.<br><br>✓ Conspicuously post completed safety plans on site. | ✓ Develop a communications plan with a consistent means to provide updated information. Consider developing webpages and using social media.<br><br>✓ Coordinate with research teams to determine if any essential visitors are scheduled to enter the facility. |
| **Screening** | ✓ Implement mandatory health screening practices (e.g. questionnaire, temperature check) for employees and, where practicable, visitors, but such screening should not be mandated for any delivery personnel.<br><br>✓ Screening must determine whether the employee or visitor has had (1) COVID-19 symptoms in past 14 days, (2) positive COVID-19 test in past 14 days, and/or (3) close or proximate contact with confirmed or suspected COVID-19 case in past 14 days.<br><br>✓ Immediately notify the state and local health department about any positive case of COVID-19.<br><br>✓ Designate a central point of contact, which may vary by activity, location, shift or day, responsible for receiving and attesting to having reviewed all questionnaires, with such contact also identified as the party for individuals to inform if they later are experiencing COVID-19-related symptoms, as noted on the questionnaire. | ✓ Perform screening remotely (e.g. by telephone or electronic survey), before employees and visitors report to the facility, to the extent possible.<br><br>✓ Prevent individuals from intermingling in close contact with each other prior to completion of the screening.<br><br>✓ Temperature checks may be conducted per Equal Employment Opportunity Commission or DOH guidelines.<br><br>✓ Screeners should be trained by employer-identified individuals familiar with CDC, DOH, and OSHA protocols and wear appropriate PPE, including at a minimum, a face covering.<br><br>✓ Maintain a log of every person, including employees and visitors, who may have close contact with other individuals at the work site or area; excluding deliveries that are performed with appropriate PPE or through contactless means. Contacts may be identified, traced and notified in the event an employee or visitor is diagnosed with COVID-19.<br><br>✓ Refer to DOH guidance regarding protocols and policies for employees seeking to return to work after a suspected or confirmed case of COVID-19 or after the employee had close or proximate contact with a person with COVID-19. |