



MarymountManhattan

**MARYMOUNT MANHATTAN
COLLEGE COVID-19 REOPENING
PLAN**

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MMC REOPENING PLAN

This plan outlines the actions taken, measures implemented, and policies adopted to reopen Marymount Manhattan College and restart campus operations in accordance with NYS's Reopening New York: Higher Education Guidelines. A number of other relevant MMC documents are incorporated by reference and attached hereto, including: MMC's COVID-19 Response Protocol¹; Isolation Protocol; Quarantine Protocol; Health & Safety Policies; Travel Policy; and Cleaning & Disinfecting Plan.

REOPENING CAMPUS

In establishing its plan to reopen MMC's facilities—both the buildings on the Main Campus and the Residence Halls, MMC has carefully considered the guidance and information provided by the Centers for Disease Control, New York State Governor's Office, NYS and NYC Departments of Health, as well as local healthcare professionals. Please note that while MMC's facilities will reopen, all course instruction will be delivered remotely. MMC calls this safety-first model Virtual Classes/Open Campus.

To support a safe, healthy, and sustainable reopening of campus and restoration of operations, MMC has adopted the following policies, procedures, and practices:

Operational Activity & Facilities

In accordance with NYS reopening requirements as well as general guidance from the CDC and state/local health departments, MMC has modified operations to reduce the population density across MMC facilities. To help avoid large gatherings and enable physical distancing as much as possible, MMC has taken the following actions:

- Moved all classes online to be delivered through MMC's enhanced virtual campus.
- Established 50% occupancy limitation within Main Campus facilities.
- Limited Residence Hall capacity to one person/bedroom.
- Limited visitors to only invited guests and critical vendors and deliveries at Main Campus buildings, and adopted a no-guest policy at the Residence Halls.
- Developed and implemented systems to monitor/manage building occupancy and space usage, including a space reservation system and social distancing ambassadors.
- Implemented flexible scheduling arrangements to support reduced staff levels.
- Eliminated College-sponsored large-events and gatherings.

¹ Response Protocol includes the College's Rapid Shutdown/Closure Procedures as well as its procedure for managing confirmed cases on campus.

- Modified shared spaces to help ensure physical distancing and reduce use of shared equipment.
- Installed protective barriers in high-traffic areas and modified traffic patterns;
- Posted signage and decals to support safety measures adopted and encourage behavioral mitigation measures.
- Altered food services to include online/mobile ordering and pick-up options, and eliminated self-service food options.
- Hired and trained a cadre of Social Distancing Ambassadors to support implementation of health & safety policies throughout campus facilities.
- Established a COVID-19 operations team to monitor health and safety and respond to COVID-related cases, incidents, and emergencies.

Restart Operations

- In an effort to develop a comprehensive, sustainable, and effective reopening plan, the President established the Presidential Task Force to Restart MMC.
- The Task Force worked to develop all necessary policies, protocols, and plans to reopen the College in accordance with NYS Guidelines and in a manner that focused on health and safety while remaining aligned with MMC's mission and culture.
- Policies and protocols adopted include:
 - Health & Safety Policies
 - COVID-19 Response Protocol
 - Isolation/Quarantine Protocol
 - Rapid Shutdown/Closure Protocol
 - Cleaning & Disinfecting Plan/Log
 - Travel Guidelines
 - Revised Personnel Policies
 - Residence Life Health & Safety Protocols
- In preparing the facilities for reopening, MMC also conducted cleaning/disinfection and testing of the HVAC and water systems, along with a deep clean and disinfection of all Main Campus facilities.

Residential Living

- In addition to operating at a significantly reduced capacity to help ensure a safe, healthy, and comfortable living environment within our Residence Halls, MMC has also:
 - Identified isolation space within each Residence Hall;
 - Adopted, socialized, and implemented specific move-in guidance for students who will be subject to mandatory-quarantine upon arrival (pursuant to NYS's Travel Advisory);
 - Established early move-in and extended move-in process to limit number of students moving in per day;

- Revised procedures to enable contactless move-in process and to ensure compliance with all health & safety protocols including face coverings, physical distancing; and reduced building occupancy;
- Adopted specific isolation/quarantine procedures for Residence Halls;
- Provided COVID-19 Health & Safety trainings to Residence Life staff.

Personal Protective Equipment/Face-coverings

- Everyone entering an MMC facility is required to wear a mask or face-covering (pursuant to NYS Executive Order 202.14 (Effective 07/09/20)).
- MMC will provide an MMC reusable face-covering to all students, faculty, and staff.
- Additionally, MMC will maintain a supply of disposable face masks at every security desk and within department offices for individuals arriving at any MMC facility without a mask and/or individual who require additional/replacement masks while on campus.

Vulnerable Populations

- MMC has implemented and socialized a procedure for faculty, students, and staff who require specific accommodations to make requests and receive support.
- Students are asked to contact the Office of Disability Services for assistance.
- Employees with medical conditions that increase their vulnerability and susceptibility relative to COVID-19 are responsible for notifying their supervisor and Human Resources if they require an accommodation.
 - Employees can obtain more information about this process [here](#).

Hygiene, Cleaning, and Disinfection

- MMC has established robust plan for regular cleaning and disinfection of facilities and has implemented logging systems for cleanings (as required by NYS).
- MMC's plan includes heightened cleaning standards and implementation of EPA approved solvents for COVID-19 cleanings.
- MMC has also devised strategy for emergency cleaning/disinfection of facilities after confirmed-case is identified as having been within MMC facilities.
- MMC has invested in cleaning supplies/disinfecting wipe dispensers for immediate use in shared spaces/ with shared equipment.
 - Educational signage will also be posted in these areas to encourage cleaning after use.

- Additional and sanitization stations and hand-hygiene signage have been installed throughout campus facilities.

MONITORING

Screening

- Everyone coming to Main Campus facilities will be required to complete an electronic questionnaire before arrival.
- Students living in the Residence Halls will be required to complete the screening upon initial arrival and then on a weekly basis.
- An individual who answers “yes” to the screening questions, tests positive for COVID-19, becomes ill with related symptoms, or comes in close contact with a confirmed case, is asked to report to safety@mmm.edu.

Testing

- MMC will not require testing; however, the College does recommend that all students, faculty, and staff be tested for COVID-19 in the 14 days prior to returning to campus or upon arrival.
- MMC will consider funding rapid testing when testing results in NYC are sufficiently delayed and/or the situation requires.
 - Requests for coverage of rapid testing must be submitted to safety@mmm.edu.
- MMC is working with NYC Health + Hospitals Testing and Tracing Corps to stage a mobile testing unit on a periodic basis near one Residence Hall for all students, faculty, and staff who wish to be tested.

Early Warning Signs

- As part of its COVID-19 Response Protocol, MMC has identified triggers and considerations that may require the College to activate an emergency response.
- Additionally, MMC has identified factors that may be considered as demonstrating the potential for an emergency. Those factors include but are not limited to:
 - Increased rate of quarantine on campus/within the campus community;
 - Rumor(s) of potential/confirmed cases within the campus community;
 - Initial rise in concern among students, faculty, staff and/or parents and families;
 - Slight decrease in availability and/or capacity for isolation/quarantine on campus; and/or
 - Small but notable increase in number of cases/hospitalizations within NYC.

- To help further the College’s goal of identifying early warning signs within the campus community, MMC is strongly encouraging students, faculty, and staff members to report illness, close contacts with confirmed cases, and/or positive test results to the College.
- MMC has also provided training to Residence Life staff regarding warning signs, COVID-19 emergencies, and information-sharing to ensure that MMC’s COVID management team is made aware of incidents that could give rise to a COVID-related emergency as soon as possible.

CONTAINMENT

Confirmed Cases

- Anyone within the MMC population who tests positive is asked to notify the College by emailing safety@mmm.edu.
- Confirmed cases will be required to isolate in accordance with MMC’s Isolation Protocol.
- Within the COVID-19 Response Protocol, MMC has devised a decision matrix to assess potential impacts of confirmed case(s) to help inform the College’s response actions.

Contact Tracing

- MMC has identified a cadre of Contact Tracers within the MMC campus community, who have all taken the Johns Hopkins Coursera Course for contact tracing, to provide contact tracing within the MMC campus community/on campus.
- If a case of COVID-19 is confirmed on campus/within the MMC campus community, MMC Contact Tracers will inform NYC Department of Health and Mental Hygiene (NYCDOHMH).
 - To the extent possible, Contact Tracers will work with the NYC DOHMH to conduct contact tracing.
- Contact Tracers will conduct contact tracing to help identify:
 - MMC facilities that may require cleaning and disinfection after a confirmed case has been identified; and
 - “Close contacts” (as defined by the CDC) of the confirmed case.
- Additionally, Contact Tracers will seek out the help of NYC DOHMH (to the extent possible) to determine what, if any, community transmission has been identified and whether MMC can continue to contain/manage confirmed case(s) within their own facilities.

Isolation

- In accordance with the CDC’s guidance, MMC’s Isolation Protocol is intended to separate individuals who test positive for COVID-19 from the rest of the community.
- Isolation space has been identified within the Residence Halls for isolation of resident students.

- Resident students will be required to submit a survey to residencelife@mmm.edu to confirm that specific conditions have been met before resuming normal campus engagement.
- Additional temporary isolation space has been identified on the Main Campus should any member of the campus community become ill while within the facility and require isolation until directed home and/or to a healthcare facility.
- MMC has devised a plan for resident students who become ill and require isolation during mandatory quarantine upon arrival. See Residence Life's [Quarantine and Isolation Move-In Guide](#).

Quarantine

- In accordance with the CDC's guidance, MMC's Quarantine Protocol is intended to separate those individuals who may have been exposed to COVID-19 away from the rest of the community.
- Quarantine may be required for individuals who have been in "close contact" with someone who has tested positive for COVID-19. Individuals demonstrating COVID-19-related symptoms (potentially awaiting test results); and/or students, faculty, and staff members who may be arriving or returning to campus from a state or country for which a COVID-related travel advisory has been issued.
- Resident students will be able to quarantine within their assigned rooms/suites. All other members of the campus community will be expected to quarantine at home.
- Any member of the campus community who is unable to quarantine at home (for any reason) should email safety@mmm.edu as soon as possible.

SHUTDOWN & EMERGENCY RESPONSE

MMC has adopted a Rapid Shutdown/Closure Procedure for both the College and the Residence Halls as part of the COVID-19 Response Protocol. The Response Protocol integrates the response framework established in the College's Emergency Operations Plan. In alignment with that framework, the COVID-19 Response Protocol provides a Level-based approach to defining COVID-19 Emergencies along with a response matrix, which covers the response actions, operational considerations, logistics, and communications necessary for responding to a COVID-19 Emergency of each Level.

DEFINING A COVID-19 EMERGENCY

An Emergency for MMC is defined in the EOP as “an occurrence or combination of occurrences that may cause injury, loss of life, destruction of property, or the interference, loss, or disruption of normal College operations.” Because normal College operations have been modified to address/mitigate risks associated with COVID-19, including the transition to remote instruction, disruptions of operations include: temporary closure of Main Campus facilities, cancellation of facilities-based co-curricular activities, limited access to areas within facilities, shutdown of Main Campus facilities, and/or shutdown of Residence Halls.

EMERGENCY LEVELS: COVID-19

For COVID-19, a number of factors are considered in determining the existence of an Emergency on campus and the level of that Emergency. Those factors include:

- Number of confirmed cases on campus/daily rate of infection, as well as number of potential or suspected cases;
- Severity of confirmed cases on campus (including hospitalizations and/or fatalities);
- Presence of community transmission, as defined by the CDC, within MMC campus community;²
- Indication from contact tracing that those cases can be maintained and managed on campus;
- Employee availability;
- Availability of isolation space within MMC facilities;
- Rising concern/anxiety among MMC campus community members and/or parents;
- Decisions of peer institutions regarding shut down/closure;
- Increased case load, rate of transmission and/or hospitalization within NYC;
- Availability/accessibility of testing within NYC;
- Disruption of mass transit and/or closures of NYC schools;
- Closing of individual lower/high schools within NYC or surrounding areas due to confirmed cases;
- Guidance from Federal, State, or local Health Departments;
- Guidance/warnings from state or local government regarding spike(s) in transmission, or other factors that may force closures, shutdowns, and/or shelter-in-place requirements.

To simplify the recognition/activation of COVID-19 Emergencies, these factors have been divided into **Triggers** and **Considerations** for each Emergency Level.

- **Triggers:** Are those factors that *automatically* require the Incident Commander (IC) to recommend an Emergency Activation of a specific level to the President. The President will ultimately accept or reject the recommendation based on a combination of all existing triggers and considerations.
- **Considerations:** Are those factors that may further support the IC’s recommendation for an Emergency Activation of a specific level, and/or may inform the specific actions taken in connection with the resulting Emergency Response.

² This is a metric the CDC has outlined for IHEs. The CDC defines community transmission (or spread) as people becoming infected with the virus in an area (or community), including some who are not sure how or where they became infected. <https://www.cdc.gov/coronavirus/2019-ncov/faq.html>

CONFIRMED CASES ON CAMPUS

Given the nature of the COVID-19 pandemic, awareness, management, and control of cases within the MMC campus community is critical to the College’s ability to remain open and continue operations. Additionally, this will be a critical component to understanding the extent of a COVID-19 emergency situation and limiting the severity of that emergency.

Pursuant to the *Keep MMC Health Pledge*, all members of the MMC campus community have been asked to report positive test results to safety@mmm.edu. Additionally, the Dow Zanghi Health Center has agreed to report any confirmed cases they learn of in the same manner.

The CDC has provided a basic decision tree for all U.S. Institutions of Higher Education. The below diagram expands upon that workflow and incorporates MMC’s response procedures.



CONFIRMED CASE	WHAT RISK DOES IT POSE?	HOW CAN WE MITIGATE RISK?
<ul style="list-style-type: none"> • How did we learn of case? • Was case reported to safety@mmm.edu? • Did screening process identify case? • Does IC Commander know? • Has individual shared information with other community members? • Does individual have idea of where they may have contracted virus? • What is current caseload within MMC campus community? • Based on this case and other factors, what Emergency Level is appropriate? 	<ul style="list-style-type: none"> • Is this individual a faculty, student, or staff member? • If student, do they live in residence hall? • Has individual been on campus within last 14 days? • Has individual recently travelled? If so, when, where? • Has individual been in close contact (within 6 feet for more than 10 minutes) with other member(s) of MMC campus community within last 14 days? • Has the individual been symptomatic? • Did individual have close contact with a confirmed case? • Is the College getting close to capacity for isolation? • Can College manage case internally? • What is reaction of community and parents? • What does current transmission look like in NYC? 	<ul style="list-style-type: none"> • What does contact tracing reveal about potential exposure and community spread? • Does individual require isolation on campus? • Does case require short closure of certain campus facilities for cleaning/disinfecting? • Does case require closure of entire campus? If so, for how long? • Does case require cancellation of any in-person activities or classes? • What communications should go out to community/res hall and/or Board? • What emergency response actions are required based on Emergency Level determination?

RAPID SHUTDOWN/CLOSURE PROCEDURE

This procedure will be applicable during any COVID-19 Emergency that requires the rapid shutdown/closure of all or part of any MMC facility. The extent of the shutdown/closure required will depend upon the nature, severity, and location(s) of the Emergency.

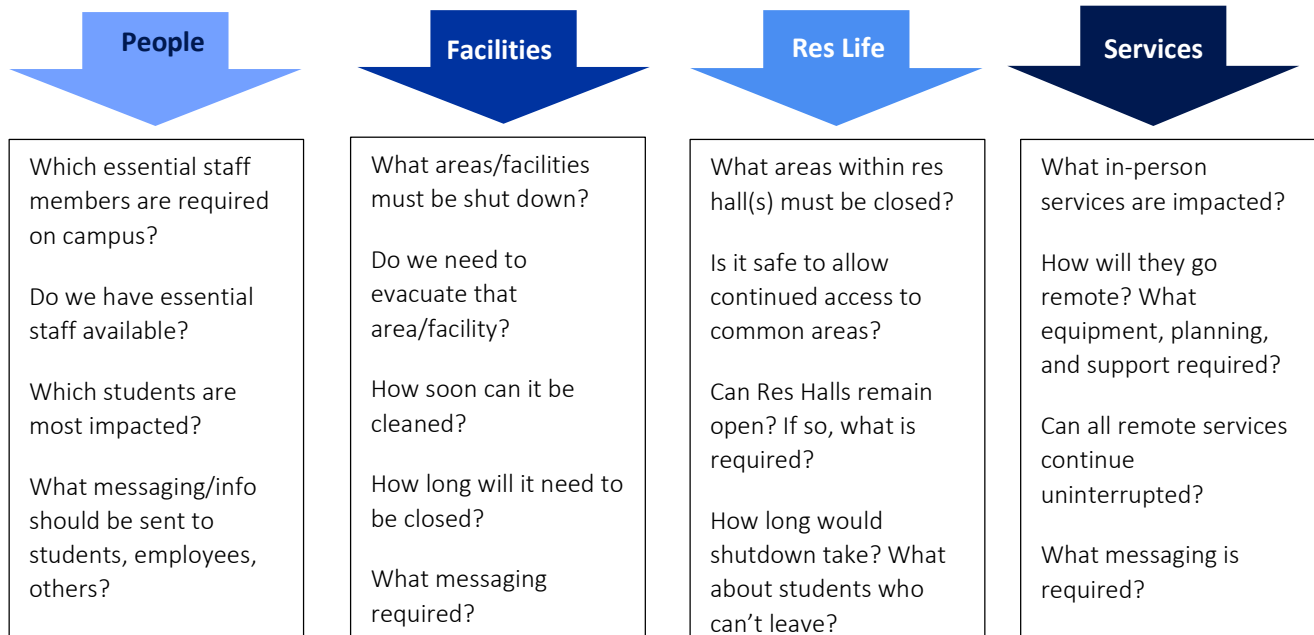
This procedure will be implemented to the degree required based upon the Emergency. The following is a suggestion of how it may be used based on Emergency Level.

- **Level 1 Emergency:** Rapid closure of a portion of Main Campus facility or residence hall or complete closure of Main Campus facility for short period of time (less than 2 days);
- **Level 2 Emergency:** Rapid closure of a portion of Main Campus facility or residence hall or complete closure of Main Campus facility for slightly longer period of time (2-5 days);
- **Level 3 Emergency:** Rapid closure of impacted areas or facilities (Main Campus and/or res halls) with consideration of need for complete shutdown of Main Campus facilities and termination of in-person services;
- **Level 4 Emergency:** Rapid shutdown of entire Main Campus facilities, termination of in-person services and possible shutdown of Residence Halls.

The following is a non-inclusive list of factors that may trigger the need for a rapid closure/shutdown of College facilities:

- Identification of one or more cases within the MMC campus community, which triggers the need for immediate cleaning and disinfecting of the facilities;
- Evidence of community transmission based on contact tracing, which triggers the need for immediate cleaning and disinfecting of facilities and potentially a temporary disruption of in-person services;
- Indicators from the state or local health department that a rise in cases or hospitalizations locally suggests that in-person activities should or must be avoided;
- Ordinance(s) from state or local government requiring closure of College and/or elimination of in-person services.

When implementing this procedure, the following critical decisions will be required:



RESIDENCE HALL RAPID SHUTDOWN/CLOSURE PROCEDURE

When scenario requires a rapid shutdown/closures of Residence Halls, the following procedure will be followed:

1. College establishes and announces a closure of Residence Halls with as advance notice as possible
2. Communicate to students:
 - a. A move-out deadline with a link for students to register for check-out.
 - b. Students that need continued housing must be approved by Residence Life.
 - c. Outline instructions for move-out:
 - i. Pack all belongings and move-out and return keys.
 - ii. Pack belongings in boxes and prepare for shipping at own cost and return keys.
 - iii. Pack belongings in boxes and prepare for pick up at a later time and return keys.

Once move-out is complete, the following steps will be taken

1. It will deactivate all ID card access after the move-out date, except for approval list.
2. Reduce Campus Security to (1) guard each shift.
3. Facilities will dispose all perishable foods and trash left in suites; record all suites that are completely vacant.
4. Provide approved list to Facilities, Campus Security, dining services, and mailroom
5. RD will connect weekly with the remaining approved students.
6. Dining Services consider closing or reduce hours.
7. Mailroom-plan and manage incoming mail and packages to approved students.
8. Plan on how to get belongings back to students.

MMC ISOLATION PROTOCOL

According to the National Institutes of Health, “Isolation” refers to the separation and restricted movement of sick persons who have a contagious disease in order to prevent its transmission to others.³ The success of this protocol is contingent upon the cooperation of the MMC campus community in monitoring symptoms, complying with MMC screening procedures, seeking medical attention when appropriate, and reporting COVID-19-related illness to safety@mmm.edu.

As a reminder:

- Students, faculty, and staff have been asked to notify safety@mmm.edu if they experience relevant symptoms/are seeking medical assistance related to those symptoms, and/or test positive for COVID-19;
- If an MMC employee and/or Dow Zanghi Health Center are notified of a confirmed case, they should notify safety@mmm.edu.

APPLICABILITY AND ISOLATION SPACES

Isolation Procedures may apply to the following members of MMC:

- Members of the MMC campus community who test positive for COVID-19;
- Members of the MMC campus community who develop or begin presenting COVID-19 symptoms while on Main Campus; or
- Members of the MMC campus community who answer “yes” to any of the screening questions, and are identified within Main Campus facilities (thus requiring temporary isolation).

Please note, the applicability of this procedure is subject to change pending the updated guidance of the CDC, state and local health departments, or other relevant developments of the outbreak as it relates to the MMC campus community.

CURRENT ISOLATION ROOMS FOR RESIDENTIAL STUDENTS

55th: 2701, 2702, 2703, 2704, 2801, 2802, 2803, 2804

CSQ: 8D, 10A, 10D, 12A, 12D

Assuming one student per apartment; current max isolation capacity is eleven students – subject to change (contact residencelife@mmm.edu for confirmation).

³ <https://www.ncbi.nlm.nih.gov/books/NBK92450/>

TEMPORARY ISOLATION SPACE ON MAIN CAMPUS

MMC has identified Carson Hall 201 as a temporary isolation space intended to be used should any members of the MMC campus community require short-term isolation within Main Campus facility before they can be moved or directed to a healthcare facility or home.

ISOLATION PROCEDURE FOR ALL INDIVIDUALS WHO TEST POSITIVE FOR COVID-19

1. If you test positive for COVID-19, notify the College as soon as possible through safety@mmm.edu.
2. You will be contacted by the following MMC leadership:
 - **AVP of Student Success & Engagement/Dean of Students and Contact Tracer for Student Affairs**, if you are a student;
 - **AVP of Academic Affairs and Contact Tracer for Academics**, if you are a faculty member;
 - **AVP of Human Resources and Contact Tracer for HR**, if you are a staff member.
3. Students, faculty, or staff members who test positive will be required to isolate and stay away from Main Campus in accordance with CDC and Health Department guidance.
 - If students had to stop attending classes during isolation they must contact academicaffairs@mmm.edu before returning to class. Academic Affairs will inform their professors to facilitate their return to classes.
4. MMC Contact Tracers will report any confirmed case to NYC DOHMH and conduct contact tracing of confirmed case with their support.
5. All members of MMC campus community who were in close contact with the individual(s) who tested positive will be informed as quickly as possible and will be required to quarantine for 14-days in accordance with CDC and State/local Health Department guidance.
6. An email from safety@mmm.edu will be sent to the MMC community, advising of the confirmed case(s) (without sharing any personal Identifying information), confirming that individuals who had close contact with the individual(s) have been notified, and providing preventative health guidelines as provided by CDC and/or the [MMC Restart Webpage](#).
7. While in isolation, members of the MMC campus community are asked to continuously monitor symptoms and be aware of emergency signs like trouble breathing, chest pain, confusion, inability to wake or stay awake, and/or bluish lips or face.
 - If you experience any of these symptoms, or a severe worsening of other symptoms, call Campus Safety, 911 or call ahead to your local emergency medical facility.
8. Per CDC guidance, testing is no longer required to terminate required isolation. Pursuant to updated guidance, individuals who are required to isolate will be able to request clearance to return to campus:

- If tested positive and had symptoms:
 - At least 10 days since symptoms first appeared **and**
 - At least 24 hours with no fever without fever-reducing medication **and**
 - Symptoms have improved (e.g. cough, shortness of breath).
 - If you tested positive and have a weakened immune system:
 - May need to isolate for longer than 10 days
 - Speak to healthcare provider before returning to normal activities
 - If tested positive, but had no symptoms:
 - 10 days after initial test **and**
 - You continue to have no symptoms.
9. Alternatively, if someone who was required to isolate has access to testing and/or whose healthcare provider recommends testing, those individuals may request clearance to return to normal activities/regular engagement after they receive two negative test results in a row, at least 24 hours apart.
10. Any member of the MMC campus community who has been isolating may return to normal activities/campus engagement when they meet the termination criteria applicable to their case (outlined in 8 and 9).
- Non-resident students, faculty, and staff members returning to campus after isolation should notify safety@mmm.edu of the date they intend to return.
 - Resident Students must adhere to procedure outlined below.
-

ISOLATION WITHIN MMC RESIDENCE HALLS FOR RESIDENT STUDENTS

1. Any student living within MMC Residence Halls who tests positive for COVID-19 will be required to isolate. Students are asked to report a positive test result to residencelife@mmm.edu and safety@mmm.edu.
2. Residence Life, with Student Affairs Contact Tracer, contacts student immediately and advise that they will need to move into isolation if returning to residence hall.
 - Student Affairs will encourage residential students to go home if parents are able to pick up; students should not be encouraged to travel on mass transit or airplanes.
3. If student wishes to remain in Res Hall, Student Affairs will work with Residence Life to implement procedure.
4. Student will be notified by Residence Life that they will be moved to the identified isolation space (one of the apartments/suites identified above).
 - Residence Life will alert Campus Safety that student will be isolated within Residence Hall.
 - As soon as possible, Residence Life will notify suitemates that student is moving to isolation.
5. After the decision is made to isolate within Res Halls, student will return to room to collect necessary belongings (clothing, chargers, laptop, etc.), and leave as quickly as possible.
 - Suitemates will be asked stay in their bedroom(s) (out of shared space within suite) while student moving into isolation packs their personal belongings.
 - Professional cleaning and disinfection of shared space within suite will be conducted as soon as practicable once student moves out.
 - Should additional personal items be needed, the RD or a friend can video conference with the isolated student to collect items, and then drop a bag outside the isolation apartment/suite.
6. Roommates/Suitemates will be contacted by Res Life & Contact Tracer conducting contact tracing to determine whether quarantine will be required.
 - Quarantine protocol will apply if roommate/suitemate is determined to have had close contact with the individual who has tested positive.
7. While moving to isolation space, student will be required to wear mask/face-covering while moving out of current room and relocating to isolation space.
 - Private elevator ride will be secured to move student to isolation space.
8. Student must stay in assigned isolation suite and cannot access elevators or common spaces in the residence hall, including laundry facilities.
 - See below for laundry pickup/delivery service details.

9. Residence Life will provide shower curtain, bath mat, toilet paper, sheets, comforter, pillows, and limited utensils in the new room.
10. While isolating, student will be encouraged to utilize Dining Dollars at off-campus vendors or the C-Store for delivery.
 - Student will not be permitted to pick up delivery in the lobby. Security or Food Service will deliver food to the isolated apartment, and leave it outside after knocking.
11. Resident Director on Call (RDOC) will call student daily to check in. If student needs to contact RDOC, they can contact Security, and Security will notify RDOC.
12. Students residing on the same floor will be notified that someone on their floor has been moved into an isolated space. They will be encouraged to disinfect their room(s) in accordance with the CDC's guidance, which can be found [here](#).
13. Should student need to leave the building to visit their doctor/urgent care, they should contact Campus Safety to have the elevator turned off for an independent ride. Student will be required to wear a mask (provided by MMC if needed) during transit.
14. If students had to stop attending classes during isolation they must contact academicaffairs@mmm.edu before returning to class. Academic Affairs will inform their professors to facilitate their return to classes.
15. Students will remain in isolation until confirming with Residence Life one of the above-listed triggers for returning to campus. Prior to resuming normal activities/engagement, Resident students will be required to communicate with residencelife@mmm.edu, submit survey certifying necessary conditions are met to terminate isolation, and receive confirmation of end of isolation.

PROCEDURE FOR THOSE WHO REQUIRE TEMPORARY ISOLATION ON CAMPUS

Temporary isolation of individuals within the Main Campus is intended to serve as an emergency procedure to enable MMC to separate a potentially infectious individual from the rest of the MMC population on campus, for a brief period. This procedure is mainly intended to address individuals who become ill while on campus.

1. Immediately notify Campus Safety that you are feeling ill or request assistance from a faculty or staff member to do so.
2. Continue to wear your face covering and avoid touching your face as much as possible.
3. Campus Safety will direct you to the isolation space and will contact the relevant Contact Tracer.

4. A Contact Tracer, Health Ambassador, or other staff member will meet you at the isolation space. Your temperature may be taken and you will be asked a series of questions about your symptoms and your contacts.
5. If you are a student, you will be directed to the Dow Zanghi Health Center or other healthcare facility of your choosing.
6. If you are a member of the Faculty or Staff, you will be asked to seek medical attention. Transport will be provided or coordinated if needed.
7. If your symptoms persist after leaving campus, please remain home until you are feeling better and consider getting tested for COVID-19.
8. If you test positive, please notify safety@mmm.edu immediately.

MMC QUARANTINE PROTOCOL

According to the National Institutes of Health, “quarantine” refers to the separation and restriction of movement of **well** persons who have been exposed to a contagious disease, before it is known whether they will become ill.⁴ Quarantine helps prevent spread of disease that can occur before a person knows they are sick or if they are infected with the virus without feeling symptoms.

People in quarantine must stay home, separate themselves from others, monitor their health, and align their actions with direction from the Centers for Disease Control (CDC) and state/local health department.

APPLICABILITY & LOCATIONS

This protocol may apply to:

- Those individuals who have been in “close contact” with someone who has tested positive for COVID-19;
- Individuals demonstrating COVID-19-related symptoms (potentially awaiting test results); and
- Students, faculty, and staff members who may be arriving or returning to campus from a state or country for which a COVID-related travel advisory has been issued.

QUARANTINE DUE TO CLOSE CONTACT WITH POSITIVE CASE OF COVID-19

In accordance with guidance from the CDC, anyone who has been in **close contact with someone who has COVID-19** should quarantine. The CDC defines close contact as:

- Being within 6 feet of someone who has COVID-19 for at least 15 minutes;
- Providing care at home to someone who is sick with COVID-19;
- Having direct physical contact with the person (touched, hugged, or kissed them);
- Sharing eating or drinking utensils;
- Getting respiratory droplets on you from sneeze, cough, or other expulsion from sick person.

MMC students, faculty, and staff members have been asked to notify safety@mmm.edu if they test positive for COVID-19 so that MMC Contact Tracers, with the NYC Department of Health and Mental Hygiene (NYC DOHMH), can quickly identify and notify “close contacts” of confirmed cases.

Additionally, all members of the MMC campus community are asked to notify safety@mmm.edu if

⁴ <https://www.ncbi.nlm.nih.gov/books/NBK92450/>

they are otherwise informed that they have been in close contact with someone who has tested positive for COVID-19.

Anyone who has been in close contact with a confirmed case of COVID-19 will be required to remain off-campus and quarantine for 14 days in the following manner:

- Students living within the Residence Halls will be asked to quarantine within their assigned rooms, refrain from visiting Main Campus buildings, and avoid contact with others as much as possible.
 - While in quarantine within Residence Halls, students should wear face coverings in shared space within their suite, to the extent possible.
- Faculty, non-resident students, and staff members will be asked to quarantine at home, remain off-campus, and avoid contact with others as much as possible.

QUARANTINE DUE TO ILLNESS

COVID-19 is thought to spread mainly from person to person, through respiratory droplets expelled from an infected individual while coughing, sneezing, or talking. Thus, it is more likely to spread when people are in close contact with one another. There is, however, uncertainty around the potential for the virus to spread by other means, such as surface transmission. Additionally, a significant percentage of individuals who contract COVID-19 are asymptomatic. Accordingly, it is possible for someone to unknowingly contract COVID-19 and/or have close contact with someone who has COVID-19.

Thus, MMC will implement quarantine procedures for anyone demonstrating COVID-related symptoms even if that person has not knowingly had close contact with a confirmed case. Individuals experiencing COVID-related symptoms will be required to quarantine/remain home until illness subsides and/or a negative test result is obtained.

QUARANTINE DUE TO TRAVEL

Pursuant to Executive Order 205, issued June 25, 2020, New York State government has issued a COVID-19-related [travel advisory](#) for a number of “designated states” with significant community spread. Accordingly, members of the MMC campus community arriving or returning to MMC from any of state included in the travel advisory will be required to quarantine for 14-days, before commencing normal activities/engagement on campus.

Please note, NYS’s list of designated states is subject to change based upon the spread of COVID-19 globally. Additionally, other countries/regions may be subject to new/updated travel advisories as time goes on. If a state or country is removed from a travel advisory while someone is already in mandatory quarantine due to travel to/from that location, that individual will still be required to complete the 14-day quarantine. Conversely, if a location is added to a travel advisory, within 14-days of an individual’s return or arrival from said location, the individual will be required to quarantine for 14-days from the date travel advisory was issued for that location.

All members of the MMC campus community are asked to remain aware of rapidly changing travel advisories when making travel plans. MMC will continue to update travel-related information on the MMC COVID-19 Restart page.

QUARANTINE PROCEDURES

Whether quarantine is required as a result of close contact with a confirmed case of COVID-19 or as a result of travel, the same quarantine procedures will apply. The procedure will differ, however, between students who live on campus and all others in the MMC campus community.

QUARANTINE PROCEDURES FOR NON-RESIDENT STUDENTS, FACULTY AND STAFF

1. A mandatory quarantine period is required for all non-resident students, faculty, and staff members who have:
 - a. Been in close contact with a confirmed case of COVID-19;
 - b. Demonstrate COVID-related symptoms; and/or
 - c. Traveled to/from any state or country for which a quarantine travel advisory has been issued.
2. Quarantine period is determined as follows:
 - a. **If you have been in close contact with a confirmed case:** you must quarantine for 14-days from the last day you had contact with a person who has tested positive for COVID-19, even if you feel healthy or test negative for COVID-19.
 - i. NOTE: If you have additional close contact with a person who has tested positive for COVID-19 during your quarantine period, you will have to restart the 14-days from the date of that additional contact.
 - b. **If you have traveled to/from an area for which a quarantine travel advisory has been issued:** you must quarantine for 14-days upon arrival or return to NYC.
 - c. **If you are experiencing [COVID-related symptoms](#):** All members of the MMC community are asked to stay home and away from campus if feeling ill. If your symptoms are COVID-related and/or you have obtained a COVID-19 test, remain in quarantine until your symptoms subside and/or you obtain a negative test result.
3. If you learn that you have been in close contact with a confirmed case of COVID-19 (from someone other than an MMC Contact Tracer), or you have travelled to/from any state or country for which a quarantine travel advisory has been issued, please notify:
 - a. AVP of Student Success and Engagement/Dean of Students and safety@mmm.edu – **if you are a non-resident student;**
 - b. AVP Academic Administration and safety@mmm.edu – **if you are a faculty member;**

- c. AVP of Human Resources and safety@mmm.edu – **if you are a staff member.**
4. Students will receive information about continuation of academics during their quarantine period from their professors and should remain in contact with their professors for the duration of quarantine.
5. If you remain healthy during your quarantine period:
 - a. Students are expected to continue with classes/assignments;
 - b. Faculty and staff are expected to continue working remotely.
6. During the mandatory quarantine period:
 - a. Stay home and away from campus;
 - b. Watch for fever (100.4°F), shortness of breath, or other symptoms of COVID-19;
 - c. To the extent possible, stay away from others, especially those who may be higher risk (older adults and/or those with underlying medical conditions) for getting very sick from COVID-19;
 - d. If symptoms develop or worsen, consider seeking medical attention and/or getting tested for COVID-19;
 - e. If you experience any emergency warning signs like trouble breathing, chest pain, confusion, inability to wake or stay awake, and/or bluish lips or face, call 911 or call ahead to your local emergency medical facility.
7. If you become ill during quarantine and are unable to continue taking classes or working remotely, notify:
 - a. Your professors, academicaffairs@mmm.edu, and safety@mmm.edu – **if you are a non-resident student;**
 - b. AVP Academic Administration and safety@mmm.edu – **if you are a faculty member;**
 - c. AVP of Human Resources and safety@mmm.edu – **if you are a staff member.**
8. If you test positive for COVID-19 during your quarantine, please notify safety@mmm.edu as soon as possible.
 - a. If you test positive, you will be required to isolate in accordance with the Isolation Protocol above.
9. Return to normal activities/engagement on campus post quarantine will proceed as follows:
 - a. **If you were quarantining because you have had close contact with a confirmed COVID-19 case** and have quarantined for 14-days from the date of close contact with a confirmed case and have not developed any symptoms, you will be able to resume normal activities/engagement on campus once you have notified safety@mmm.edu of your intended date of return.
 - b. **If you were quarantining because you traveled to/from an area for which a quarantine travel advisory has been issued** and have quarantined for 14-days upon arrival or return

to NYC, you will be able to resume normal activities/engagement on campus once you have notified safety@mmm.edu of your intended date of return.

- c. **If you were quarantining because you were experiencing [COVID-related symptoms](#)**, have tested negative for COVID-19, **and** are no longer experiencing symptoms, you will be able to resume normal activities/engagement on campus once you have notified safety@mmm.edu of your intended date of return.

QUARANTINE FOR STUDENTS LIVING IN RESIDENCE HALLS

1. A mandatory quarantine period is required for all non-resident students, faculty, and staff members who have:
 - a. Been in close contact with a confirmed case of COVID-19;
 - b. Demonstrated COVID-related symptoms; and/or
 - c. Traveled to/from any state or country for which a quarantine travel advisory has been issued.
2. Quarantine period is determined as follows:
 - a. **If you have been in close contact with a confirmed case:** you must quarantine for 14-days from the last day you had contact with a person who has tested positive for COVID-19, even if you feel healthy or test negative for COVID-19.
 - i. NOTE: If you have additional close contact with a person who has tested positive for COVID-19 during your quarantine period, you will have to restart the 14-days from the date of that additional contact.
 - b. **If you are experiencing [COVID-related symptoms](#):** All members of the MMC community are asked to stay home and away from Main Campus facilities if feeling ill. If your symptoms are COVID-related and/or you have obtained a COVID-19 test, remain in quarantine until your symptoms subside and/or you obtain a negative test result.
 - c. **If you have traveled to/from an area for which a quarantine travel advisory has been issued:** you must quarantine for 14-days upon arrival or return to NYC.
3. If you learn that you have been in close contact with a confirmed case of COVID-19 (from someone other than an MMC Contact Tracer), or you have travelled to/from any state or country for which a quarantine travel advisory has been issued, please notify the College by emailing residencelife@mmm.edu and safety@mmm.edu.
4. Students living in Residence Halls who are required to quarantine for any reason must:
 - a. Remain in their room at the residence hall for 14-days or until illness subsides;
 - b. Obtain clearance to end quarantine from residencelife@mmm.edu;
 - c. Avoid common areas within the Residence Halls including elevators, hallways, or stairwells;

- d. Refrain from participating in any in-person activities or programs (including Orientation and Welcome Week).
5. During the mandatory quarantine period:
 - a. Stay home and away from Main Campus facilities;
 - b. Watch for fever (100.4°F), shortness of breath, or other symptoms of COVID-19;
 - c. To the extent possible, stay away from others, especially those who may be higher risk (older adults and/or those with underlying medical conditions) for getting very sick from COVID-19;
 - d. Whenever possible, wear face coverings when in shared space within suite;
 - e. If symptoms develop or worsen, consider seeking medical attention and/or getting tested for COVID-19;
 - f. If you experience any emergency warning signs like trouble breathing, chest pain, confusion, inability to wake or stay awake, and/or bluish lips or face, call Campus Safety, 911 or call ahead to your local emergency medical facility.
 6. If at any time your temperature is above 100.4 degrees Fahrenheit (38 degrees Celsius) the resident must notify safety@mmm.edu and residencelife@mmm.edu.
 7. If you test positive for COVID-19 during your quarantine, please notify safety@mmm.edu as soon as possible.
 - a. If you test positive, you will be required to isolate in accordance with the Isolation Protocol above.
 8. If you remain healthy during your quarantine period, you are expected to continue with classes/assignments.
 - a. If you develop symptoms that prevent you from continuing your classes/assignments, notify your professors, academicaffairs@mmm.edu, safety@mmm.edu, and residencelife@mmm.edu.
 9. Students will receive information about continuation of academics during their quarantine period from their professors and should remain in contact with their professors for the duration of quarantine.
 10. Suitemates are considered members of a “family group” or “household” and can share the bathroom, kitchen, and common spaces *within* their suite. However, suitemates should limit direct contact as much as possible during the quarantine period.
 - a. Students in quarantine should wear masks in shared space to the extent possible to help contain spread of potential illness.
 11. Residents should follow [hygiene and cleaning best practices](#) and frequently disinfect commonly touched surfaces like bathrooms, faucets, doorknobs, light switches, etc.

12. During quarantine, Residents are able to prepare food in their apartment/suite or order delivery using their Dining Dollars or personal funds. Campus Safety and Food Service will deliver food in specific time windows each day. Local resources for delivery are listed below.
 13. Students in quarantine will not be allowed to access shared spaces within Residence Halls, including laundry facilities. Resources listed below for laundry pickup and delivery.
 14. An MMC staff member will drop off mail or packages outside the students' doors as needed.
 15. Return to normal activities/engagement on campus post quarantine will proceed as follows:
 - a. **If you were quarantining because you have had close contact with a confirmed COVID-19 case** and have quarantined in your suite for 14-days from the date of close contact with a confirmed case and have not developed any symptoms, you will be able to resume normal activities/engagement on campus once you have notified residencelife@mmm.edu received confirmation for end of quarantine.
 - b. **If you were quarantining because you traveled to/from an area for which a quarantine travel advisory has been issued** and have quarantined for 14-days upon arrival or return to NYC, you will be able to resume normal activities/engagement on campus once you have notified residencelife@mmm.edu and received confirmation for end of quarantine.
 - c. **If you were quarantining because you were experiencing [COVID-related symptoms](#)** and have tested negative for COVID-19 and are no longer experiencing symptoms, you will be able to resume normal activities/engagement on campus once you have notified residencelife@mmm.edu and received confirmation for end of quarantine.
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MMC COVID-19 HEALTH AND SAFETY POLICIES

MMC has taken extensive precaution to help ensure a safe, healthy, and comfortable environment for all members of the MMC campus community, within all MMC facilities. The maintenance of such an environment, however, requires the commitment, vigilance, and participation of each member of the community. Accordingly, MMC has adopted the following policies, which apply to all members of the MMC community and within all MMC facilities.

Any individual whose behavior threatens the safety and well-being of others within the MMC campus community is subject to possible removal from MMC facilities. Moreover, MMC will strictly adhere to relevant disciplinary procedures for students, faculty, or staff members who violate/disregard these policies.

SCREENING, TESTING, AND REPORTING

Pursuant to New York State's [requirements](#) for reopening institutions of higher education, guidance from the Centers for Disease Control (CDC), and state/local health authorities, the following screening, testing and reporting policy applies for all members of the MMC campus community.

Screening:

- An electronic screening questionnaire will be used within Main Campus facilities and Residence Halls to help control the spread of COVID-19 within the MMC community by ensuring that those individuals who are or who may be sick **do not enter campus**.
- MMC community members will be asked to complete an electronic questionnaire before arriving to campus. Per NYS directives:
 - Faculty, staff, and visitors will be required to complete the questionnaire daily prior to entering campus;
 - Students living in the Residence Halls will be required to complete the screening upon initial arrival to campus and then on a weekly basis; and
 - All other students will be required to complete the screening weekly.

- An individual who answers “yes” to the screening questions regarding COVID-19 exposure, testing positive, or exhibiting symptoms **must not come to campus**, should notify safety@mmm.edu, and should immediately self-quarantine.

Testing:

- NYC now [recommends](#) that all New Yorkers get tested, regardless of symptoms or increased-risk.
- MMC will not require testing; however, the College does recommend that all students, faculty, and staff be tested for COVID-19 in the 14 days prior to returning to campus or upon arrival.
- MMC will consider funding rapid testing when test results are sufficiently delayed.
 - MMC will consider this option for members of the MMC campus community who live in the Residence Halls, have regular contact with students, faculty, or staff, and/or are spending time within Main Campus facilities
 - Mobile Testing Units
 - August 31 – September 4 NYC Health + Hospitals will provide free COVID-19 testing in Cooper Triangle (NYC Park across the street from Cooper Square) to all students, faculty, and staff
 - Students, faculty, and staff must provide their NYC address in order to receive free services.
- If any member of the MMC campus community tests positive for COVID-19, MMC plans to work with NYC Department of Health and Mental Hygiene to trace all contacts of the individual, in accordance with the New York State Contact Tracing Program. Confidentiality will be maintained as required by federal and state law and regulations.

Reporting:

- All members of the MMC campus community who tests positive for COVID-19 are asked to report this result to safety@mmm.edu. Confidentiality will be maintained as required by federal and state law and regulations.
 - In the interest of public health, any member of the MMC campus community who tests positive for COVID-19 is strongly encouraged to notify those with whom they have come into contact of their test result.
- All members of the MMC campus community who have close contact with a confirmed case of COVID-19 and/or become ill with COVID-19 related symptoms are asked to notify safety@mmm.edu. Confidentiality will be maintained as required by federal and state law and regulations.

TEMPERATURE CHECKS

Based on the CDC's guidance that temperature checks can be used as a supplemental screening mechanism for potentially identifying cases of COVID-19, MMC has adopted the following policies:

- Upon entering Main Campus, all students, faculty, staff, and visitors will be required to go through temperature checking process.
 - Temperature screenings will be monitored by Health & Safety Ambassadors stationed in the front lobby;
 - The installed device will beep to alert Health & Safety Ambassadors of an elevated temperature reading;
 - Temperatures will not be recorded or shared.
- MMC reserves the right to refuse access to anyone who arrives on campus with an elevated temperature.
- Temperature checking is not intended to replace other screening and mitigation measures and will not exempt any individual from MMC's health screening process or any other health & safety policies/procedures.

KEEP MMC HEALTHY PLEDGE

MMC recognizes that the commitment of the entire MMC population is required to establish and maintain an environment that is as safe and comfortable as possible. Accordingly, MMC has required all Faculty and Staff members to acknowledge the Keep MMC Healthy Pledge, and all resident students to sign the Residential Wellness Pledge.

FACE COVERINGS & PHYSICAL DISTANCING

Pursuant to New York State's [requirements](#) for reopening institutions of higher education, guidance from the Centers for Disease Control (CDC), and state/local health authorities, the following policy applies regarding face coverings and physical distancing for all members of the MMC campus community.

Face Coverings:

- Pursuant to NYS Executive Order 202.14 (Effective 07/09/20), everyone entering an MMC facility is required to wear a mask.
 - The College and those authorized on their behalf may deny admittance to any person who fails to comply with the Executive Order and may require or compel such persons' removal. Provided, however, that this regulation shall be applied in a manner consistent with the federal American with Disabilities Act, New York State or New York City Human Rights Law, and any other applicable provision of law.

- Students, faculty, staff, and visitors are required to wear face coverings in common areas or situations where social distancing may be difficult to maintain, such as riding in elevators, entering/exiting classrooms, and in stairwells.
- In accordance with NYS requirements for IHEs, MMC will make available face coverings for all members of the MMC campus community.
 - MMC will provide a reusable face-covering to all students, faculty, and staff.
 - Campus Safety will maintain a supply of disposable face masks at every security desk for individuals arriving at any MMC facility without a mask.
- Students, faculty, staff, and visitors are required to wear face coverings in common areas or situations where social distancing may be difficult to maintain, such as riding in elevators, entering/exiting classrooms, and in stairwells.
- Any time individuals come within 6 feet of another person who does not reside in the same residence (e.g. roommate or family member), **acceptable face coverings must be worn.**
 - **Exception:** For students who are quarantining within Residence Halls, to the extent possible, face coverings should be worn when in any shared space, even within your suite.
- Read more about the [CDC's recommendations for face coverings here](#).

Physical Distancing:

- All members of the MMC campus community are required to endeavor to maintain physical distancing of at least 6 ft. with anyone who does not reside in the same residence, whenever possible.
 - All members of the MMC campus community must recognize and respect MMC-installed signage and decals regarding occupancy, foot traffic direction, space use, and/or distancing circles.
 - Any time individuals come within 6 ft. of another person who does not reside in the same residence (e.g. roommate), acceptable face coverings must be worn.
- See below Building Occupancy and Space Usage policies.

ISOLATION AND QUARANTINE

MMC has adopted specific isolation and quarantine protocols as part of their COVID-19 response/contingency planning, pursuant to NYS's requirements for IHEs. Pursuant to New York State's [requirements](#) for reopening institutions of higher education, guidance from the Centers for Disease Control (CDC), and state/local health authorities, the following isolation and quarantine policies apply for all members of the MMC campus community.

Isolation:

- In accordance with the CDC's guidance, MMC's Isolation Protocol is intended to separate individuals who test positive for COVID-19 from the rest of the community.
- Isolation space has been identified within both Residence Halls for isolation of residence students. Students residing at 1760 will be able to isolate in their room without moving to an isolation room.
- Additionally, temporary isolation space has been identified on within Carson Hall in Room 201 should any member of the MMC campus community become ill while within the facility and require isolation until they can be directed home and/or to a healthcare facility.
- Isolation may be required in any of the following circumstances:
 - Members of the MMC campus community who test positive for COVID-19; and/or
 - Members of the MMC campus community who develop or begin presenting COVID-19 symptoms while on campus.
- MMC has adopted the CDC's guidance for terminating Isolation, which states that isolation can terminate as follows:
 - If individual tested positive and had symptoms:
 - At least 10 days since symptoms first appeared **and**
 - At least 24 hours with no fever without fever-reducing medication **and**
 - Symptoms have improved (e.g. cough, shortness of breath).
 - If individual tested positive and have a weakened immune system:
 - May need to isolate for longer than 10 days
 - Speak to *healthcare provider* before returning to normal activities
 - If individual tested positive, but had no symptoms:
 - 10 days after initial test **and**
 - You continue to have no symptoms.
- Before returning to normal activities/campus engagement:
 - **Non-resident students, faculty, and staff** must email safety@mmm.edu and advise that above criteria have been met;
 - Resident students must email residencelife@mmm.edu, complete survey provided, and obtain clearance from Residence Life.

- All members of the MMC campus community who are subject to isolation are expected to abide by the Isolation Protocol and remain in isolation until they are cleared to resume normal activities and campus engagement.
 - Any MMC campus community member who returns to Main Campus when they are supposed to be in isolation will be asked to leave immediately.
 - Any residents who violate the terms of the Isolation Protocol are subject to having their residency agreement terminated.

Quarantine:

- In accordance with the CDC's guidance, MMC's Quarantine Protocol is intended to separate those individuals who may have been exposed to COVID-19 away from the rest of the community.
- Quarantine may be required in any of the following circumstances:
 - Those individuals who have been in "close contact" with someone who has tested positive for COVID-19;
 - Individuals demonstrating COVID-19-related symptoms (potentially awaiting test results); and/or
 - Students, faculty, and staff members who may be arriving or returning to campus from a state or country for which a COVID-related travel advisory has been issued (See Travel Policy below).
- Resident students will be able to quarantine within their assigned rooms/suites. All other members of the MMC campus community will be expected to quarantine at home.
 - If any member of the MMC campus community is unable to quarantine at home (for any reason) please notify safety@mmm.edu.
- MMC campus community members will be able to return to normal activities/engagement on campus post quarantine as follows:
 - a. **If individual was quarantining because they have had close contact with a confirmed COVID-19 case** and have quarantined for 14-days from the date of close contact with a confirmed case and have not developed any symptoms, individual may resume normal activities/engagement on campus once they have notified safety@mmm.edu or residencelife@mmm.edu (for Resident Students).
 - b. **If individual was quarantining because they traveled to/from an area for which a quarantine travel advisory has been issued** and have quarantined for 14-days upon arrival or return to NYC, individual will be able to resume normal activities/engagement on campus once they have notified safety@mmm.edu or residencelife@mmm.edu (for Resident Students).
 - c. **If individual was quarantining because they were experiencing COVID-related symptoms**, have tested negative for COVID-19 and /or are no longer experiencing symptoms, individual will be able to resume normal activities/engagement on campus once they have notified safety@mmm.edu or residencelife@mmm.edu (for Resident Students).

- All members of the MMC campus community who are subject to quarantine are expected to abide by the Quarantine Protocol and remain quarantined until cleared to resume normal activities and campus engagement.
 - Any MMC campus community member who returns to Main Campus facilities when they are supposed to be quarantined will be asked to leave immediately.
 - Any Resident Students who violate the terms of the Quarantine Protocol are subject to having their residency agreement terminated.

CONTACT TRACING

MMC anticipates a collaborative effort with NYC Testing and Tracing Corps to facilitate contact tracing for any confirmed cases within the MMC campus community. However, to ensure that MMC is equipped to effectively and efficiently trace potential contacts of confirmed cases on campus, we are also training several Contact Tracers to conduct tracing internally.

Based upon NYS’s guidance as well as guidance from the CDC and NYC Testing and Tracing Corps, MMC has adopted the following policy regarding Contact Tracing.

- All members of the MMC campus community are expected to support the College’s contact tracing efforts in the following manners:
 - **If you have had close contact with a confirmed case of COVID-19:** Notify safety@mmm.edu;
 - **If you test positive for COVID-19:** Work with MMC Contact Tracers to identify your close contacts and/or the MMC facilities that you may have visited while sick;
 - **If you may be a close contact of a confirmed case of COVID-19:** Provide prompt and complete responses to MMC Contact Tracers’ questions and offer any information that may be helpful in identifying other close contacts.
- MMC has identified a cadre of Contact Tracers within the MMC campus community, who have all taken the Johns Hopkins Coursera Course for contact tracing, to provide contact tracing within the MMC campus community/on campus.
- If a case of COVID-19 is confirmed on campus/within the MMC campus community, MMC Contact Tracers will inform NYC Department of Health and Mental Health (NYC DOHMH).
 - To the extent possible, Contact Tracers will work with the NYC DOHMH to conduct contact tracing.
- Contact Tracers will conduct contact tracing to help identify:
 - MMC facilities that may require cleaning & disinfection after a confirmed case has been identified; and
 - “Close contacts” (as defined by the CDC) of the confirmed case.

- Additionally, Contact Tracers will seek out the help of NYC DOHMH (to the extent possible) to determine what, if any, community transmission has been identified and whether MMC can continue to contain/manage confirmed case(s) within their own facilities.
 - If possible, Contact Tracers may also seek guidance from NYC DOHMH regarding need for temporary closure of any MMC facilities and/or shutdown of the College.
 - If NYC DOHMH recommends temporary closure or shutdown and/or if Contact Tracers believe such an action may be required, they will advise Incident Commander who will advise President.
- Contact Tracers will work closely with the Incident Commander to ensure the College is positioned to respond rapidly, should contact tracing reveal a level of community spread that creates an Emergency for MMC.
- Based on information from NYC Health and Hospitals Testing and Tracing Corps, MMC expects that NYC Contact Tracers may also reach out to MMC to inform of close contacts and/or confirmed cases identified within the MMC campus community.

STUDENT, FACULTY, AND STAFF ACCOMMODATIONS

MMC has adopted these health and safety policies in accordance with existing guidance and requirements from NYS, the CDC, state and local health departments, and the WHO. MMC recognizes that in certain instances, accommodations may be required for members of the MMC campus community.

- Students, faculty, or staff with health or safety considerations will be able to apply for special accommodation for any of the College’s health & safety policies as necessary.
- Students should contact the Office of Disability Services for assistance.
- Employees with medical conditions that increase their vulnerability and susceptibility relative to COVID-19 are responsible for notifying their supervisor and Human Resources if they require an accommodation.
 - Employees can obtain more information about this process [here](#).

BUILDING OCCUPANCY AND SPACE USAGE

In accordance with NYS reopening requirements as well as general guidance from the CDC and state/local health departments, MMC has modified operations to reduce the population density across MMC facilities. To help avoid large gatherings and enable physical distancing as much as possible, the College has adopted the following policies:

Building Occupancy:

- MMC has adopted a 50% occupancy limitation on Main Campus.
- A policy of one person/bedroom has been adopted for the Residence Halls.
- The following policies have been adopted to support a reduction in population density in all MMC facilities:
 - Remote Instruction: All classes will take place online through MMC’s enhanced Virtual Campus.
 - Some advising, teaching/learning, and rehearsing will take place on the 71st Street Campus, but MMC will strictly adhere to health and safety guidelines for all in-person experiences, and social distancing and the use of masks will be required.
 - Access to Main Campus: Students and faculty will still have access to facilities, equipment, and technology on the Main Campus; however, building occupancy will be monitored and controlled.
 - Limited Visitor Policy: MMC has adopted strict visitor policies across facilities:
 - On Main Campus, only invited guests, critical vendors and deliveries will be allowed to enter the facility.
 - Guests will have to identify purpose of visit at Security desk **and will be required to provide IDs to enter Main Campus.**
 - Prospective students who are visiting for a guided campus tour will be asked to arrive during their scheduled appointment and will only be allowed to have two family members with them.
 - All visitors will need to adhere to MMC’s Health & Safety policies and procedures including taking MMC’s online screening assessment before entering, wearing a face covering and maintaining social distancing.
 - Visitors will not be allowed to enter the Residence Halls except during move-in, when identified “helpers” will be allowed access to assist student with move-in.
 - Reduced staff levels: Staffing levels have been reduced on Main Campus.
 - Flexible Scheduling: MMC will continue to offer flexible work arrangements for staff to support reduced staffing levels on campus, including:
 - Continued telework options;
 - Alternating schedules to reduce office density; and
 - Phased return of staff to campus.
 - Large Gatherings/Events: MMC will not be hosting College-sponsored large gatherings or events during Fall 2020. Additionally, MMC campus community members will not be allowed to gather in large groups within MMC facilities. In-person indoor gatherings will be limited to 50 people or less.

Space Use:

Though the actions/policies outlined above will automatically reduce population density on campus, significantly, MMC has also adopted the following policies/approaches for shared spaces:

- Wherever possible MMC has eliminated activities that require shared objects; however, where objects/equipment must be shared, the following requirements apply;
 - Shared objects must be requested through the Reservation System, Astra; and
 - Shared objects must be cleaned and isolated after use.
- MMC has installed Plexiglass barriers in high-traffic areas.
- Furniture has been reduced in all rooms to accommodate social distancing.
- MMC has designated one-way traffic patterns where possible.
- MMC has adopted a reservation system (Astra) to limit the number of people who may be in the same shared space at the same time.
 - Reservations (with capped capacity) must be made for:
 - Small group activities or meetings
 - Desktop computer reservations in the Library and Computer Labs
 - Single seat reservations in the Library for individual study time
 - Individual seats in the Art Studios, Design/Production Labs, and Science Labs for completing homework
 - Theatre and Dance studio space for rehearsals (homework)
 - Shared office space (HEOP, Student Organization Suite) for individual study space or group meetings
 - Faculty and Staff desk hoteling locations
- MMC has also adopted the following policies regarding these particular shared spaces/communal services:
 - Library:
 - Library layout has been modified to accommodate social distancing at all desks, tables, and computers
 - One-way traffic pattern designated throughout both floors
 - Any seating allowing for more multiple people to use at once has been removed (couches)
 - Shared objects (desktop computers, laptops) will be cleaned with technology wipes supplied in the Library before and after each use by the user
 - Shared objects (main stacks) that can't be cleaned will be isolated after user
 - Restricted loan protocol for laptops, and hardcopy reserves are currently discontinued

- Additional signage for individual study space reservation procedures and labeled seating/computers
- Extended hours outside of core building hours of operation (5:30-10pm M-Th, 10am-5pm Sat-Sun)
- No food/eating permitted
- Studios:
 - Shared objects (ballet barres, theatre boxes) will be cleaned by in-studio wipes before and after each use by the user
 - Capacities reduced further to allow for 10' (Dance) and 25' (Musical Theatre) of social distancing per person
 - Floor taped for appropriate social distancing
 - Extended hours outside of core building hours of operation (5:30-7pm M-F, 10am-5pm Sat-Sun)
- Food Services:
 - 4th Floor Café and Catering operations are closed
 - Starbucks and the C-Store remain open with reduced hours, capacities and layouts
 - One-way traffic patterns have been designated
 - Plexiglass installed at registers
 - Online/mobile ordering with pick-up option implemented
 - All food, beverages and utensils are individually wrapped
 - Cash not accepted; only contactless credit/debit/dining dollars transactions
- Lounges:
 - Food/eating not permitted in any location except the Lowerre Family Terrace and the Nugent Lounge/Starbucks
 - Reduced furniture and adjusted layouts
 - One-way traffic patterns implemented where possible
 - Signage added to reinforce health and safety practices

CLEANING & DISINFECTING POLICY

DAILY CLEANINGS

- Routine cleaning and disinfecting of Main Campus facilities occurs once every 24-hours Monday-Sunday.
- Routine cleanings are reflected on Cleaning and Disinfecting Plan and are logged accordingly.

HIGH TRAFFIC AREAS

- Bathrooms are cleaned and disinfected hourly and those cleanings are logged and dated by housekeeping.
- Other high traffic areas (commons, Starbucks, library etc.) are cleaned and disinfected on a routine schedule (day and night). These cleanings are reflected on the Cleaning and Disinfecting Plan and are logged accordingly.

DEEP CLEANING/DISINFECTING

- Deep cleaning will be done by our cleaning vendor Highline Building Services cleaning will be done overnight.
 - During this cleaning, all surfaces to be wiped and disinfected with Clorox wipes; carpets will be extracted; vinyl flooring and studio Marley will be auto scrubbed.
- In the case of a COVID positive our cleaning vendor will come in and do a complete disinfection of impacted facility. Surfaces will be wiped down with disinfectant and will also be chemically treated with an electrostatic gun.
 - Treatment usually lasts for 4 hours before occupancy can be reestablished in the space.

SHARED SPACES

- Classrooms and library will be equipped with disinfecting wipes for students to wipe down desks/work spaces after use.
- Faculty and staff will be supplied disinfectant wipes to wipe down their office areas after use.
- Dance studios will be equipped with disinfectant wipes for students to wipe down ballet bars after use.

OUTSIDE RENTALS

Due to MMC's Limited Visitor Policy, any groups not part of the MMC community will not be permitted to rent space on campus. An exception to this policy is on-campus space reserved for the Board of Elections for the General Election on Tuesday, November 3, 2020, and the Primary Election on Tuesday, June 22, 2021.

TRAVEL POLICY

THIS POLICY IS SUBJECT TO CHANGE PENDING UPDATED/REVISED GUIDANCE AND/OR TRAVEL RESTRICTIONS FROM FEDERAL, STATE, AND/OR LOCAL HEALTH AGENCIES

The College is implementing the following travel policy based upon guidance from the U.S. Department of State, New York State, the Centers for Disease Control and Prevention (CDC), and the World Health Organization (WHO) related to the coronavirus (COVID-19) outbreak.

- In light of the global COVID-19 pandemic, all College-related travel, both international and domestic, is prohibited until further notice and should not be planned or scheduled at this time.
 - This applies to all community members—students, faculty, and staff. We encourage you to explore creative options for alternative study, research, work, and collaboration.
- We also strongly discourage domestic and international personal travel, given the complex and fast-changing nature of national and state border restrictions and quarantines.
 - Those returning from high-risk areas should quarantine for 14 days in accordance with state guidelines. Marymount Manhattan College will continue to monitor the travel advisories of the federal, state and local governments to revise this policy as appropriate.

Exceptions:

All currently approved and future travel plans must be evaluated using the criteria listed below and then approved by the appropriate supervisor and Vice President. No exceptions to the international travel restriction will be made. For approval of an exception, domestic travel must meet all of the following criteria:

1. Be essential, meaning:
 - required by an agency, accreditor, regulatory body or legislative body or member, which has jurisdiction over and/or provides state or national level policy or funding to the College
 - lack of in-person attendance would have a significant, adverse impact on the College
 - no virtual alternative is available and no comparable, future opportunity is likely
 - includes the fewest number of College personnel possible
 - is for a critical business need such as recruiting, fundraising, etc.
 - New York City recruitment travel will take place when/if high schools allow in-person visits from college representatives.
 - Domestic recruitment travel can occur if the following criteria are met:
 - High schools are permitting in-person visits from college reps;

- Visits to at least three different sites per day can take place; and
- No recruitment trip lasts more than two weeks per city/state/region.
- The state to be visited is not listed in the NYS travel advisory list.

2. Follow current federal, state and local government safety protocols and can be conducted in accordance with all applicable COVID-19 health and safety protocols (social distancing, monitoring for COVID-related symptoms, etc.) issued by federal, state, and local health authorities, as well as College protocols;

3. The individual(s) participating in the travel do(es) not have heightened risk factors for COVID-19, after taking into consideration available mitigation, such as use of Personal Protective Equipment;

Employees are highly encouraged to bring their own PPE (sanitizing wipes, face coverings, etc.) when traveling to promote personal safety.

Official communications from the College regarding the COVID-19 outbreak can be found at www.mmm.edu/coronavirus.

Additional information about novel coronavirus:

- [CDC COVID-19 information](#)
- [WHO COVID-19 information](#)
- [NYC Health Department COVID-19 information](#)
- [NYS Health Department COVID-19 Information](#)
- [NYS U.S. Travel Advisory](#)

CLEANING/DISINFECTING PLAN

Carson

	Products Used	Hourly	Weekly
RESTROOMS			
Empty trash and replace liners	3M Quat Disinfectant Cleaner	Hourly	7x
Clean/disinfect counters and sinks	3M Quat Disinfectant Cleaner	Hourly	7x
Dust mop and mop floors	3M Neutral Cleaner Concentrate	Hourly	7x
Spot clean doors, walls and partitions	3M Quat Disinfectant Cleaner	Hourly	7x
Properly clean all toilets and urinals	3M Quat Disinfectant Cleaner	Hourly	7x
Dust all vent covers and light fixtures if needed	3M Neutral Cleaner Concentrate	Hourly	7x
Clean baseboards, high and low dust	3M Neutral Cleaner Concentrate	Hourly	7x
Use kaivac to wash walls, partitions, toilets and urinals	3M Neutral Cleaner Concentrate	As Needed	7x
HALLWAYS/LOBBY/ENTRANCE			
Dust mop and mop all floors	3M Neutral Cleaner Concentrate	every 2 Hours	7x
Dust on top of any lockers, or vending machines	Feather Duster/ 3M Glass Cleaner & Protector	Once A Day	7x
Check and clean any bench cushion for dirt and dust	3M Neutral Cleaner Concentrate	As Needed	7x
Burnish or use auto scrubber on tile, terrazzo floors only.	Autoscrubber/ 3M Neutral Cleaner Concentrate	Overnight	7x
Remove any smudges or blemishes on walls and doors	3M General Purpose Cleaner Concentrate	As Needed	7x
Dust fire extinguishers, sanitizers dispensers or display pieces	Feather Duster	Once A Day	7x
Detail any glass doors or windows	3M Glass Cleaner & Protector	every 2 Hours	7x
Vacuum all carpets, mats or rugs.	Zep High -Traffic Carpet cleaner	As Needed	7x
Shine or wipe down any handrails	3M Quat Disinfectant Cleaner	every 2 Hours	7x
Clean all entrances of debris and leaves etc.	Broom dust pan	every 2 Hours	7x
Sweep outside sidewalks of any debris and leaves	Broom dust pan	As Needed	7x
Remove trash and replace liners	Soap & Water/ 3M General Purpose Cleaner Concentrate	every 2 Hours	7x
Vacuum carpet and mats	Vaccum/ Extract	As Needed	7x
Clean glass	3M Glass Cleaner & Protector	every 2 Hours	
STAIRCASES			
Sweep and mop all staircases, top to bottom	3M Neutral Cleaner Concentrate/ Sweep & Mop	As Needed	7x
Clean staircase corners and behind floor pipes	3M Neutral Cleaner Concentrate	As Needed	7x
High dust any overhead pipes, exit signs, fire extinguishers	Feather Duster/ 3M Quat Disinfectant Cleaner	every 2 Hours	7x
Dust and wipe down staircase handrails	Feather Duster/ 3M Quat Disinfectant Cleaner	Hourly	7x
Clean any smudges on walls and doors	3M General Purpose Cleaner Concentrate	Hourly	7x
Handrails	3M Quat Disinfectant Cleaner	Every 2 Hours	7x
ELEVATORS			
Shine stainless surfaces	Claire - Stainless Steel Polish & Cleaner	Hourly	7x
Sweep or mop floor	3M Neutral Cleaner Concentrate	Hourly	7x
Sweep or vacuum elevator tracks of dirt and debris	3M Neutral Cleaner Concentrate	Hourly	7x
Dust elevator door sensors	Feather Duster	Hourly	7x
OFFICES			
Empty all trash cans and replace liners	3M Quat Disinfectant Cleaner	Overnight	7x
Dust partition tops, ledges, any flat surfaces that will accumulate dust	Feather Duster/ 3M Neutral Cleaner Concentrate	Overnight	7x
Vacuum carpet traffic areas, spot clean as needed	Zep Carpet Cleaner	Overnight	7x
Dust mop and mop all floors	3M Neutral Cleaner Concentrate/ dust mop	Overnight	7x
Spot clean all glass	3M Glass Cleaner & Protector	Overnight	7x
Remove all fingerprints and smudges on doors	3M Neutral Cleaner Concentrate	Overnight	7x
Dust computer screens, keyboards and behind the monitor	3M Neutral Cleaner Concentrate	Overnight	7x
Detail vacuum corners and edges	Vaccum	Overnight	7x
Clean baseboards	3M Neutral Cleaner Concentrate	Overnight	7x
Wipe all tables top with proper chemicals	3M General Purpose Cleaner Concentrate	Overnight	7x
Check microwaves for food and dirt	3M General Purpose Cleaner Concentrate	Overnight	7x
DANCE STUDIOS/GREAT HALL/ THEATER STUDIOS			
Dust mop and mop floors	3M Neutral Cleaner Concentrate	Overnight	7x
Disinfect dance floor mats and ballet bars	3M Neutral Cleaner Concentrate/3M Quat Disinfectant Cleaner	Overnight	7x
Use auto scrubber in great hall and studios	3M Neutral Cleaner Concentrate	Overnight	7x
Remove fingerprints from mirrors and glass	3M Glass Cleaner & Protector	Overnight	7x
Dust window sills, piano's and ledges	Feather duster & 3M Quat Disinfectant Cleaner	Overnight	7x
Remove trash and replace liners	3M General Purpose Cleaner Concentrate	Overnight	7x
Vacuum theater aisles	Vaccum	Overnight	7x
CLASSROOMS			
Sweep and mop floors	3M Neutral Cleaner Concentrate	Overnight	7x
Dust window sills and ledges, any surface that will collect dust	Feather Duster / 3M Quat Disinfectant Cleaner	Overnight	7x
Disinfect table tops and desk	3M General Purpose Cleaner Concentrate	Overnight	7x
Wipe all white and black boards with damp cloth or paper towel	Water Damp Cloth	Overnight	7x
Removes smudges from walls and doors	3M General Purpose Cleaner Concentrate	Overnight	7x

Nugent:

RESTROOMS	Products Used	Hourly	Weekly
Empty trash and replace liners	3M Quat Disinfectant Cleaner	Hourly	7x
Clean/disinfect counters and sinks	3M Quat Disinfectant Cleaner	Hourly	7x
Dust mop and mop floors	3M Neutral Cleaner Concentrate	Hourly	7x
Spot clean doors, walls and partitions	3M Quat Disinfectant Cleaner	Hourly	7x
Properly clean all toilets and urinals	3M Quat Disinfectant Cleaner	Hourly	7x
Dust all vent covers and light fixtures if needed	3M Neutral Cleaner Concentrate	Hourly	7x
Clean baseboards, high and low dust	3M Neutral Cleaner Concentrate	Hourly	7x
Use kaivac to wash walls, partitions, toilets and urinals	3M Neutral Cleaner Concentrate	As Needed	7x
HALLWAYS/LOBBY/ENTRANCE	Products Used	Hourly	Weekly
Dust mop and mop all floors	3M Neutral Cleaner Concentrate	every 2 Hours	7x
Dust on top of any lockers, or vending machines	Feather Duster/ 3M Glass Cleaner & Protector	Once A Day	7x
Check and clean any bench cushion for dirt and dust	3M Neutral Cleaner Concentrate	As Needed	7x
Burnish or use auto scrubber on tile, terrazzo floors only.	Autoscrubber/ 3M Neutral Cleaner Concentrate	Overnight	7x
Remove any smudges or blemishes on walls and doors	3M General Purpose Cleaner Concentrate	As Needed	7x
Dust fire extinguishers, sanitizers dispensers or display pieces	Feather Duster	Once A Day	7x
Detail any glass doors or windows	3M Glass Cleaner & Protector	every 2 Hours	7x
Vacuum all carpets, mats or rugs.	Zep High -Traffic Carpet cleaner	As Needed	7x
Shine or wipe down any handrails	3M Quat Disinfectant Cleaner	every 2 Hours	7x
Clean all entrances of debris and leaves etc.	Broom dust pan	every 2 Hours	7x
Sweep outside sidewalks of any debris and leaves	Broom dust pan	As Needed	7x
Remove trash and replace liners	Soap & Water/ 3M General Purpose Cleaner Concentrate	every 2 Hours	7x
Vacuum carpet and mats	Vaccum/ Extract	As Needed	7x
Clean glass	3M Glass Cleaner & Protector	every 2 Hours	
STAIRCASES	Products Used	Hourly	Weekly
Sweep and mop all staircases, top to bottom	3M Neutral Cleaner Concentrate/Sweep & Mop	As Needed	7x
Clean staircase corners and behind floor pipes	3M Neutral Cleaner Concentrate	As Needed	7x
High dust any overhead pipes, exit signs, fire extinguishers	Feather Duster/ 3M Quat Disinfectant Cleaner	every 2 Hours	7x
Dust and wipe down staircase handrails	Feather Duster/ 3M Quat Disinfectant Cleaner	Hourly	7x
Clean any smudges on walls and doors	3M General Purpose Cleaner Concentrate	Hourly	7x
Handrails	3M Quat Disinfectant Cleaner	Every 2 Hours	7x
ELEVATORS	Products Used	Hourly	Weekly
Shine stainless surfaces	Claire - Stainless Steel Polish & Cleaner	Hourly	7x
Sweep or mop floor	3M Neutral Cleaner Concentrate	Hourly	7x
Sweep or vacuum elevator tracks of dirt and debris	3M Neutral Cleaner Concentrate	Hourly	7x
Dust elevator door sensors	Feather Duster	Hourly	7x
OFFICES	Products Used	Hourly	Weekly
Empty all trash cans and replace liners	3M Quat Disinfectant Cleaner	Overnight	7x
Dust partition tops, ledges, any flat surfaces that will accumulate dust	Feather Duster/ 3M Neutral Cleaner Concentrate	Overnight	7x
Vacuum carpet traffic areas, spot clean as needed	Zep Carpet Cleaner	Overnight	7x
Dust mop and mop all floors	3M Neutral Cleaner Concentrate/ dust mop	Overnight	7x
Spot clean all glass	3M Glass Cleaner & Protector	Overnight	7x
Remove all fingerprints and smudges on doors	3M Neutral Cleaner Concentrate	Overnight	7x
Dust computer screens, keyboards and behind the monitor	3M Neutral Cleaner Concentrate	Overnight	7x
Detail vacuum corners and edges	Vaccum	Overnight	7x
Clean baseboards	3M Neutral Cleaner Concentrate	Overnight	7x
Wipe all tables top with proper chemicals	3M General Purpose Cleaner Concentrate	Overnight	7x
Check microwaves for food and dirt	3M General Purpose Cleaner Concentrate	Overnight	7x
DANCE STUDIOS/GREAT HALL/ THEATER STUDIOS	Products Used	Hourly	Weekly
Dust mop and mop floors	3M Neutral Cleaner Concentrate	Overnight	7x
Disinfect dance floor mats and ballet bars	3M Neutral Cleaner Concentrate/3M Quat Disinfectant Cleaner	Overnight	7x
Use auto scrubber in great hall and studios	3M Neutral Cleaner Concentrate	Overnight	7x
Remove fingerprints from mirrors and glass	3M Glass Cleaner & Protector	Overnight	7x
Dust window sills, piano's and ledges	Feather duster & 3M Quat Disinfectant Cleaner	Overnight	7x
Remove trash and replace liners	3M General Purpose Cleaner Concentrate	Overnight	7x
Vacuum theater aisles	Vaccum	Overnight	7x
CLASSROOMS	Products Used	Hourly	Weekly
Sweep and mop floors	3M Neutral Cleaner Concentrate	Overnight	7x
Dust window sills and ledges, any surface that will collect dust	Feather Duster / 3M Quat Disinfectant Cleaner	Overnight	7x
Disinfect table tops and desk	3M General Purpose Cleaner Concentrate	Overnight	7x
Wipe all white and black boards with damp cloth or paper towel	Water Damp Cloth	Overnight	7x
Removes smudges from walls and doors	3M General Purpose Cleaner Concentrate	Overnight	7x

Res Halls:

55th Street			
Lounges	Products Used	Hourly	Weekly
Vacuum carpet traffic areas	Vaccum/ Extract	As needed	7x
Remove trash and replace liners	Zep Disinfectant Cleaner	As needed	7x
Disinfect table tops	Zep Disinfectant Cleaner	As needed	7x
Vacuum corners and baseboards	Vaccum	Once a day	7x
Dust partitions, window sills and cabinets tops	Dust cloth & zep disinfectant cleaner	Once a day	7x
Mailroom	Products Used	Hourly	Weekly
Remove trash and replace liners	Zep Disinfectant Cleaner	As needed	5x
Tables & Shelves	Zep Disinfectant Cleaner	Once a day	5x
Sweep and mop floors	Zep All Purpose Cleaner	As needed	5x
Health Center	Products Used	Hourly	Weekly
Empty trash and replace liners	Zep Disinfectant Cleaner	As Needed	5x
Sweep and mop floors	Zep All Purpose Cleaner	As Needed	5x
Tables & Shelves	Zep Disinfectant Cleaner	Once a day	5x
Gym	Products Used	Hourly	Weekly
Sweep and mop floors	Zep All Purpose Cleaner	As Needed	5x
Remove trash and replace liners	Zep Disinfectant Cleaner	As Needed	5x
Clean all gym equipment	Zep Disinfectant Cleaner	Once a day	5x
COOPER SQUARE			
All cleaning and sanitization is the responsibility of the landlord. Mmc facilities does not clean this building.			