

## **WEILL CORNELL GRADUATE SCHOOL OF BIOMEDICAL SCIENCES FALL 2020 RELAUNCH**

### **Fall 2020 WCGS Academic Planning Committee**

The Academic Planning Committee (Committee) was charged with the task of formulating recommendations for reopening academic and research activities for Weill Cornell Graduate School of Biomedical Sciences (WCGS) as per the New York State Reopening New York – Higher Education Guidelines. The recommendations are grounded on the principle of keeping our WCGS community safe and mitigate the public health risk presented by COVID-19. The Committee was chaired by the WCGS Associate Dean of Program Development, Anjali Rajadhyaksha, and comprised of a faculty representative from each of the seven PhD Programs and six MS programs, and graduate student representatives, listed below. WCGS Dean Barbara Hempstead, Associate Dean Randi Silver and WCGS Administrator, Jaci Czarnecki Thompson were also participants. The Committee met weekly throughout the months of June and July.

### **PhD Programs:**

Biochemistry, Structural Biology, Cell Biology, Developmental Biology and Molecular Biology (BCMB)  
Allied Program  
Immunology and Microbial Pathogenesis (IMP)  
Pharmacology (Pharm)  
Physiology, Biophysics, and Systems Biology (PBSB)  
Neuroscience (Neuro)  
Tri-Institutional PhD Program in Chemical Biology (Tri-I Chem Bio)  
Tri-Institutional PhD Program in Computational Biology & Medicine (Tri-I Comp Bio)

### **MS Programs:**

Clinical Epidemiology and Health Services Research (Clin Epi)  
Clinical and Translational Investigation (CTSC)  
Computational Biology (Comp Bio)  
Executive MBA/MS in Healthcare Leadership EMBA  
Health Sciences for Physician Assistants (PA)  
Population Health Sciences (HPR)

### **Committee Members**

Anjali Rajadhyaksha (Chair)  
Emre Aksay (faculty)  
Samprit Banerjee (faculty)  
Gary Bouchard (faculty)  
Jacqueline Burré (faculty)  
Andy Koff (faculty)  
Trine Krogh-Madsen (faculty)  
Scott Kulm (student)  
Christina Leslie (faculty)  
Ming Li (faculty)  
Minkui Luo (faculty)  
Kristen Pleil (faculty)  
Gianna Stella (student)  
Jessica Tyler (faculty)



Barbara Hempstead (Dean)  
Randi Silver (Associate Dean)  
Jaci Czarnecki Thompson (WCGS Administrator)

Additional input was provided by Weill Cornell Medicine (WCM):  
Office of Building and Facilities  
Office of the Senior Associate Dean of Research  
Housing Office

Memorial Sloan Kettering Cancer Center (MSKCC) and the Sloan Kettering Institute (SKI):  
Office of the Director  
Office of the Vice President for Scientific Education and Training

## **TABLE OF CONTENTS**

<b>I.</b>	<b>Reopening.....</b>	<b>4</b>
	<b>A. Capacity.....</b>	<b>4</b>
	Number of students.....	5
	Sufficiency of housing.....	5
	Sufficiency of educational spaces.....	5
	Sufficiency of testing.....	5
	Quarantine and isolation rooms.....	6
	Safety of public transportation.....	6
	Phasing of return to campus.....	6
	<b>B. PPE.....</b>	<b>7</b>
	Masks.....	7
	Signage.....	7
	<b>C. Testing.....</b>	<b>8</b>
	Symptom monitoring and attestation.....	8
	Student testing guidelines.....	8
	Testing Categories and Direction.....	9
	<b>D. Residential Living.....</b>	<b>10</b>
	De-densification of residential halls.....	10
	MSK-specific housing.....	11
	<b>E. Operation Activity.....</b>	<b>12</b>
	Operational plans.....	12
	Coursework.....	12
	Laboratory work.....	13
	<b>F. Extracurriculars.....</b>	<b>13</b>
	<b>G. Vulnerable Populations.....</b>	<b>14</b>
	Student Mental Health Service.....	14
	How to Access Services.....	14
	Other support services.....	15
	<b>H. Hygiene, cleaning, and disinfection.....</b>	<b>15</b>
<b>II.</b>	<b>MONITORING.....</b>	<b>25</b>
	<b>A. Testing.....</b>	<b>25</b>
	<b>B. Early Warning Signs.....</b>	<b>26</b>
	<b>C. Tracing.....</b>	<b>26</b>
<b>III.</b>	<b>CONTAINMENT.....</b>	<b>26</b>
	<b>A. Isolation and Quarantine.....</b>	<b>26</b>
	<b>B. Hygiene, cleaning and disinfection.....</b>	<b>27</b>
	<b>C. Communication plans to share protocols and safety measures.....</b>	<b>28</b>
<b>IV.</b>	<b>SHUTDOWN.....</b>	<b>28</b>
	<b>A. Operational activity.....</b>	<b>28</b>
	<b>B. Move out.....</b>	<b>29</b>
	<b>C. Communication.....</b>	<b>29</b>
	<b>Appendix A. Creating and Maintaining a Safe Working and Learning Environment.....</b>	<b>32</b>
	<b>Appendix B: Signage.....</b>	<b>36</b>

<b>Appendix C. WCM COVID-19 Daily Attestation.....</b>	<b>40</b>
<b>Appendix D: Student Health Services.....</b>	<b>43</b>
<b>Appendix E: MSK Contact Tracing.....</b>	<b>44</b>
<b>Appendix F: COVID-10 Hotel Program.....</b>	<b>45</b>
<b>Appendix G: Emergency Information.....</b>	<b>46</b>

## I. REOPENING

WCGS, with input from leadership of WCM including members of the Dean’s Leadership Council, Vice Provost for Operations and Facilities, Senior Associate Dean for Research, Senior Associate Dean for Education, Director of Student Health, Section Chief Clinical Pathology, and other senior partners in the WCGS (Director of the SKI, Vice President for Scientific Education and Training at MSKCC) undertook a systematic and detailed analysis of the necessary policies and approaches required to ensure the safety of our graduate students on campus in the 2020-2021 academic year, following our transition to synchronous virtual curriculum in March, 2020. The Committee was charged to evaluate reactivation of Fall 2020 graduate student residential and academic activities in the face of the COVID-19 pandemic. These included determining whether WCGS should invite incoming matriculating students, and students that had relocated due to the COVID-19 pandemic, back to campus. The Committee also considered if curricular programming should be entirely virtual or a hybrid format that included virtual and in-person classes and laboratory/experimental research experiences.

We approached these issues by investigating the public health impact of inviting students back to campus. While some key features of COVID-19 remain unclear, the Committee recognized the benefits of holistic community participation while strictly adhering to public health measures that include: personal hygiene and hand washing, physical/social distancing, the wearing of face masks, COVID-19 testing, availability of rooms for quarantine, and contact tracing, which can significantly contain the spread of infection. The Committee explored all aspects of campus life to provide enhanced safety in the face of the pandemic. Given the measures already in place for essential workers at WCM and with the additional safety procedures currently being implemented, along with the educational and psychosocial advantages, the Committee was unanimous that graduate students (PhD and MS) from programs adopting a hybrid curriculum (twelve out of thirteen programs) (Figure 1), could return to campus. Two MS program (HPR) will be entirely virtual for the Fall semester.

The items below outline pertinent areas of consideration for reopening, and are designed to maximize public health safety and minimize disruptions to the academic environment of our graduate students, faculty and staff and ensure the welfare and well-being of our students residing on campus. WCGS is committed to overcoming the obstacles of the COVID-19 pandemic while ensuring the enriched education and training on which WCGS prides itself.

### A. Capacity.

Background on the WCGS: WCGS is a partnership of WCM and the SKI, which is the experimental research arm of MSKCC, and includes the affiliated research entities (Rockefeller University (RU), Hospital for Special Surgery). WCGS consists of approximately **500 faculty** (PhD and MS Programs), the majority of whom hold appointments at WCM or SKI. WCGS is currently training **459** doctoral students in its seven PhD programs as well as almost **259** students in its six MS programs (Figure 1). The majority of faculty in

the PhD programs oversee active research laboratories in addition to mentoring and teaching students, and the faculty in the Master's Programs have a blend of research and teaching activities.

**i. Number of students:** There are currently **459** PhD students, and **259** MS students at WCGS. For the Fall semester, we anticipate having an additional **94** incoming PhD students, of whom **65** are anticipated to be present on campus (with the remainder awaiting F-1 visas), as well as **155** incoming MS students who can potentially be on campus for the fall semester (with the remainder awaiting visas).

**ii. Sufficiency of housing:** (PhD students only) Of our doctoral students, approximately 80% are housed in residence halls maintained by WCM or SKI, and for those enrolled in the Tri-I programs, RU. The residence halls maintained by WCM are shared with medical students at WCM. Approximately 20% of our PhD graduate students live off-campus in the environs of New York City.

During the months of March-June, 2020, **274** students left our residence halls, of whom **101** were graduate students and the remainder were medical students. In evaluating our capacity for student return, the Committee took into consideration the fact that the incoming first year medical school class (106 students) will not be conducting in-person instruction for Fall 2020, thus providing additional flexibility and space in residence housing for graduate students, and for quarantine. Our Master's degree students are not provided with housing, although a few housing units leased by WCM at the Cornell Tech campus on Roosevelt Island are available to a limited number of Masters students in the PA Program. The vast majority of Master's students reside in housing external to that offered by WCGS. Therefore, based on our quantitative analysis of available rooms and space for quarantine, including that anticipated for students arriving from states meeting the New York State criteria requiring quarantine, the Committee concluded a sufficiency of safe housing for graduate students in the Fall 2020 semester. There is currently no shortage of rental apartments on the New York City market for Master's students.

**iii. Sufficiency of educational spaces:** The Committee also undertook a rigorous review of the educational spaces available for teaching activities. At WCM, we have 20 small group rooms, 3 large auditoria, and more than 3 dozen conference rooms available for small group in-person activities for PhD and Masters students. In addition 2 large auditoria, multiple small group rooms and conference rooms on each floor of the two research buildings are available at SKI for PhD student use. Lastly, 2 large conference rooms, 2 small group classrooms, 1 student lounge and 6 clinical simulation rooms are available exclusively for students in the PA MS program. Input was provided by our building services and capital planning offices to determine maximum allowable class size (including instructors) for each room, with a minimum of 6 foot social distancing. With class sizes ranging from 4-30, the collective decision of the Committee was to continue lectures in a synchronous, virtual format in the fall rather than to hold these lectures in person. The majority of small group activities will continue to be provided in a synchronous, virtual format. However, for several intermediate group sized curricular events (less than 22 individuals, including faculty and students) appropriately sized auditoria will be used within the limits imposed by social distancing. Additionally, when requested, small group space has been deemed sufficient to permit student independent study (1-2 individuals per room to maintain 6 foot social distancing), and a limited number of small group activities (less than 8 individuals, students plus faculty), which can be held in departmental conference rooms. Therefore, the Committee concluded that the physical space is sufficient to provide a hybrid of virtual and in- person teaching to accommodate both incoming and current PhD and MS students.

**iv. Sufficiency for testing:** The Committee also evaluated the testing capabilities for COVID-19, as well as local medical capacity for the clinical care of students, faculty and staff. As New York City was at the

epicenter of the pandemic, and WCGS is part of WCM and shares clinical space with New York Presbyterian Hospital, our ability to provide high throughput COVID-19 testing has been an essential practice for the last several months. Our Department of Pathology is able to process 1630 samples per day for COVID-19 PCR detection, and 1000 samples per day for COVID-19 antibody detection. In addition, MSKCC is able to process 2000 samples per day for COVID-19 RNA and over 2000 samples per day for anti-SARS-CoV-2-IgG. These capabilities far exceed any estimates of number of tests potentially required for students, faculty and staff at WCGS. With its partner NYP, the WCM has more than 800 hospital beds on the 1300 York campus, adjacent to our education space and student residence halls. NYP and WCM were able to very successfully increase our complement of ICU beds, which are typically 114, to provide a total of 250 ICU beds in March/April/May 2020 for the care of COVID-19 patients, so we do not anticipate any limitation to treating students, faculty or staff if the need arises.

**v. Quarantine and isolation rooms:** The Committee examined the supply of quarantine rooms within our residence halls at WCM and SKI. We have both studio apartments, as well as rooms that are currently configured with two bedrooms with a shared bathroom. Fifteen of these units will have one bedroom blocked, resulting in a single bedroom plus bathroom to be used for quarantine of a student, as necessary. This quantity of rooms was deemed more than sufficient for existing and incoming graduate students; during the March-June 2020 period, we had allocated 10 rooms for quarantine, and we never needed to use more than 3 rooms at a given time for this purpose. In addition, our Housing and Facilities Office is prepared to rent additional single rooms in local hotels near the WCGS campus for the purpose of housing students in quarantine, should the need arise. The Committee deemed the supply of quarantine and isolation rooms more than sufficient.

**vi. Safety of public transportation:** Most of our PhD students live on campus or within walking distance of the WCGS; these students will be engaged in in-person classes in the hybrid model described in detail below. In addition, WCM and MSK are placing additional bike racks on campus to accommodate personal bikes and subsidized bike share program that has been provided to current students. In addition, a shuttle service requiring riders to wear masks with limits on capacity to ensure social distancing, is provided to Roosevelt Island housing for Master's students. There is a shuttle service available in conjunction with New York Presbyterian Hospital for individuals living in outer boroughs. Additionally, we recognize that some of our students may have the need to use NYC public transportation. NYC is scaling up service as more people go back to work, continuing to deep-clean and disinfect stations and vehicles. Riders are being reminded about precautions to keep everyone safe, including floor decals and announcements. Hand sanitizer is available to riders at stations and riders are required to wear masks when riding in subways and the bus, social distance whenever possible and use sanitizer when arriving at one's destination.

**vii. Phasing of return to campus:** A key factor in controlling the spread of virus will be to carefully orchestrate, as much as possible, the move-in process. Incoming and current students from two PhD programs (Tri-I Chem Bio and Tri-I Comp Bio; Figure 1) are returning by Aug 1 to begin their programs. Students coming to campus will undergo PCR testing, performed as described in **Section I. C**. For our current PhD students that are off-campus, we anticipate phasing their return to campus in the second half of July through August. For our incoming PhD students, we will offer residence phased throughout the month of August: detailed scheduled move in times and dates are being provided to students to ensure social distancing during move in. All moves will require to have an elevator reservation with strict adherence to time schedule to ensure social distancing. All students will have PCR testing for COVID-19. In addition, students arriving from restricted states with significant COVID-19 prevalence, as per directives from New York State will be housed in quarantine rooms dedicated to students, and a PCR test will be performed.

Students will be allowed to move to regular residential rooms after a negative PCR test is recorded. Students who test positive will continue to reside in a quarantine room for 10 days, and be monitored by our Office of Student Health. Once cleared, they will be moved to regular residential rooms and allowed to return to on-site work or educational activities.

**B. PPE.** WCM Building Operations staff has secured more than adequate supply of PPE including more than a million surgical masks/gloves and other protective materials and will distribute and maintain all PPE for common spaces and general use at no cost to individuals. This is centrally ordered, cataloged and maintained by the WCM Building Operation Office so that individual Departments and Offices are not burdened with procurement and distribution. All students, faculty and staff are provided with PPE, daily. The Committee deemed the supply more than sufficient for the protection of staff, students and faculty.

Graduate student housing and each work location (building entrances and floor lobbies) will be stocked with the following supplies for all students, faculty and staff: (a) Surgical masks, (b) Hand sanitizer, (c) Gloves (where appropriate). Restroom access is provided for handwashing, with paper towels, and restrooms will be frequently disinfected. Research Laboratories and Departments may provide additional specific protocols to ensure public health safety. Students entering research or residence buildings maintained by MSKCC/SKI will receive PPE at building entrances.

WCM has developed strict requirements about when and where PPE is required. Per WCM policy: Students must follow the Safe Working and Learning Environment Guidelines and COVID-19 Symptom Monitoring Guidelines outlined at this link (<https://wcmcentral.weill.cornell.edu/covid19>) that is regularly updated. Current information is provided in **Appendix A**. These guidelines include, but are not limited to:

### **i. Masks**

All students must wear a surgical mask at all times while inside WCM spaces, except when within a private room or private residential space. Masks are available within the main entrance lobbies of all WCM buildings. Individuals should only take a mask if needed. There is a limit of one mask per day to help ensure adequate inventory remain available.

### **ii. Signage**

In WCM research and education space, and in housing, signage has been posted within lobbies, elevators, and other common spaces to remind individuals of their responsibility when it comes to proper hand hygiene, social distancing, appropriate use of PPE, etc. Examples of signage is included in **Appendix B**. Additional signage can be found at this link (<https://wcmcentral.weill.cornell.edu/resources/coronavirus-disease-2019-covid-19-updates/creating-and-maintaining-safe-working-and-0>)

In SKI research space and SKI residence halls, students are required to comply with the following guidelines:

All lab personal must maintain physical distance of 6 feet or more, must wear CDC approved masks when in the presence of others, and adhere to these further regulations:

- Labs will develop staffing schedules that will promote adherence to distancing guidelines. These could include shift work, off hour work arrangements, and hood schedules for work alcoves. Individual circumstances will be considered toward the development of lab schedules. In the event that the supervisors and staff members or students cannot reach a mutually agreeable lab schedule, the issue will



be referred to the Dean (for students) and to an HR Business Partner who will ensure adherence to MSK-wide policies.

- Even while working in shifts, all standard safety rules still apply. There must be a FDNY C14 Certificate of Fitness holder present in the same room or a contiguous lab area for research involving chemicals, including ethanol, chloroform, polyacrylamide, etc.
- Lab coats should be worn at all times in the laboratory and must be removed outside the laboratory.
- Laboratory members are encouraged to give frequent attention to decontaminating commonly used surfaces (desks, benches, instrument panels, keyboards, cabinet handles, etc.).
- Each procedure room (tissue culture, fume hood alcoves, instrumentation rooms, cold rooms, etc.) will be posted with a maximum occupancy. Supervisors will be provided with template signs by Environmental Health and Safety (EHS) to be posted in every room associated with their laboratory. Room occupancy limits must be adhered to by all lab staff and enforced by the supervisor.

### C. Testing.

A key factor in controlling the spread of the virus will be testing WCGS students, faculty and staff upon return to campus, especially individuals arriving from restricted US states based on NY State guidelines and international destinations. Therefore, the move-in process will be carefully orchestrated to adhere to the guidelines below established by WCGS and WCM.

As we prepare for the start of the fall semester, which will include in-person instruction, remote learning, and a residential living experience for many of our students, it will be essential for all of us to model positive behaviors that help to reduce the spread of the virus. WCM has established symptom monitoring, attestation, and testing guidelines for students currently on and returning to campus. A similar protocol has been established for faculty and staff.

### Symptom Monitoring and Attestation

Students are expected to monitor for symptoms daily and are required to complete a WCM Daily COVID-19 Attestation (**Appendix C**) each day they attend on-site activities in non-residential Weill Cornell Medicine, NYP, MSKCC, or Rockefeller spaces. The attestation must be completed **before** arriving on-site. As a reminder, COVID-19 symptoms include a fever or chills, cough, shortness of breath or difficulty breathing, fatigue, muscle or body aches, headache, new loss of taste or smell, sore throat, congestion or runny nose, nausea or vomiting, and/or diarrhea. Student attestation is being provided to program coordinators or faculty advisors and also monitored by campus security at building entrances.

### Student Testing Guidelines

- Students currently on campus may receive one diagnostic PCR test for COVID-19 by appointment through [Student Health](#) at **646-962-6942**. We encourage students who have spent the summer on-campus and are not actively working within research spaces to wait to receive their baseline tests until the academic year begins, allowing Student Health to prioritize testing for students working on-site and those who meet the guidelines below.
- All students returning to campus from outside of the tri-state area (New York, New Jersey, Connecticut) will receive a diagnostic PCR test for COVID-19 upon their arrival. They are encouraged to contact Student Health at **646-962-6942** prior to arrival to schedule their appointment.
  - New York State requires all individuals coming from states with a significant community-wide spread of COVID-19 to quarantine upon arrival. Students returning to campus from [a state under NYS travel restrictions](#) must notify Student Health in advance of their anticipated arrival date so they can be assigned temporary quarantine accommodations. Students must follow all state quarantine guidelines,



but are permitted to leave their accommodations to complete their diagnostic PCR test for COVID-19. Students who test negative may move into their regular housing assignment and resume on-site educational activities, while students who test positive must remain in quarantine for a period as instructed by Student Health.

- Diagnostic PCR testing for COVID-19 is also available by appointment through Student Health in the following scenarios:
  - **Symptoms:** If student has symptoms consistent with possible COVID-19
  - **Exposure:** If student has close or proximate contact with anyone who has tested positive for COVID-19 (close contact is defined as being within 6 feet for 10 or more minutes without a mask and any other required PPE)
  - **Travel:** If student returns from travel to a [state under NYS travel restrictions](#). Students must follow NYS post-travel quarantine guidelines, but are permitted to receive a test from Student Health during the quarantine period.

Students who encounter these scenarios will not report to on-site work or educational activities until student is cleared by Student Health. Students not reporting to educational activities must notify relevant educational staff as outlined in their attendance policies.

### **Testing Categories and Direction**

Students will fall into four categories based on the results of a PCR test and the presence or absence of COVID-19 symptoms. (These guidelines are subject to change and instructions from Student Health will supersede the any of the following.)

#### **1. Positive test and asymptomatic**

- Quarantine as directed by Student Health. If no symptoms develop, student can return to on-site work or educational activities.

#### **2. Positive test and symptomatic**

- Quarantine as directed by Student Health and seek care as needed.
  - After the required quarantine period if symptoms have substantially improved and student has been fever-free for 72 consecutive hours without anti-fever medications (such as Tylenol or aspirin), student can return to on-site work or educational activities.
  - If symptoms continue beyond the required quarantine period, student should remain in quarantine and continue to seek care as needed. Student may only return to on-site work or educational activities once symptoms have significantly improved and student has been fever-free for 72 consecutive hours without any anti-fever medications.

#### **3. Negative test and asymptomatic**

- Student does not need to take any action. If they develop symptoms in the future, they call Student Health for guidance.

#### **4. Negative test and symptomatic**

- Call Student Health. Depending on symptoms, student may be required to repeat the PCR test after 24-48 hours, and to go home and quarantine as directed by Student Health.
  - After the required quarantine period, if symptoms have substantially improved and student has been fever-free for 72 consecutive hours without anti-fever medications (such as Tylenol or aspirin), student can return to on-site work or educational activities.
  - If student symptoms continue beyond the required quarantine period, they should remain in quarantine and continue to seek care as needed. Student may only return to on-site work or

educational activities once symptoms have significantly improved and they have been fever-free for 72 consecutive hours without any anti-fever medications.

#### **At MSK:**

All new students, in MSK housing or laboratory space, must receive a COVID19/SARSCoV2 virus test before participating in courses or laboratory research. This test will be administered by MSK Employee Health.

- The same first year students, in MSK housing or laboratory space, will then be tested one week later.
- Students returning from travel restricted states, which are defined by New York State guidelines as those with positive COVID19/SARSCoV2 tests exceeding 10% or the number of positive cases exceeding 10 per 100,000 residents, must quarantine for two weeks. Moreover, they must receive a COVID19/SARSCoV2 test upon arrival and must refrain from courses and laboratory research until they test negative.
- Turnaround time for these tests is 24 hours.
- Students who remained on campus during the March to June lockdown or who are not returning from travel restricted states will not be required to take a COVID19/SARSCoV2 test.

#### **D. Residential living.**

The Committee, together with our WCGS and MSK Housing Office, Assistant Dean for Student Affairs, Director of Student Health, and our office of Environmental Health and Safety, and student representatives considered residential living plans in depth.

**De-densification of residential halls:** The residence halls for graduate students are shared facilities with medical students. With the decision by the medical school to move to on-line instruction only for incoming first year medical students, de-densification of the residence halls is possible. The Committee also took into consideration the number of students who will be living in off-campus housing and those unable to travel to the US because of travel restrictions, or delays in Visas, all of which reduce capacity and the number of shared units. All of our residence halls have single bedrooms- studios have private baths, with others having shared baths (2 or 3 individuals per shared unit).

The Committee also took into consideration the enhanced cleaning and disinfection protocols (as listed in **Section I. H** below), the requirement of face masks and social distancing in all residence areas except individual rooms (see signage), the use of unidirectional stairwells to limit exposure, restrictions on use of common areas (student lounge and gyms- see directives in **Section I. H**), and restriction of visitors, with security guards present at entrances of larger residence halls (Olin, Lasdon, Scholar's Residence) to ensure compliance, and card or key access, with security cameras, at smaller residence units (Stahl, 77<sup>th</sup> Street). All staff in residential housing is provided PPE. Signage reinforcing safety requirements, and hand sanitizer stations are prominent in residence halls.

In an effort to reduce exposure once students have arrived on campus, WCM has imposed restrictions on travel to the WCM community, to limit infectious disease exposure. WCM sponsored travel is not allowed in 2020, and non-essential business travel is prohibited. WCM is aware that some travel is essential for personal reasons. However, students will not be able to participate in away electives, and personal travel is discouraged. Students who must travel for personal reasons to states impacted by NY State or CDC guidelines will be required to contact Student Health, and be subject to quarantine and COVID-19 PCR testing as noted in the **Section I. C** on testing. These considerations were taken into account in determining the necessary number of quarantine rooms.

WCM has identified 15 single rooms with private bathrooms that will be used for quarantine, as well as students who are immunocompromised or have other underlying health conditions, which require private accommodations. As noted in **Section I.A**, “Quarantine and isolation rooms”, additional quarantine spaces, in local hotels, are available if necessary to house students individually.

### **MSK-specific Housing:**

#### **Active Measures Taken by MSK Housing in Residential Properties:**

- PPE provided daily to all Housing employees with roles in residential properties
- Regular cleaning and disinfection of facilities and more frequent cleaning and disinfection for high-risk areas and frequently touched surfaces used by many individuals; cleaning logs are maintained
- All contracted vendors required to sign COVID-19 Health Screening Attestation and don face coverings to be permitted on site
- All moves required to have an elevator reservation with strict adherence to time schedule to ensure social distancing
- Hand sanitizer and/or handwashing stations available throughout common areas and touch-free dispensers used where possible
- Students living in shared accommodations in MSK Housing who test positive for COVID-19 will quarantine in their apartment; any roommates will be relocated
- GSK will accommodate roommates in proximal hotels at GSK’s expense
- WCGS will accommodate roommates as per their relaunch guidelines, either in quarantine rooms within their residence halls at WCM or in a proximal hotel at the expense of WCGS
- The Administrations of GSK & WCGS will apprise select MSK Housing personnel of COVID-19 positive cases that require the relocation of student(s)

#### **Responsibilities for Students in Shared MSK Accommodations:**

##### **Mandatory:**

- Face covering is required any time an individual is within 6’ of another person who does not reside with them; face coverings are required in all common spaces of MSK owned and operated properties
- Limit visitors - residents should minimize all but essential visits to their apartments by individuals who are not part of their household (home health aides, childcare workers, etc.)
- Students in MSK Housing who work in SKI Labs must use the MSK COVID-19 HealthCheck tool to daily self-monitor for potential COVID-19 symptoms
- WCGS students in MSK Housing who do not work in SKI Labs must follow the protocol of Creating and Maintaining a Safe Working and Learning Environment Guidelines outlined at this link (<https://wcmcentral.weill.cornell.edu/covid19>). Current guidelines provided in **Appendix A**.
- Students housed in shared accommodations will receive this document as an addendum to their housing license; signature will be required as affirmation therein

##### **Recommended Best Practice:**

- Conduct regular cleaning and disinfection of shared spaces, like bathrooms and kitchens; Refer to Department of Environmental Conservation (DEC) products identified by the Environmental Protection Agency (EPA) as effective against COVID-19

- Frequent 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 feasible
- Students in MSK Housing who work in SKI Labs may use the self assessing tool to schedule ongoing surveillance testing if you are asymptomatic, or for antibody testing
- WCGS students in MSK Housing who do not work in SKI Labs should follow the WCM student testing guidelines

#### **E. Operation activity.**

WCM, WCGS, and our students had to quickly adapt to the challenges presented by the COVID-19 pandemic during the Spring 2020 semester, transitioning to a remote academic environment. Our return to on-site classroom and laboratory activities is dependent on a variety of factors, including state and local restrictions, and is closely integrated with the renewal plans of our academic and research missions. WCGS' educational and research leadership are aligned in their commitment to the safety, support, and academic progression of the next generation of scientists and health care leaders.

The Committee explored all aspects of curriculum for each of the seven PhD and six MS programs (Figure 1). Considering all aspects of academic progression as well as safety of students and faculty, the collective conclusion was that all PhD and 4 out of 6 MS programs will follow a hybrid of synchronous virtual and in-person programming. Two MS programs will be entirely virtual. The Committee agreed that individual programs will tailor and continue to enhance and refine online instruction as new resources become available and we gain a deeper understanding of learning from student feedback for the remote portion of the Spring 2020 curricula.

Faculty are currently intensely engaged in planning Fall 2020 coursework based on the general guidance given by WCGS, the needs of international, vulnerable, and quarantined students, and available classroom space meeting social distancing criteria, and instructional resources. In general, the Committee decided to maintain regular curricular course work and programming and to make adjustments at the level of mode of delivery with inclusion of in-person small groups as needed.

Below are the key specific recommendations of the Committee.

#### **Operational Plans**

- **PhD programs** (All) will be operating on a hybrid model of remote and in-person classes. WCM is following directives from NY State for reopening laboratories. Currently laboratories are permitted to open at 50% capacity for graduate students at all levels to conduct laboratory research. We will maintain compliance with NY State.
- **MS programs** (Clin Epi, Comp Bio, CTSC, and PA program) will be operating on the hybrid model of remote and in-person classes. Certain MS programs will include laboratory research.
- **MS in Healthcare Policy & Research (HPR) and Executive MBA (EMBA)** will be operating 100% online for the Fall 2020 semester.

#### **Coursework**

1. Curriculum Scheduling. No major rescheduling of coursework is planned. Timing will be adjusted to accommodate international students and classroom availability.

2. Course Structure, Format and Modality. No changes will be made in course syllabi. Faculty and instructors will design their courses for remote teaching with best student learning as a priority. All courses will have a remote synchronous component to accommodate international and vulnerable students, as well as those in quarantine. Faculty will maintain expected standard of quality.

3. In-person Scheduling. For those courses that will be held in-person following social distancing, the institution will work with faculty to schedule classrooms. These courses will have structures in place to address international and vulnerable students as well as those in quarantine.

4. Addressing Academic Integrity in the online environment. Academic integrity will be comprehensively discussed during the early weeks of the online semester and expectations clearly defined for students.

5. Effective Online Delivery.

- Video platform. Continue using Zoom as WCGS' online platform for the fall semester. This includes office hours, PhD qualifying exams, PhD and MS thesis Committee meetings, and defenses.
- Resources. WCGS is disseminating operational resources that provide guidance to faculty on course implementation. These include use of white board on smart devices, enhanced utilization of our Canvas site as a learning repository, lecture recordings, and routine online assessments.
- Accessibility. Online materials will be designed for ADA (Americans with Disabilities) compliance. WCM Educational computing and Information Technology Services will provide assistance in generating these materials.

## **Laboratory Work**

WCGS students are engaged in research on some of the most formidable health challenges of the 21st century, including cancer, cardiovascular disease, metabolic diseases, neurodegenerative diseases, and now, COVID-19. The majority of on-site research activities during the surge of COVID-19 cases in New York City were suspended. On-campus research activities are slowly ramping up following New York State guidelines to ensure the health and safety of our students, faculty and staff. Details of restart plans for laboratory research activity can be found at <https://wcmcentral.weill.cornell.edu/resources/coronavirus-disease-2019-covid-19-updates/research/restart-plan-wcm-laboratory-research>.

For MSK: <https://one.mskcc.org/sites/pub/corp/infectioncontrol/covid19/Pages/Workplace-Standards-and-Resources.aspx>

## **F. Extracurriculars.**

All students, faculty, and staff are encouraged to continue to use online platforms (e.g. Zoom) for extracurricular activities (e.g. student club activities, program-specific non-academic activities). This has been the norm since March, 2020, and has been successful with program and office based “coffee hours”, “meet and greet” venues, “Breaking Bread” a virtual gathering by the Office of Diversity, as examples. While we recognize that these are not the same as in person activities, the continuation of these established programs has been very useful in maintaining community engagement and to promote a sense of belonging. We recognize that some small groups of students will interact, in conference rooms that are appropriately sized. All on-campus rooms will include signage at entrances and inside rooms and demarcations to promote social distancing (6 feet distance between individuals) and limit occupancy. In medium and large classrooms and auditoriums certain chairs will be blocked off and not available for use to ensure proper distancing. For incoming students, certain small group activities in outdoor campus spaces may be used to enable community building amongst our graduate students and faculty. We will ask everyone to be mindful to limit time spent in these spaces to ensure cleaning and safe access.

**G. Vulnerable populations.**

We have taken into consideration the reality that spread of the virus to vulnerable individuals has severe potential consequences, and crafted policies with these individuals in mind. Students with personal health conditions (physical and mental health) that may qualify them for disability protections are asked to discuss this with our Assistant Dean for Student Affairs, and to complete a Disability Self-Disclosure Form with corresponding documentation. Staff devoted to disability protections will facilitate the process and recommend accommodations; students should not discuss medical issues with faculty or advisors, nor should faculty members be deciding accommodations. Learning activities that involve in-person engagement with vulnerable individuals will be conducted virtually. Consistent with current policies and legal requirements, WCGS/WCM will provide resources and assistance to those who have medical or personal needs. No vulnerable student, faculty or staff will be compelled to return to campus to do work that can be accomplished remotely. Vulnerable faculty and student teaching assistants can opt to teach online and conduct office hours and advising meetings virtually rather than in-person. Students with personal health conditions (physical and mental health) will be provided institutional support. Every effort will be made to provide accommodations for all individuals.

Students with accommodation requests will be directed to our Assistant Dean of Student Affairs, Judith Cukor, who will aid in submitting the request and facilitating any necessary accommodations at the graduate school.

**Student Mental Health Service**

The student mental health service is staffed by psychologists and psychiatrists from diverse cultural, national, and clinical backgrounds who are skilled in treating a wide range of issues. Appointments are scheduled promptly and in consideration of our students' scheduling needs and preferences. The program offers a range of services from supportive psychotherapy focused on identifying and enhancing coping skills to consultation and assessment of all psychiatric conditions and treatments including psychotherapy, psychopharmacotherapy, and neuropsychological assessment. Family and marital counseling is also available.

**How to Access Services**

To request an appointment, students send an email including name and contact information to [counseling@med.cornell.edu](mailto:counseling@med.cornell.edu). Students do not need to disclose the details of their concerns when requesting an appointment. Our program assistant will respond during regular business hours to schedule your appointment.

**More detailed information may be accessed on the Student Mental Health Program webpage** (<https://studentservices.weill.cornell.edu/student-life/student-health>).

**Program Director**

Patricia Marino, Ph.D.

Associate Professor of Psychology in Clinical Psychiatry

Weill Cornell Medicine

(914) 997-8691

[pam2029@med.cornell.edu](mailto:pam2029@med.cornell.edu)



### Other Support Services:

In addition, students seeking support for any personal or professional issues may reach out to Assistant Dean of Student Affairs, Dr. Judith Cukor. Dr. Cukor is a psychologist and will work confidentially with students to assess their needs and provide the appropriate referral or ongoing support. Dr. Cukor is not a member of the graduate school faculty and is not involved in training or progression to degree. She is available to meet with students remotely to aid in support.

### H. Hygiene, cleaning and disinfection.

WCM Engineering & Maintenance/Housekeeping will be responsible for cleaning all WCM/WCGS owned and controlled spaces. These include Research laboratories, graduate student residences, classrooms, common areas. Enhanced cleaning procedures will be implemented for all common areas and high touch locations. Most high-touch areas, such as elevators, breakrooms and restrooms will be cleaned three (3) times daily. All students, faculty, and staff will be asked to help do their part and keep common areas clean.

### Cleaning Protocols & Supplies:

In addition to the routine services provided by the WCM Department of Engineering & Maintenance Housekeeping and Custodial Services team, enhanced disinfection and cleaning protocols have been added for the duration of the pandemic as indicated in tables below. This includes additional wipe down disinfection of high-touch areas, including elevator buttons, handrails, hardware, etc. For more detail, please review the Engineering & Maintenance Housekeeping & Custodial Services Standard at this website (<https://facilities.weill.cornell.edu/>).

#### 1. Academic and Research Locations

Research Laboratories	
Activity	Frequency
Dust low areas	Weekly
Dust mop hard floors	Daily
Wet mop hard floors	Daily
Spot clean stains / spills on floors	On request
Dust furniture	Weekly
Glass interiors below 10'	Weekly
Remove trash & replace liner	Daily
Clean & sanitize trash receptacles	Weekly
Disinfect trash receptacle lids	Daily
Dust or vacuum blinds	Bi-weekly
Turn off lights & close the door	Daily
Enhanced high touch area disinfection for COVID-19	* see notes below

Restrooms	
Activity	Frequency
Clean & sanitize sinks, fixtures, mirrors & counters	Daily
Wet mop, wash, & sanitize hard floors	Daily



Polish chrome	Daily
Restock paper products and soap; Check for proper operation	Daily (as required)
Remove trash & replace liner	Daily
Dust partition tops	Weekly
Clean & sanitize trash receptacles	Weekly
Disinfect trash receptacle lids	Daily
Clean & sanitize restroom walls	Weekly
Turn off lights and close the door.	Daily
Enhanced high touch area disinfection for COVID-19	* see notes below

Offices	
Activity	Frequency
Clean & sanitize phones	Weekly
Dust low areas	Daily
Dust or vacuum blinds	Bi-monthly
Damp mop hard floors	Daily
Spot clean stains / spills on floors	On request
Vacuum all carpeted areas	Daily (clinical) Bi-weekly (other)
Spot clean furniture & furnishings	As required
Vacuum / dust furniture & furnishings	Weekly
Remove trash & replace liner	Daily
Clean & sanitize trash receptacles	Bi-monthly
Disinfect trash receptacle lids	Daily
Turn off lights and close the door	Daily
Enhanced high touch area disinfection for COVID-19	* see notes below

Conference Rooms	
Activity	Frequency
Remove trash & replace liner	Daily
Straighten furniture	Daily
Vacuum carpet	Daily
Enhanced high touch area disinfection for COVID-19	* see notes below

Main Entrance & Lobby Areas	
Activity	Frequency
Clean entrance and revolving doors	Daily
Clean entry mats	Daily
Dust low areas	Daily
Dust wall surfaces	Weekly
Damp mop hard floors	Daily
Vacuum all carpeted areas	Daily
Vacuum / dust furniture & furnishings	Weekly
Glass on both sides of doors	Daily (as required)
Glass interior below 10'	* see notes below

Polish elevator doors	Daily
Polish elevator metal & accessories	Monthly
Clean elevator tracks	Weekly
Remove trash & replace liner	Daily (as required)
Turn off lights and close the door	Daily
Enhanced high touch area disinfection for COVID-19	* see notes below

Staircases & Landings	
Activity	Frequency
Sweep stairs & landings	Weekly
Wet mop stairs & landings	Weekly
Enhanced high touch area disinfection for COVID-19	* see notes below

## 2. Residence Halls, Education, and Student Centers

RC: Student Centers / Lounges / Multipurpose Rooms	
Activity	Frequency
Clean & sanitize sinks, fixtures, mirrors & counters	Daily
Wipe & sanitize furniture	Daily
Straighten furniture	Daily
Polish & sanitize sink, faucet, & all handles	Daily
Restock paper products and soap; Check for proper operation	Daily (or as requested)
Dust low areas	Daily
Dust high areas	Weekly
Dust mop hard floors	Daily
Wet mop hard floors	Daily
Vacuum carpet	Weekly (or as needed)
Spot clean stains / spills on floors	On request / as needed
Glass interiors below 10'	Weekly
Remove trash & replace liner	Daily
Clean & sanitize trash receptacles	Weekly
Disinfect trash receptacle lids	Weekly
Dust or vacuum blinds	Bi-monthly
Turn off lights & close the door	Daily
Enhanced high touch area disinfection for COVID-19	* see notes below



RC: Classrooms	
Activity	Frequency
Clean & sanitize fixtures, hardware & counters	Daily
Wipe & sanitize furniture	Daily
Straighten furniture	Daily
Dust low areas	Daily
Dust high areas	Weekly
Dust mop hard floors	Daily
Wet mop hard floors	Daily
Vacuum carpet	Daily (as applicable)
Spot clean stains / spills on floors	On request / as needed
Glass interiors below 10'	Weekly
Remove trash & replace liner	Daily
Clean & sanitize trash receptacles	Weekly
Disinfect trash receptacle lids	Daily
Dust or vacuum blinds	Bi-monthly
Turn off lights & close the door	Daily
Enhanced high touch area disinfection for COVID-19	* see notes below

RC: Terraces	
Activity	Frequency
Trash removal	Daily
Recycling removal	Daily
Furniture wipe down / cleaning	Daily
Straighten furniture	Daily
Surface hose down (Olin Hall)	Bi-weekly
Surface hose down (BRB)	As needed
Enhanced high touch area disinfection for COVID-19	* see notes below

RC: Restrooms	
Activity	Frequency
Clean & sanitize sinks, fixtures, mirrors & counters	Daily
Wet mop, wash, & sanitize hard floors	Daily
Polish chrome	Daily
Restock paper products and soap; Check for proper operation	Daily (as required)
Remove trash & replace liner	Daily
Dust partition tops	Weekly
Clean & sanitize trash receptacles	Weekly
Disinfect trash receptacle lids	Daily
Clean & sanitize restroom walls	Weekly
Turn off lights and close the door.	Daily
Enhanced high touch area disinfection for COVID-19	* see notes below



RC: Hallways	
Activity	Frequency
Vacuum all carpeted areas	Daily
Dust mop hard floors	Daily
Damp mop hard floors	Daily
Regular trash removal	Daily
Recycling removal	Daily
Bulk trash removal	Daily
Enhanced high touch area disinfection for COVID-19	* see notes below

RC: Fitness Centers / Gym Areas	
Activity	Frequency
Remove trash & replace liner	Daily
Equipment wipe down sanitizing	Daily
Dust mop hard floors	Daily
Damp mop hard floors	Daily
Clean floor mats	Daily
Enhanced high touch area disinfection for COVID-19	* see notes below

RC: Laundry	
Activity	Frequency
Remove trash & replace liner	Daily
Dust mop hard floors	Daily
Damp mop hard floors	Weekly
Enhanced high touch area disinfection for COVID-19	* see notes below

RC: Staircases & Landings	
Activity	Frequency
Sweep stairs & landings	Weekly
Wet mop stairs & landings	Weekly
Enhanced high touch area disinfection for COVID-19	* see notes below

RC: Main Entrance & Lobby Areas	
Activity	Frequency
Clean entrance and revolving doors	Daily
Clean entry mats	Daily
Dust low areas	Daily
Dust wall surfaces	Weekly
Damp mop hard floors	Daily
Vacuum all carpeted areas	Daily
Vacuum / dust furniture & furnishings	Weekly
Glass on both sides of doors	Daily (as required)
Glass interior below 10'	* see notes below
Polish elevator doors	Daily
Polish elevator metal & accessories	Monthly
Clean elevator tracks	Weekly
Remove trash & replace liner	Daily (as required)
Turn off lights and close the door	Daily
Enhanced high touch area disinfection for COVID-19	* see notes below

### **Notes:**

In response to the COVID-19 pandemic, enhanced disinfection will be provided to high touch areas. The following items will be wiped down and disinfected at least three times each workday:

- doorknobs / handles
- sinks and faucets
- light switches
- elevator buttons
- escalator handrails
- stair handrails
- lobby seats and countertops
- lounge seats and countertops
- restrooms

Hand sanitizer dispensers will be available in all WCM main entrance lobbies. Soap dispensers for hand washing will be available in all public restrooms, pantry, and common kitchen areas.

All students are expected to adhere to proper hygiene, hand washing, and sanitizing requirements consistent with expectations outlined by the CDC, NYSDOH, and NYCDOHMH. Signage will be posted as reminders.

### **Public Restrooms**

The entrances to public restrooms will be have signs identifying the maximum occupancy in order to allow for social distancing. Additional signage will be posted within the restroom as a reminder to maintain social distancing, wear masks and practice good hand hygiene.

### **Study and Common Rooms**

Students should continue to avoid gathering in conference rooms and study spaces by using tele- or video-conferencing (Zoom, Teams, etc.). Virtual meetings should be the first choice for all gatherings, even if working or studying on-site. Meetings that must be conducted in-person may be held in rooms

that can accommodate distancing, following all posted signage regarding maximum capacity. It is the responsibility of the attendees to adhere to social distancing when inside the conference rooms.

### **Student Gatherings**

The number of individuals that are allowed in a gathering is based on the directives from the NY State. Currently we are limiting groups to a maximum of 25 preferably 10 consistent with current NY State guidelines. Face masks and social distancing are at all times.

### **Pantries**

Signage will be posted asking students to wipe down appliances and tables after use in common areas/pantries (e.g., microwave buttons, refrigerator handles, etc.). Disinfectant wipes and/or spray bottles will be available for student use in all open common spaces.

### **Signage**

Signage has been posted within lobbies, elevators, and other common spaces to remind individuals of their responsibility when it comes to proper hand hygiene, social distancing, appropriate use of PPE, etc.

**(Appendix B; Section I. B)**

### **Elevators**

The passenger capacity within each elevator has been reevaluated to assist with social distancing while trying to maintain effective transport. Each elevator will have floor stickers and/or wall signage identifying the maximum number of passengers allowed. Masks must be worn in elevators at all times. When possible, students are encouraged to use stairways to help alleviate elevator traffic and wait times, particularly in Lasdon House and Olin Hall. (Additional information on stairwell access are detailed later in this document.)

### **Deliveries**

- **Food Deliveries:** Students should utilize contactless delivery whenever possible. Food delivery personnel are not permitted into the WCM buildings at this time. If necessary, the student must meet the delivery person outside.
- **Other Deliveries:** All mail and package delivery personnel are required to wear a mask and gloves prior to entering WCM buildings. Delivery personnel without adequate PPE will not be permitted to enter. Students picking up packages within the lobby will be required to show a valid ID prior to taking the package. A wet signature will not be required at this time in order to help with a touchless package pick-up process.

### **Visitors**

Only essential visitors (who are not WCM students or employees) are permitted in WCM buildings at this time. This includes all student academic and residential spaces. All visitors must wear a mask within and check-in at the lobby desk upon arrival. WCM desk staff must log all visitors using the WCM Visitor Log form. Visitors will be required to comply with the WCM Visitor Policy, which is consistent with NYS DOH Guidance prior to entry.

**Residence Halls include Lasdon House, Olin Hall, Stahl, 77<sup>th</sup> Street.**

### **Lasdon House**

In addition to the General Guidelines outlined above, the following also applies to Lasdon House:

### Lobby

When possible, the use of the first floor Lasdon House lobby should be used as a building entrance only. When feasible, residents should use other egress pathways such as exit stairs when exiting the building. This helps with overall traffic flow and social distancing.

The Belfer Research Building and Lasdon House second floor terrace entrance should be used by occupants of floors two through five to help alleviate overall traffic flow and social distancing within the Lasdon House first floor lobby.

Package deliveries will continue to be available for pick-up within the lobby.

Plexiglass panels or “sneeze guards” will be installed at the front desk and package pick up desk to better safeguard the staff working at each location.

### Stairway Usage

All residents are encouraged to use the stairs when possible to limit the elevator traffic flow and wait times. Signage is installed on stair doors to identify the directional use of a specific stair during normal usage periods. In Lasdon House, please note:

- Stair ‘A’: One-way ‘Up’ access
- Stair ‘F’: One-way ‘Down’ access
- Stair ‘G’: One-way ‘Down’ access

Note: in the event of an emergency, all stairs are available with no regard to the posted directional social distancing guidelines. Additionally, if no sign exists on a stair door, then it is assumed that two-way traffic is allowed during normal use periods.

### Student Center (Floor 5)

The 5<sup>th</sup> floor student center and multipurpose room will remain open for students only between the hours of 9 am and 5 pm. Where possible tables and chairs will be arranged to allow for social distancing. Furniture should not be rearranged by students. Signage will be posted reminding students to maintain social distancing, wear masks, and practice good hygiene.

### Fitness Center

In accordance with New York State guidelines and to ensure social distancing, fitness center spaces in the Lasdon House basement and the 5<sup>th</sup> floor student space will remain closed for the time being.

### Belfer Research Building (BRB)/Lasdon House Terrace

The Terrace between the BRB and Lasdon House buildings will remain open if social distancing is being practiced. The terrace tables are spread out with one chair at each to promote social distancing. Chairs and tables should not be moved. The terrace is not a location for social gatherings at this time.

### Laundry

Students should adhere to social distancing guidelines while using the laundry room and be mindful to limit time within the space. Signage will be posted reminding students to maintain social distancing, wear masks, and practice good hygiene.



### Visitor Policy

Only essential visitors (who are not WCM students or employees) are permitted in WCM buildings at this time. This includes all student academic and residential spaces. All visitors must wear a mask within and check-in at the lobby desk upon arrival. WCM desk staff must log all visitors using the WCM Visitor Log form. Visitors will be required to comply with the WCM Visitor Policy, which is consistent with NYS DOH Guidance prior to entry.

### Quarantine Spaces

WCM Housing has designated specific quarantine spaces to be used if and when necessary.

### Composting

Composting services have been temporarily stopped by the NYCDOS. These services will be restored when the NYCDOS starts the composting pick-ups again.

## **Olin Hall**

In addition to the General Guidelines outlined above, the following also applies to Olin Hall:

### Lobby

When possible, the use of the Olin Hall lobby should be used as a building entrance only. When feasible, residents should use other egress pathways such as exit stairs when exiting the building. This helps with overall traffic flow and social distancing.

Package deliveries will still be available for pick-up within the lobby.

Plexiglass panels or “sneeze guards” will be installed at the front desk and package pick up desk to better safeguard the staff working at each location.

### Stairway Usage

All staff and residents are encouraged to use the stairs when possible to limit the elevator traffic flow and wait times. Signage is installed on stair doors to identify the directional use of a specific stair during normal usage periods. In Olin Hall, please note:

Stair ‘N’: One-way ‘Up’ access only

Stair ‘S’: One-way ‘Down’ access only

Note: In the event of an emergency, all stairs are available with no regard to the posted directional social distancing guidelines. Additionally, if no sign exists on a stair door, then it is assumed that two-way traffic is allowed during normal use periods.

### Shared Kitchens

Students must wipe down appliances and tables after use in shared kitchens within Olin Hall (e.g. microwave buttons, refrigerator handles, etc.). Disinfectant wipes and/or spray bottles will be available for student use in all open common spaces.

### Student Lounge

The first floor student lounge will remain open at reduced occupancy. Where possible tables and chairs will be arranged to allow for social distancing. Furniture should not be rearranged. Signage will be posted reminding students to maintain social distancing, wear masks, and practice good hygiene.

#### Multipurpose Room(s)

The multipurpose rooms accessible through the student lounge will remain closed for the time being.

#### Fitness Center

In accordance with New York State guidelines and to ensure social distancing, the Olin Hall gym and fitness center will remain closed for the time being.

#### Olin Courtyard

The Olin Courtyard will remain open if social distancing is being practiced. The courtyard is not a location for social gatherings at this time.

#### Laundry

Students should adhere to social distancing guidelines while using the laundry room and be mindful to limit time within the space. Signage will be posted reminding students to maintain social distancing, wear masks, and practice good hygiene.

#### Visitor policy

Only essential visitors (who are not WCM students or employees) are permitted in WCM buildings at this time. This includes all student academic and residential spaces. All visitors must wear a mask within and check-in at the lobby desk upon arrival. WCM desk staff must log all visitors using the WCM Visitor Log form. Visitors will be required to comply with the WCM Visitor Policy, which is consistent with NYS DOH Guidance prior to entry.

#### Quarantine Spaces

WCM Housing has designated specific quarantine spaces to be used if and when necessary.

#### **Stahl, 77<sup>th</sup> Street**

In addition to the General Guidelines outlined above, the following also applies to the Stahl 77<sup>th</sup> Street Residences:

#### Masks & PPE

All residents must wear a surgical mask at all times while inside WCM spaces, except when within private residential space. WCM spaces include the building hallways and basement laundry area.

#### Laundry Area / Basement

Residents should adhere to social distancing guidelines while using the laundry room and be mindful to limit time within the space. Signage will be posted within the basement and laundry area reminding residents to maintain social distancing, wear masks, and practice good hygiene.

#### Cleaning Protocols & Supplies

In addition to the routine cleaning services, the building superintendent will perform enhanced disinfection and cleaning of high touch areas including the main entrance door hardware and stair handrails.

All residents are expected to adhere to proper hygiene, hand washing, and sanitizing requirements consistent with expectations outlined by the CDC, NYSDOH, and NYCDOHMH. Signage will be posted as reminders.

#### Rear Yard

The rear yard will remain closed at this time.

MSK housing will follow procedures as outlined in I.D above.

## **II. MONITORING**

WCGS' goal is to provide a monitored and safe environment for our students, faculty, and staff. We will be most effective in providing exceptional education for the next generation of scientists, with processes in place to monitor COVID-19 infection and immunity.

The established guidelines apply to WCGS students, faculty and staff who are currently on campus, and individuals who will be returning to campus and newly admitted students.

### **Contacts**

- **For Students:** Student Health: 646-962-6942
- **For Faculty and Staff:** Workforce Health & Safety COVID-19 hotline: 646-697-9470

Questions about a positive test and/or symptoms, individuals can contact your primary care physician, Workforce Health & Safety, or Student Health, or an appointment can be scheduled with a Weill Cornell primary care physician by calling 646-962-9685.

### **A. Testing.**

Students will be tested through our fully staffed Student Health Office. Testing will be available Monday-Friday, with referral to a local City MD site 4 blocks from campus in off hours. The Student Health Office has 24/7 coverage for questions, and if necessary, students are directed to WCM/NYP-Urgent Care or WCM/NYP Emergency Department (located within two blocks of the residence halls) when the Student Health Office is closed and urgent evaluation of a medical condition is necessary.

Tests will be administered by a nurse or physician at Student Health Office, using supplies provided by WCM. Tests will be performed by the Department of Pathology, WCM. For students who are working in SKI labs, an additional testing site at MSKCC is provided, and laboratory results are communicated to the Student Health Office. Tests obtained at MSKCC are performed by the Department of Pathology at MSKCC.

Baseline COVID-19 PCR testing will occur when the students arrive on site. Additional testing will be performed if students become symptomatic, or have a documented exposure. In addition, students will adhere to daily symptom monitoring and attestation. Students with symptoms must contact the Student Health Service and not go to work, until they have been evaluated.

Please see **Section I. C** for additional details of Daily COVID-19 Attestation and testing.

**B. Early warning signs.**

Both the WCM community and NYC may serve as a source of infection, and surveillance protocols are in place to identify early indicators that may precede more widespread viral infection. These include:

1. Aggregate data on the rates of COVID-19 + PCR tests in Student Health, WCM Employee Health (Workforce Health and Safety), and MSKCC employee testing. Current aggregate data in July 2020 indicate that the rate of asymptomatic, positive individuals ranges from 0.3- to 2 %, and this is being monitored weekly.
2. Aggregate data from the COVID-19 symptom tracker, from students, faculty and staff
3. Hospital admissions for COVID+ patients, and bed utilization (ICU, wards) with COVID+ patients. This is updated daily.
4. Other sources of data on NYC rates of infection, provided by the NYC Mayor's Office, and NY State.

NYC is currently in the most restrictive phase of reopening of any county in NY State, and WCM and NYP are in regular dialog with the Department of Health. Our security staff, at all building entrances on a 24/7 basis, monitor mask use and social distancing on the Medical Campus, and instruct individuals to wear masks properly, obey 6 foot social distancing guidelines. Reports on behavioral compliance are brought to the attention of the Head of Facilities, and to the Dean. In addition, an anonymous hotline (<https://audit.cornell.edu/services/ethical-conduct-and-compliance-hotline/>) is provided for students, faculty or staff to report concerns or unsafe practices. This hotline is maintained by Cornell University, and based on the complaint, directed to the appropriate office (Environmental Health and Safety, Building and Facilities, WCGS Assistant Dean of Student Affairs, WCGS Dean).

**C. Tracing.**

A positive COVID PCR is immediately reportable under NYS Executive Order 202.19. Laboratories must report positive results and patient contact information to the local health department to activate contact tracing. In New York City, the Test & Trace Corps has been formed as a partnership between the New York City Department of Health and Mental Hygiene, New York City Health + Hospitals and other city agencies and is the authority legally charged with conducting interviews of all index cases (<https://www.nychealthandhospitals.org/test-and-trace/>). Tracers will contact index cases, usually remotely, asking these individuals to recall close contacts (defined as proximity of less than 6 feet for longer than 10 minutes without proper protective equipment) during the two days prior to the positive test result or onset of symptoms. In addition to helping identify the close contacts, the Test & Trace Corps can also connect the index case with other support services such as housing, medical care, and food delivery. The Test & Trace Corps notifies the close contacts and advise them to self-quarantine. The Test & Trace Corps can also conduct tracing interviews in person if needed, as well as request a formal quarantine order.

All clinicians who order COVID tests are encouraged to assist the Test & Trace Corps in the event they are unable to reach index patients.

Details about the MSK contact tracing procedure are found in the **Appendix E**.

**III. CONTAINMENT****A. Isolation and Quarantine.**

Each individual found to have COVID-19 (designated an index case) needs to be isolated to prevent viral spread. The length of isolation is determined by NY State Department of Health and is dependent on the circumstances of each case, including symptoms and subsequent test results. Isolation is typically for 10 days following a positive PCR test result. Additionally, individuals with whom the index case had close

contact identified through contact tracing are advised to self-quarantine for 14 days. When an index case is suspected or identified by the Director of Student Health, the Director contacts the student to review their housing status. If the student lives in Weill Cornell housing where the student is able to isolate, the student will be asked to do so in that unit. If the student lives in Weill Cornell housing where the student cannot isolate, the campus Housing Office will be notified and the student temporarily relocated to one of the campus isolation residences, or WCM-supported alternate housing if there are no local units available. If the student lives off-campus and the student is unable to isolate, the student may be directed to alternate housing available through the NYC Isolation Hotel Program ([https://www1.nyc.gov/site/helpnownyc/get-help/covid-19-hotel-program.page#h\\_h\\_hotel\\_program](https://www1.nyc.gov/site/helpnownyc/get-help/covid-19-hotel-program.page#h_h_hotel_program)). See **Appendix F** for current information. In all cases, the Director of Student Health will identify if there are any other student household contacts to notify for quarantine. The Director of Student Health will also advise the index case to prepare a list of household and other close contacts in preparation for outreach by the NYC Test & Trace Corps. With the student's permission, the Director of Student Health will reach out to the appropriate associate dean or delegate who will be charged with ensuring that all other support services are in place for the student. NYC Test & Trace Corps are required to provide daily monitoring of patients in isolation and periodic monitoring of close contacts in quarantine. Student Health staff may also provide periodic remote monitoring of isolated and quarantined students in collaboration with the Test & Trace Corps.

Roommates of index cases residing in Weill Cornell housing will be contacted by the Director of Student Health and, if asymptomatic, will be asked to remain in their current unit for self-quarantine for two weeks. The Director of Student Health with the student's permission will reach out to the appropriate associate dean or delegate who will be charged with ensuring that all appropriate support services are in place for the student.

We have identified 15 quarantine rooms in Olin Hall that are available for COVID-19 positive students, and additional rooms will be available, if necessary through local hotels. Students will be provided with pre-boxed meals from Griffis faculty club, medications can be delivered by local pharmacies, and will be provided with psychosocial support from our Assistant Dean, Student Affairs and Student Life Office, and academic support by communicating with their course director, who may advise additional virtual support from online teaching assistants or with other students as virtual "study partners", modifications in schedules for papers, quizzes, reports and other curricular activities.

For faculty and staff, individuals that are suspected or identified as positive, Work Force Health will contact the individual to follow directives as outlined in **Section I. B**, and from WCM and New York Department of Health.

## **B. Hygiene, cleaning and disinfection. Strategies for managing exposed areas and notification to occupants.**

### COVID-19 Cases & Disinfection:

1. In the event that a student, faculty or staff who was on campus and is found to be infected with COVID-19, the following disinfection procedures will occur:

a. The immediate space in question will be closed, and Housekeeping should be contacted by submitting a work request.

b. Housekeeping and EHS will trace the infected individual's movements within WCM space to determine the extent of the disinfection necessary.

c. Housekeeping will either directly disinfect the space or work with the building's vendor to disinfect the space as soon as possible/feasible.

d. The manager responsible for the space in question will be notified when the space is safe for return.

2. Employees/students who test positive for COVID-19 should follow the latest guidance by Workforce Health & Safety and Student Health (**Appendix A**).

### **C. Communication. Plans to share protocols and safety measures.**

WCGS, as part of WCM, has developed a robust COVID-19 website that provides current timely information regarding new policies and practices to maintain a safe learning and work environment (**Appendix A**). These are accessible to students, faculty and staff at any time. In addition, the Weill Cornell Dean, Augustine Choi, and the WCGS Dean, Barbara Hempstead, have provided frequent announcements and email updates regarding policy updates, new procedures. These updates are also posted on the WCGS webpage (<https://gradschool.weill.cornell.edu/>). This document will be included on the webpage. In addition, the Deans of the WCGS have engaged in town halls for students during the COVID-19 pandemic, and will continue to do so during the fall semester.

Before coming to campus, students receive specific information and policy from Student Health about testing, quarantine (if relevant), visitor policy, safety information (social distancing, PPE usage), and attest that they will abide by residence hall policies.

Lastly, orientation planning for incoming students this year has moved to a virtual format, to keep current students engaged, and to help students understand how to safely engage in academic and social activities during a global pandemic. Our orientation task force, with robust student representation, is helping students design activities to internalize new behavior expectations, establish agreements regarding how to keep one another safe, and to prepare for the contingency of viral spread. These workshops will be led by students, with engagement of our Assistant Dean of Student Affairs, and the Office of Diversity.

The WCGS has communicated the relaunch plan broadly. This plan has been presented to the General Faculty Council of Weill Cornell Medicine, to the Executive Committee of the Weill Cornell Graduate School, to the Executive Faculty Council of Weill Cornell Medicine, and to the Executive Board of Overseers of Weill Cornell Medicine. This Relaunch document is posted on the WCGS website and accessible to students, faculty and staff. Any updates will be broadly communicated and posted on the WCGS website.

## **IV. SHUTDOWN**

### **A. Operational Activity.**

WCGS undertook a rapid, but orderly shut down of many activities in March, 2020 due to the COVID-19 pandemic. If a shutdown needs to occur again, the following processes will be undertaken:

Communication. Students, faculty and staff will be informed by the Dean of the scope of operations which will be scaled back. These will be in the form of broadcast emails to Program Chairs, Program Directors, Program Coordinators, and students through designated listservs.

Curricular programing. Small group sessions will continue, but will move to an entirely remote format. Lectures, seminars, laboratory meetings, and other large virtual formats will continue virtually.



Academic progression. Academic milestones, including curriculum committee meetings, admission to candidacy exams and thesis defenses will be completed remotely, as has been the case since March. Tests and quizzes will continue to use online tools.

Laboratory shut down. WCM laboratories will be phased down, a process which took ~ 7-10 days in March, 2020 and followed defined procedures so that valuable research reagents were not lost. Once the laboratory phase down is complete, all in-person activities will be suspended including laboratory research work, with the exception of critical work to maintain sophisticated research equipment, and research animals. This will be overseen by the WCM Office of Research, the Office of Building Facilities, and the Environmental Health and Safety Office.

For MSK/SKI laboratories, depending on the severity of the pandemic, restrictions in laboratory research could range from a complete shutdown of activities to a restriction the number of people who can be present in lab at one time. The schedule of any potential shutdowns of laboratory operations and the parameters of reopening will be decided by the same laboratory emergency task force as was set up during March 2020.

Relocation of faculty and staff. Faculty and staff who can perform their functions remotely will be instructed to stay at home.

Maintenance of all WCGS administrative services, virtually. This includes the Office of the Dean; Offices of the Associate Dean, Academic Affairs; Associate Dean, Curriculum and Program Development; Assistant Dean, Student Affairs; Assistant Dean Diversity and Inclusion; Registrar; Financial Aid; Immigration Office; Grants and Contracts; Benefits. All comparable offices at SKI will continue in a virtual mode.

The end of shutdown at WCM/WCGS and SKI/MSK will be in accordance with NY State guidelines. We will follow procedures similar to those that have been put in place for our current restart of academic and research activities since May 2020.

## **B. Move out.**

Students who can safely return home will be allowed to do so. As was the case in March, 2020, students undertook an orderly egress from residences, leaving most of their belongings in their rooms, where they were secure. Our housing office offered refunds to students, prorated for the time during which they were away from campus. In instances where students have been unable to return to campus in a timely manner, the housing office is packing and storing their belongings in a secure, on site location. In the case of future move outs, students that choose to leave their belongings will be requested to assemble their things for safe storage in the scenario they do not return for a longer period.

A significant proportion of students were unable to leave campus in March, 2020, and this would be expected to be the case in the Fall semester if COVID-19 infections recur. Residence halls will remain open for these students, and will be fully staffed with security guards and building services, to maintain safe living conditions. Access to our Student Health Office, testing facilities, hospital services and routine medical care will continue without interruption as WCGS is an integral part of WCM and NYP Hospital.

## **C. Communication.**

Communication will be provided on a regular basis to students, faculty and staff through the following mechanisms:

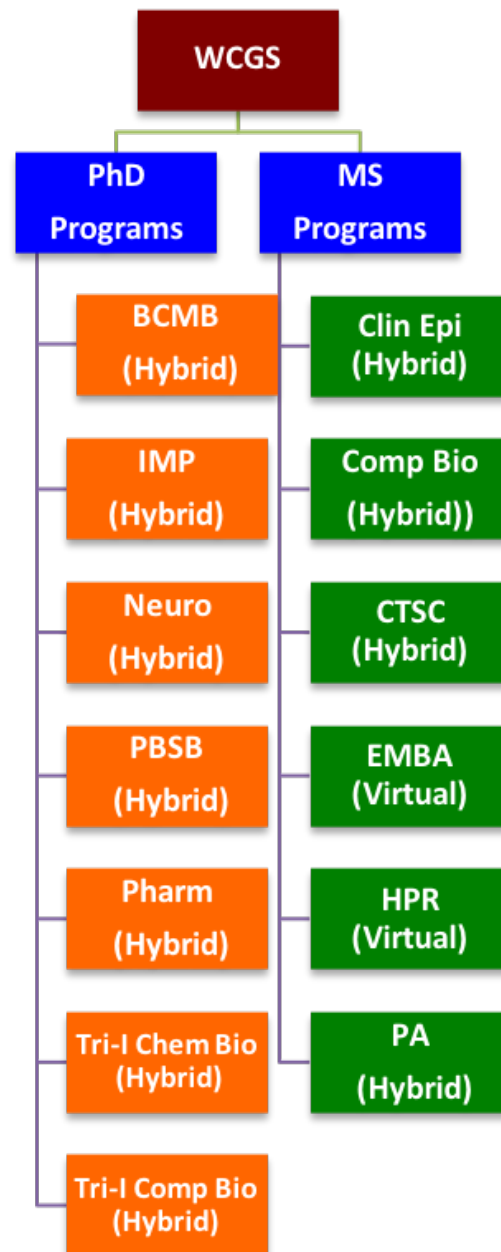


1. Email communication via listservs to students, Program leadership (Program Chairs, Directors, Coordinators)
2. Dean, WCM weekly video, and summary
3. WCM COVID-19 website
4. Virtual town halls with WCGS deans

This document will be provided to the WCGS community on the WCGS webpage (<https://gradschool.weill.cornell.edu/>). Please see additional mechanisms for communication with the WCGS and WCM community in **Section III. C** above.

In addition, WCM operates an emergency contact system, which is placed on all tagged devices (phones and computers) of students, faculty and staff to provide easy access to emergency procedures and notifications that can be found at this link (<https://emergency.weill.cornell.edu/eot>). Current information can be found in **Appendix G**. This site includes detailed information about emergency contacts, response guides, emergency planning, student resources and departmental resources, and guidelines for the WCMC emergency response team. This site is updated frequently and tested quarterly. It should be noted that during the March, 2020 phased shut down, communication through Dean's announcements (listserv), deans' email communication, and communications with our Housing, Facilities and Student Health Offices, did not require the use of the emergency contact system because communications were frequent and robust. Nonetheless, this system is available to promote the safety of all WCM members.

**Figure 1. Weill Cornell Graduate School PhD and MS Programs**



WCGS, Weill Cornell Graduate School; BCMB, Biochemistry, Structural Biology, Cell Biology, Developmental Biology and Molecular Biology Allied Program; IMP, Immunology and Microbial Pathogenesis; Pharm, Pharmacology; PBSB, Physiology, Biophysics, and Systems Biology; Neuro, Neuroscience; Tri-I Chem Bio, Tri-Institutional PhD Program in Chemical Biology; Tri-I Comp Bio, Tri-Institutional PhD Program in Computational Biology & Medicine; Clin Epi, Clinical Epidemiology and Health Services Research; CTSC, Clinical and Translational Investigation; Comp Bio, Computational Biology (Comp Bio); EMBA, Executive MBA/MS in Healthcare Leadership (EMBA); Health Sciences for Physician Assistants (PA); Population Health Sciences (HPR).

## Appendix A: Creating and Maintaining a Safe Working and Learning Environment

### Purpose

These guidelines outline Weill Cornell Medicine's procedures to ensure a safe and respectful working and learning environment as faculty, staff, students, and visitors return to WCM locations. Please note there may be additional guidelines associated with laboratories, clinical practice sites, and/or other specific work locations that may enhance or supplement the items below.

### General Guidelines

1. If you have symptoms consistent with possible COVID-19, **do not report to on-site work or educational activities, inform your supervisor**, contact Workforce Health & Safety (**646-697-9470**) or Student Health (**646-962-6942**), and follow the prescribed guidelines. As a reminder, COVID-19 symptoms include a fever of over 100 degrees, cough, shortness of breath, sore throat, body aches, fatigue, runny nose or congestion, diarrhea, and/or loss of smell or taste. Please refer to [COVID-19 Symptom Monitoring & Testing Guidelines for Employees and Students](#).
2. Check temperature daily **at home** before entering WCM facilities. If your temperature is 100 degrees or above, please stay home and contact WHS or Student Health for guidance.
3. All employees, students, and visitors must wear a mask, except when in a private office or private space.
  - a. Surgical masks will be provided to all Weill Cornell Medicine employees, students, and visitors. Distribution points may vary by site.
  - b. Employees should expect to receive one surgical mask per day, unless their mask becomes contaminated or visibly soiled.
  - c. Employees that need to switch to a "clean" mask should do so in a private location (bathroom, office, etc.).
  - d. Employees who work in office/administrative space may wear their own mask, if they prefer not to use a WCM-issued surgical mask. (Employees in clinical/research space must wear WCM-provided PPE.) Personal facemasks should be made of cloth or a similar material sufficient to reduce the spray of droplets when worn over the mouth and nose. Facemasks with exhalation valves may allow droplets to escape unattenuated, so a WCM-issued surgical mask must be worn over facemasks with an exhalation valve.
4. Individuals should practice social distancing (minimum of 6 feet) whenever possible. As department leaders develop plans to return to on-site operations, they should consider social distancing needs, adjusting employee seating and on-site schedules accordingly.
5. Use appropriate personal protective equipment (PPE), depending on your role and location, as determined by your supervisor or program leader.
6. Elevators pose significant challenges to social distancing. Please refer to signage in your location for more information about maximum elevator capacity.

7. Please be mindful of any new signage related to social distancing and PPE usage in WCM spaces.
8. To help support contact tracing efforts and accommodate social distancing in buildings where only a portion of individuals are permitted to be on-site, employees are encouraged to work within their own team's spaces and adjacent common areas. Workstations may be intentionally left vacant to accommodate social distancing.

### Visitors and Deliveries

1. Only essential visitors will be allowed within Weill Cornell spaces.
2. All visitors must wear a mask within and check-in at the lobby desk upon arrival. WCM desk staff must log all visitors using the WCM Visitor Log form. (In buildings where Weill Cornell staff do not manage lobby desks, this check-in should be conducted upon arrival in WCM space, e.g. floor reception desk.) Visitor logs must be retained by building/department staff and be available upon request. Download the [Visitor Log](#) template and [Visitor Log Script](#).
3. During check-in, visitors must be asked if they have 1) received a positive diagnostic test positive for COVID-19 within the past 14 days, 2) had close contact with someone with or suspected to have COVID-19 within the past 14 days, or 3) experienced COVID-19 symptoms within the past 14 days. If they answer "Yes" to any of these questions, they will not be permitted in Weill Cornell space.
4. All delivery personnel that are permitted in WCM spaces must wear a mask and gloves.
5. Supplies that are typically delivered to the end-user (WB Mason, medical gasses, etc.) and mail deliveries will continue as normal.
6. All food delivery personnel will be limited to lobby areas and/or may be asked to wait outside, depending on the location.

### Meeting and Break Rooms

1. All students, faculty, and staff are encouraged to continue to use online platforms (e.g. Zoom) for extracurricular activities (e.g. student club activities, program-specific non-academic activities). All on-campus rooms will include signage at entrances and inside rooms and demarcations to promote social distancing (6 feet distance between individuals) and limit occupancy. In medium and large classrooms and auditoriums certain chairs will be blocked off and not available for use to ensure proper distancing. We will ask everyone to be mindful to limit time spent in these spaces to ensure cleaning and safe access.
2. All small conference rooms will be closed for meetings to prevent unintentional social crowding. They may continue to be used for individual work.
3. Medium and large conference rooms will remain open, but certain chairs will be blocked off and not available for use to ensure proper distancing.
4. Break rooms will remain open and will be stocked with disinfecting supplies and informational signage about cleaning machines and surfaces. Chairs in these locations will be significantly

reduced. We ask everyone to be mindful to limit time spent in these spaces to ensure others can safely access microwaves, refrigerators, and other appliances.

### Restrooms

1. All restrooms will remain open and signage will be posted on bathroom doors noting the maximum capacity.
2. In shared restrooms, where possible, occupancy notification signs (“in use”/“vacant”) should be added to main entry doors to indicate how many people are inside at any given time. In locations where occupancy signage this is not possible, individuals should make their best efforts to follow posted capacity guidelines.

### Stairwells

1. In buildings where stairwell access is permitted for non-emergency use, employees, students, and visitors may take the stairs to access WCM floors in an effort to reduce elevator usage. Individuals should follow stairwell use guidelines on any posted signage.
2. In buildings where two or more stairwells are available, stairwells should be designated for non-emergency usage as “up” and “down” only in order to accommodate social distancing.

### Supplies and PPE

1. Each work location (building or floor lobbies) will be stocked with the following supplies for employee use:
  - a. Surgical masks
  - b. Hand sanitizer
  - c. Gloves (where appropriate)
2. Building operations staff will distribute and maintain the above supplies for common spaces and general use.
3. Lab/Department specific protocols may differ from general building guidelines, so please be aware of the guidelines for your area.
4. PPE and cleaning supplies are still in very high demand. Please be considerate and only use what you need in your capacity while at work.
5. Faculty, staff, and students should try to re-use their masks to the extent possible. Masks should be taken home and put on prior to entering a WCM location.

### Cleaning

1. WCM Engineering & Maintenance/Housekeeping will be responsible for cleaning all WCM/WCGS owned and controlled spaces. Enhanced cleaning procedures will be implemented for all common

areas and high touch locations. Most high-touch areas, such as elevators, breakrooms and restrooms will be cleaned three (3) times daily. All students, faculty, and staff will be asked to help do their part and keep common areas clean.

### COVID-19 Cases & Disinfection

1. In the event that an employee/visitor/patient who was in a WCM space is found to be infected with COVID-19, the following disinfection procedures will occur:
  - a. The immediate space in question will be closed, and Housekeeping should be contacted by submitting a [work request](#).
  - b. Housekeeping and EHS will trace the infected individual's movements within WCM space to determine the extent of the disinfection necessary.
  - c. Housekeeping will either directly disinfect the space or work with the building's vendor to disinfect the space as soon as possible/feasible.
  - d. The manager responsible for the space in question will be notified when the space is safe for return.
2. Employees/students who test positive for COVID-19 should follow the latest guidance by Workforce Health & Safety and Student Health.



## Appendix B: Signage

### 1. Covid19 Prevention Reminders

**Weill Cornell Medicine**

**Together, we can help prevent the spread of COVID-19:**

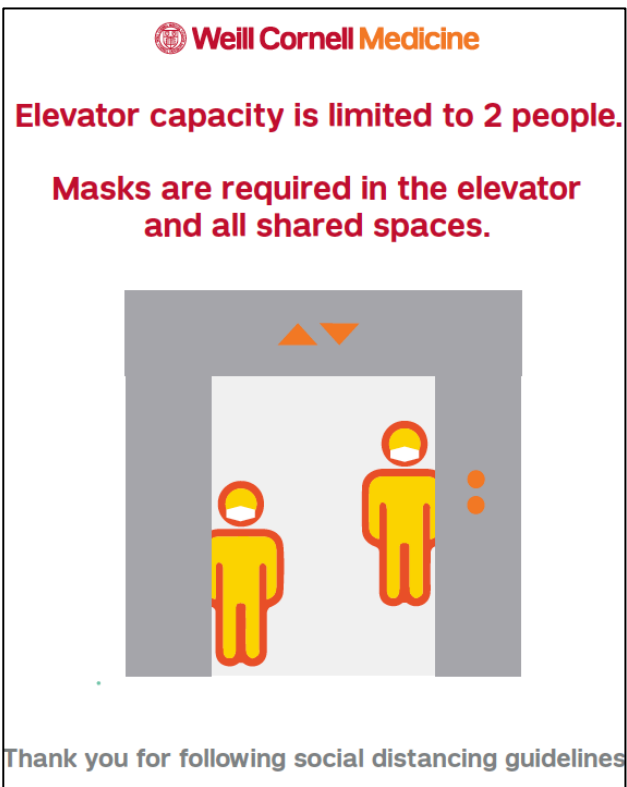
- Maintain **6 feet of distance** from others
- Wear a **mask** in common spaces
- Practice good **hand hygiene**
- **Clean and disinfect** shared surfaces often, including kitchens, bathrooms, door knobs, and other high touch areas

An illustration of three people practicing COVID-19 prevention. A woman with long red hair in a yellow shirt is spraying disinfectant from a white bottle. A woman with dark skin and black hair in an orange shirt is washing her hands under a faucet with white foam. A man with brown hair in a red shirt is wearing a white face mask. They are all smiling and looking towards the right.





## 2. Elevator Signage





### 3. Masks Required Signage



**Weill Cornell Medicine**

# Masks Required



**Thank you for following  
health & safety guidelines.**

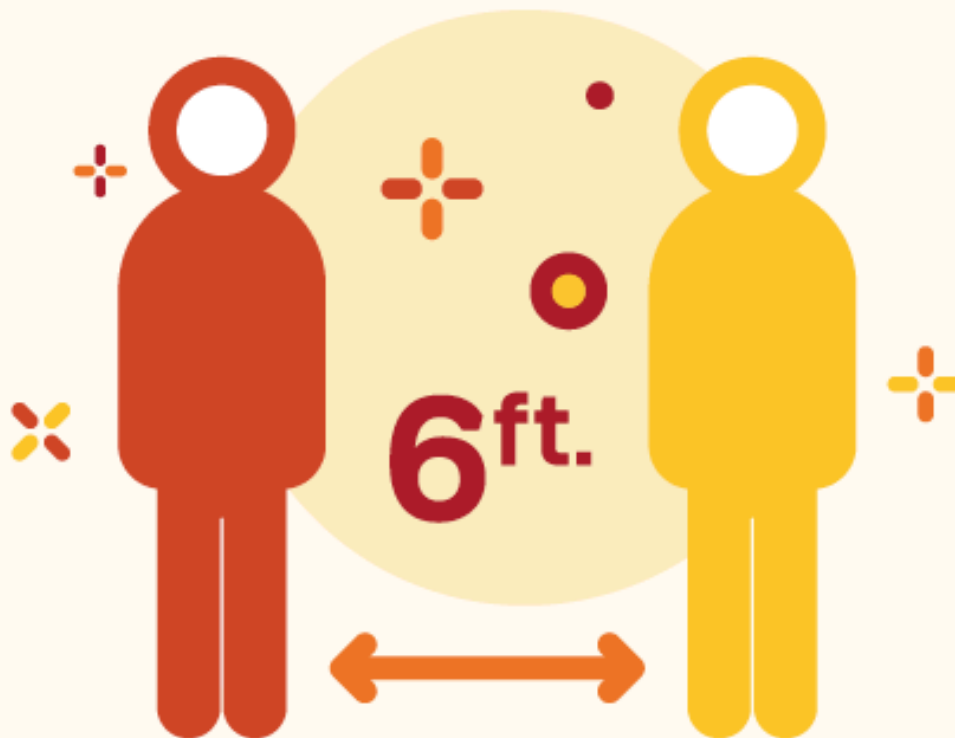


**4. Social Distancing Signage**



# **Social Distancing**

**Please maintain at least 6 feet  
away from others**



**Weill Cornell Medicine Thanks You**

## Appendix C. WCM COVID-19 Daily Attestation

I am a:

Faculty/Staff Member

Student

My primary location today will be:

Floor or room number:

Have you received a diagnostic test for COVID-19 in the past 14 days?

Yes, I tested positive.

Yes, I tested negative.

I have not been tested.

Have you experienced any of the following COVID-19 symptoms in the past 14 days?

- Fever or chills
- Cough
- Shortness of breath or difficulty breathing
- Fatigue
- Muscle or body aches
- Headache
- New loss of taste or smell
- Sore throat
- Congestion or runny nose
- Nausea or vomiting
- Diarrhea

Yes

No

Have you knowingly been in close or proximate contact in the past 14 days with anyone who has tested positive for COVID-19? Close contact is defined as being within 6 feet for 10 or more minutes without a mask and any other required PPE for your role. (For WCM employees who work in NYP hospital space and have a work-related exposure, please contact NYP Infection Prevention and Control for your site to determine if you were exposed based on current hospital guidelines.)

Yes

No

Have you returned from travel to a state under NYS travel restrictions (Alabama, Arizona, Arkansas, California, Delaware, Florida, Georgia, Iowa, Idaho, Kansas, Louisiana, Mississippi, North Carolina, Nevada, Oklahoma, South Carolina, Texas, Tennessee, Utah) within the past 14 days? \*

Yes

No

\*This question with the states under NYS travel restrictions will be updated regularly based on NY State guidelines.

## Appendix D: Student Health Services.

# Student Health Services

Weill Cornell Medicine Student Health Services is committed to providing accessible, compassionate, cost-effective and high-quality health care and education. We meet the unique primary healthcare needs of students, and enhance their personal growth and development, while supporting university goals and objectives. Our vision is to serve as your medical home during the time you are a student, and to be your primary resource for occupational health, preventive medicine and primary care.

Our campus student health center offers a full array of primary care, occupational medicine and preventive health services for all of our matriculated students, including: physical examinations, chronic disease management, treatment of acute illness, routine gynecologic care and contraceptive management, immunizations, and management of infectious exposures in the clinical setting. The [Student Mental Health Program](#), under the direction of Dr. Patricia Marino, is available to provide you with high-quality, confidential mental health services. We treat your health information with the utmost respect for your privacy.

Take the time to review and familiarize yourself with our services and procedures. Feel free to contact us with any questions, or simply to set up a visit. We look forward to a healthy and productive partnership.

### Program Director:

*Edgar Figueroa, MD, MPH, FAAFP*

*Associate Professor of Family Medicine in Clinical Medicine*

*Weill Cornell Medicine*

(646) 962-6942

[efiguero@med.cornell.edu](mailto:efiguero@med.cornell.edu)

### CONTACT STUDENT HEALTH SERVICES

#### Contact Us

**Phone: (646) 962-6942**

**Fax: (646) 962-1491**

#### Locations

##### Mailing Address

Student Health Services  
1300 York Ave., Box 258  
New York, NY 10065

##### Clinical Location

230 East 69th St., Suite 2BB  
(Between 2nd and 3rd Ave.)  
New York, NY 10021

#### Office Hours

Monday – Friday: 8 a.m. – 12 p.m.,  
1 p.m. – 4 p.m.


Closed weekends  
and university holidays

Students are encouraged to call  
ahead rather than walk in for  
visits, as provider schedules are  
subject to change due to campus  
obligations.

#### After-Hours

Answering Service: (646) 962-6942

#### Staff

**Edgar Figueroa, M.D, M.P.H.** 

Director of Student Health  
[efiguero@med.cornell.edu](mailto:efiguero@med.cornell.edu)

**Bernadette Abaya, B.S.N.,  
M.P.A., R.N.**

Senior Nurse Administrator  
[bca2001@med.cornell.edu](mailto:bca2001@med.cornell.edu)

**Patricia Marino, Ph.D.**

Director, Student Mental Health  
Program  
(914) 997-8691

[pam2029@med.cornell.edu](mailto:pam2029@med.cornell.edu)



## Appendix E: MSK Contact Tracing

MSK has expanded contact tracing at all our locations to prevent the spread of COVID-19. A collaborative effort of Infection Control, Employee Health and Wellness, and the COVID-19 Employee Response Team, contact tracing works by identifying the close MSK contacts of an employee or patient who has been diagnosed with the virus and providing them with testing and counseling as warranted. The consent and active participation of those employees who have tested positive is vital to our ability to prevent future outbreaks of COVID-19.

Trained staff are available at MSK locations to serve as contact coordinators to support this effort and facilitate identification of their colleagues at MSK who may have been exposed to COVID-19. Our teams follow the latest guidelines issued by the New York State and New York City departments of health and, per MSK policy, obtain the consent of anyone who has been diagnosed with COVID-19 before sharing their name with potential contacts.

Contact tracing, along with ongoing surveillance testing and thorough case investigation, are essential for ensuring the safety of all patients and staff.

**Note:** A "close contact" is a person who has been within six feet of someone who has the virus for about 15 minutes without wearing a mask or has been in direct contact with respiratory secretions from a sick person with COVID-19 (e.g., has been coughed on).

### How contact tracing works for an employee with COVID-19:

- If you test positive for COVID-19, a staff member from Employee Health and Wellness will contact you. They'll ask you to provide a summary of the people at MSK that you were in close contact with during a specific time frame. This includes other employees and patients.
- Your identity will only be shared with your manager, so they are aware that you will not be working onsite, and a limited number of MSK staff on the contact tracing team to help them understand the scope of possible exposure at MSK. The contact tracing team includes members of Employee Health and Wellness, Infection Control, the COVID-19 Employee Response team and contact coordinators.
- As required by public health protocol during any outbreak of an infectious disease, your name will also be shared with the Department of Health (DOH) so they can perform contact tracing in the community. A DOH staff person may reach out to you to ask about your close contacts.
- You can authorize the contact tracing team to share your name with co-workers with whom you may have had contact. Allowing them to share your name will help your colleagues and our patients who may have been exposed better understand their level of risk. Having specific information about how and when they might have been exposed to COVID-19 will also make it easier for your close contacts to know if they may have exposed others.

### How contact tracing works for employee contacts of an employee or patient with COVID-19:

- All employees who have been found to have had a significant exposure to COVID-19 in the workplace will be notified by the Contact Tracing Team and required to quarantine for 14 days. Employees with workplace exposure will not need to use personal time and MSK's unique code for quarantine, called ABH, will be used for the duration of the quarantine. As a reminder, if you are sick or required to quarantine, please notify your manager, and do not report to work.
- Employees who have been found to have low-risk exposure may continue to work and should continue to fill out the daily [Employee HealthCheck Tool](#).
- If you were exposed through a patient, you will receive details of the positive patient, including the period they were thought to be infectious (48 hours before symptom onset).
- If you were exposed through an employee, contact coordinators will share the name of the COVID-19 positive employee only if consent is granted.
- Assuming that consent is given by the infected employee and their name is shared with you as an exposed staff member, you will be able to evaluate your interaction with the employee.
- If EHW staff are not able to share the identity of a positive employee, they will provide recommendations to potentially exposed employees without referencing the infected staff member.
- Every "close contact" will also be asked to complete the [Employee Screening Tool](#), using an option within it for people who may have been exposed to an infected person. This will help us determine their level of risk.

If you think that you have been exposed, please fill out the [COVID-19 Employee Screening Tool](#). This risk assessment survey is the fastest way to understand your risk level, determine further steps, and receive testing if you are symptomatic.

If you have questions about contact tracing, please contact the Human Resources Resource Center (HRRC) at 646-677-7411 or [HRRC@mskcc.org](mailto:HRRC@mskcc.org). The office is staffed 24 hours a day, seven days a week.

## Appendix F: COVID-10 Hotel Program

### Isolation Hotel Program for Those with COVID-19

COVID-19 is extremely contagious, meaning that it is easily transmitted from one person to another. If you tested positive for COVID-19 or think you might have it because of your symptoms, it is very important that you do not come in close contact with others, including people you may live with. This is called "self-isolation." You may qualify to self-isolate in a hotel, free of charge, for up to 14 days if you do not have a safe place to self-isolate. This can mean:

- Your home does not have space for you to stay six feet away from others
- You share rooms or a bathroom
- You live with someone who is vulnerable

Hotel rooms are also available for New Yorkers without COVID-19 but who live with someone who has COVID-19.

### How do I get connected?

If you are currently at your home and think you may have COVID-19, you can call 311 or 844-NYC-4NYC (1-844-692-4692) between the hours of 9 a.m. and 9 p.m.

A medical provider will assess your situation and then refer you to a hotel if appropriate.

### Cost

This program, including food, linens, and local phone service, is free for eligible New Yorkers.

### Patient Referral

If you are a health provider and have patients with COVID-19 or COVID-like symptoms who are interested in staying in a hotel for 10 to 14 days, call 1-844-692-4692 to begin the screening process, or you can have your patient call. In order to provide the best continuity of care for your patients while they are at the hotel, use the [NYC Health + Hospitals Hotels: Partnering with Community Providers](#) resource for more information. *Information will be added in other languages. Please check back for updates.*

## Appendix G: Emergency Information

# Emergency Information

### Response Guides

Weill Cornell Medical College is open and all systems are normal. In the event of an emergency, updates will be placed here. For questions or assistance, go to [Contacts](#) or [Response Guides](#) section.

For the latest information about COVID-19 for WCM employees and students, please visit [WCM Central](#).

Status updates also available by calling  
**(212) 746-WCMC** (pre-recorded messages)

### Emergency Notifications

### Emergency Planning

### Contacts

### Student Resources

[Emergency Contacts](#)
[Response Guides](#)
[Emergency Planning](#)
[Student Resources](#)
[Department Resources](#)
[EOT Resources](#)


### Emergency Information

### Contact Us

402 E. 67th Street,  
Room LA-0020  
New York, NY 10065  
Phone: (646) 962-7233  
Fax: (646) 962-0288

#### Response Guides

Reporting a Problem or Security Concern  
Active Shooter  
Bomb Threat  
Buildings and Utilities (Flood)  
Crime  
Disruptive Individuals  
Earthquake  
Fire Emergencies  
Hazardous Material Spill  
Hurricane Information  
Mail and Suspicious Objects  
Medical Health

Mental Health  
Sexual Assault  
Severe Weather  
Workplace Violence

#### Emergency Notifications

Emergency App/Shortcut  
NYP Alert Information  
Weill Cornell Alert  
Updating Weill Cornell Alert

#### Emergency Planning

Emergency Planning at Home  
NYP/WCMC Emergency Planning  
WCMC Emergency Management Tool  
WCMC Emergency Planning

#### Contacts

Student Resources