

# **Provisional Policies for Return to Regular Operations**

## **Phase 2: Beginning June 15, 2020**

Issued: June 12, 2020



Albert Einstein College of Medicine

**Montefiore**

We ask that all Albert Einstein College of Medicine staff, faculty, and students abide by the following provisional policies regarding phase 2 of return to regular operations, which begins June 15, 2020.

The date for the start of phase 3 has not yet been determined. The goal is to ensure that all members of the community feel safe returning to work and continuing to work. A combination of department heads, and individuals from security, environmental health & safety (EHS), human resources, and the dean's office will address noncompliance, as appropriate.

Please note that the following policies may be changed, modified, or discontinued at any time by the College of Medicine.

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# I. Health and Safety Policies

## A. HEALTH ASSESSMENTS AND REPORTING

### 1. Daily Health Assessment

This policy applies to all employees and visitors to the Albert Einstein College of Medicine campus, including employees in the student housing buildings. This policy does not apply to other Montefiore properties. If accessing any other Montefiore property, please follow any policies or procedures that have been put into place for that location. Please note that residents of the student housing buildings are excluded from this policy when they are entering those student housing buildings, at this time.

#### a. Overview

In summary, this policy is encompassed by the following set of procedures:

1. Each individual (Einstein employee or campus visitor) will need to conduct a daily health assessment through an [app](#). If you are not able to access the app through your phone or on your computer at home, a paper assessment will be made available to you upon arriving at the building entrance.
2. If you have completed the health assessment, you will then be required to have your temperature taken via an infrared thermometer upon your initial entry to any building on campus. You must wear a mask while having your temperature taken and while standing in line (if a line has formed).
3. If you record a temperature that is below 100.4° F (38° C), you will be permitted entry and a sticker will be placed on your Einstein-issued campus ID that indicates you are able to move about campus freely for that particular day.
4. If you record a temperature that is 100.4° F (38° C) or higher, you will not be allowed entry to campus, and you will be instructed to contact your supervisor, Occupational Health Services, and your physician, if necessary.

If you refuse to complete both the daily health assessment and daily temperature check, you will also be refused access to any building on campus.

#### b. Self-Check

All persons entering the Albert Einstein College of Medicine campus buildings will be required to perform a daily health "self-check." This self-assessment will be done via [app](#), the date/time stamp results of which you must show at each building entrance that you enter throughout the day. The information that you enter will not be retained by the College. If you are unable to conduct this assessment through the app for any reason, a paper assessment will be made available to you upon initial entrance into any building.

## Health Assessment App for Entrance to Buildings

The [health assessment app](#) for entrance to buildings is a web-based program that will use Active Directory authentication, ensuring secure access for all students, faculty, and staff. It provides one-time registration that collects a person's primary work or study location(s) and prompts them through a self-assessment—a few questions that have yes/no answers—and presents a conclusion. Essentially, the individual's entries will be assessed to determine "healthy to work on campus" or "call Occupational Health Services (OHS)." An automated email to the person will verify their completion of the assessment. The app will log when a person completes an assessment and the outcome.

Self-assessment questions include:

- Within the last 14 days, have you been diagnosed with COVID-19 or have you been in unprotected contact with someone who has known or suspected COVID-19 or symptoms of COVID-19?
- Do you have now, or have you had in the last 14 days, fever, chills, shaking, cough, sore throat, diarrhea, muscle aches, persistent headache, loss of taste or smell, chest tightness, or shortness of breath?
- Have you traveled outside the US in the last 14 days?

The app will be used in conjunction with our Building Entrance Workflow plan, designed to potentially limit the number of perimeter entrances for buildings on campus. This protocol may differ at housing buildings.

At each entrance checkpoint, the app will verify self-assessment with a "healthy to work on campus" outcome, at which time the individual also will undergo a temperature check, with a threshold of below 100.4° F to permit entry. The checkpoint can record temperature pass/fail in the application used for the assessment. Security will provide the individual with a mask, if needed. The information can then be used to waive a temperature check at subsequent entries to buildings that day.

Those entering the campus will have to complete the health self-check assessment and have their temperature checked each day. If they fail to do so, they will not be allowed on campus. If they receive an assessment of "Call OHS" or have a temperature of 100.4F or higher, they will be instructed to contact OHS to report their symptoms and be referred to their physician, if necessary, and will not be allowed on campus. In all other instances, they will be permitted entry and provided a mask, if needed.

### c. Temperature Check

In addition to the "self-check" which needs to be performed once daily, you will also be required to undergo a temperature check each time you enter a new building. This temperature check will be conducted with an infrared thermometer, by trained individuals. These individuals will be required to wear masks and use gloves. Security guards will also be used to conduct screening, but as a secondary source, primarily during off-peak times (example: from 5 a.m. to 7 a.m.). Any person who has a reading of 100.4° F (38° C) or higher will not be allowed to enter.

### Procedure

You will be required to wear a mask while having your temperature taken, and while waiting in any line that may form during this assessment. You can expect that at times—especially during peak employee arrival times—that lines to enter any building on campus may form. Some items to note:

- Any lines may be roped off, and all individuals waiting in line will be expected to spread out 6 feet from one another.
- Signage and communication will be posted at building entrances indicating procedures and visual markings for where to stand.
- You may be asked by your department to stagger your work start time in order to help mitigate delays at building entrances.
- Please note that there may be extended wait times, so please be patient. For those employees who must clock in, note that you will be “on-the-clock” as soon as you step in line.

### Locations

The following measures will be temporarily enacted:

- All buildings will be closed from midnight to 5 a.m., with the exception of essential building services employees.
- Because the number of security personnel is reduced between the hours of midnight to 7 a.m. on weekdays and midnight to 5 a.m. on weekends, we prefer that you avoid entering the buildings during these hours. However, if you are scheduled to work during this time, you will be able to access buildings through the main entrances of the Forchheimer building, the Price/Block building, and the Kennedy building with proper Einstein identification.

The following will be the only accessible entry points of buildings:

### **Temperature Screening Points, Monday - Friday, 7 a.m. to 7 p.m.:**

- Belfer Lobby
- Belfer Loading Dock
- Forchheimer Lobby
- Forchheimer Ramp
- Ullmann Loading Dock
- Block Lobby
- Price Lobby
- Van Etten Lobby
- Van Etten Lower Level
- Kennedy Lobby. (no access Kennedy side patio door from parking lot)
- Housing 1945 Eastchester Road
- Housing 1925/35 Eastchester Road

**Temperature Screening Points, Monday – Friday, 7 p.m.-midnight:**

- Forchheimer Lobby
- Price Lobby
- Van Etten Lobby (Until 9 p.m.)
- Kennedy Lobby
- Access to Belfer, Block, and Ullmann buildings through Forchheimer

**Temperature Screening Points, Weekends (Saturday and Sunday), 5 a.m. to midnight:**

- Forchheimer Lobby
- Price Lobby
- Van Etten Lobby
- Kennedy Lobby
- Access to Belfer, Block, and Ullmann buildings through Forchheimer

**2. Reporting COVID-19 Diagnosis**

Students and employees should immediately contact our [Occupational Health Service](#) (OHS) at 718-430-3700 regarding any known or suspected cases of COVID-19. This would include if you have any [COVID-19 symptoms](#) or have been in close contact with someone known to have COVID-19. This specially designated hotline is available between 9 a.m. and 5 p.m., when you can speak with a member of the OHS team. Before 9 a.m. and after 5 p.m., you can leave a message and one of the team members will return your call.

Please follow the instructions provided by OHS, and contact your private physician. Also refrain from coming to work prior to receiving the appropriate guidance.

Following the reporting of a COVID-19 diagnosis or exposure, specific cleaning and sanitizing protocols will be taken as determined by OHS, Environmental Health & Safety (EHS), and housekeeping. All procedures for cleaning rooms that have been occupied by a COVID-19-infected individual will follow guidance set forth by local health authorities and the Centers for Disease Control and Prevention (CDC). Cleaning will be performed using the proper personal protective equipment (PPE). All individuals who disinfect these areas must have specific training and experience for the hazard/s they will address. EHS will provide this training and supervision, as needed.

**For more detail, see “Cleaning for COVID-19 Confirmed Areas” ([page 9](#)).**

**3. Role of Occupational Health Service**

- OHS will continue conducting virtual appointments for both students and employees. At this juncture, face-to-face encounters are not recommended.
- Pre-placement exams will be conducted virtually by the OHS nurse practitioner, including a health history and review of symptoms. All medical requirements are being sent to prospective employees and students and an ongoing dialogue with the individual ensues



in order to obtain necessary medical documentation with the goal of getting medical clearance to begin work/school.

- No in-person sick call visits should be conducted at this time. Students may call the Student Health Service at 718-430-3295 to speak with Jenni Nguyen, NP regarding any health concerns. Prescriptions will be dispensed, if necessary, by electronic means. Employees should call Cor-vel, as per our standing procedure, for work-related incidents. Any employee who is ill is to report the situation to his/her supervisor and leave work immediately.
- No in-person annual health assessments are to be conducted at this juncture. A list of employees/students who will need annual assessments will be compiled, and those individuals will be called in later for an assessment.

#### **4. COVID-19 Testing**

##### Serological Testing

Einstein does not provide nor require routine COVID-19 PCR serological testing due to multiple considerations:

- It is not yet known if any COVID-19-specific antibodies are protective and the minimum antibody titer required for protection.
- If antibodies are protective, the duration of protection is not yet known.
- Many of the available serological tests are of questionable value.

Because even positive test results provide no guarantee against re-infection, everyone should assume that they can be infected or re-infected. Of course, this may change as the results of longer-term clinical studies are released. Nevertheless, Einstein personnel who wish to have serological testing, despite these limitations, can access testing through Montefiore, whether or not you have had COVID-19 symptoms in the past. [Learn more about Montefiore's antibody testing.](#)

##### Acute (PCR) Testing

Einstein does not offer or require routine RT-PCR testing for COVID-19 viral RNA detection to identify asymptomatic infected individuals. In addition to the high incidence of false positive and false negative results, being PCR-negative is just a "snapshot" for that specific time. Repeated, frequent testing of everyone would be required for accurate monitoring, which is not a recommended protocol.

## **B. CLEANING AND DISINFECTING**

### **1. Cleaning Protocol**

Einstein's housekeeping department continues to perform enhanced cleaning and regular sanitizing of common areas, following practices advised by the CDC. Particular attention is being paid to high-touch surfaces, such as doorknobs, handrails, and sinks, and high-traffic spaces and restrooms. Additional hand sanitizer dispensers have been placed around campus to assure that high-volume areas—near elevators, entrances, and the Einstein Café—are covered.

## 2. Personal Workspace Cleaning

In addition to being required to wear masks and employ the use of gloves or other PPE when necessary, each individual is required to perform a daily cleaning of their personal workspace. This requirement can be fulfilled by using a sanitizing wipe or spray on any surfaces that you have used throughout your workday. Furthermore, you must not touch items on other people's desks/ workspaces. If this occurs, a sanitizing wipe or spray must be used on the items or surfaces.

## 3. Cleaning COVID-19-Confirmed Areas

Coronavirus 2019 (COVID-19) is usually transmitted from an infected individual by aerosol droplets. This can occur when an infected individual coughs, sneezes or from droplets of saliva. Exposure can also occur when an individual touches a contaminated surface then touches their eyes, nose or mouth.

A recent paper in the New England Journal of Medicine described the stability of the COVID-19 on various surfaces and found that the new coronavirus can potentially live on copper surfaces up to 4 hours, cardboard approximately 24 hours and plastic and stainless steel up to 3 days. Due to the potential survival of COVID-19 in the environment for several days, each area where a known infected person has worked will require evaluation by Environmental Health & Safety (EHS).

- If an individual tests positive for COVID-19 and was on campus less than 7 days ago, EHS will respond and disinfect the area after a 24 hour window. The disinfection will include any potentially contaminated space(s) including restrooms, stairwells, and elevators.

Once the area is disinfected, EHS will permit access to the area following a recommend time (usually an hour or more).

**Note:** Any potentially contaminated area that is unoccupied for over 7 days does not require an EHS response.

All procedures for cleaning rooms that have been occupied by a COVID-19 infected individual will follow guidance set forth by local health authorities and the CDC. Cleaning will be performed using the proper personal protective equipment (PPE). All individuals who will be asked to disinfect these areas must have specific training and experience for the hazard/s they will address. EHS will provide this training and supervision as needed.

For surface cleaning with a COVID-19 confirmed case:

- If possible, 24 hours should elapse between detection of potential case and cleanup.
- Street clothes will be changed and scrubs will be worn.
- Individuals will don a waterproof whole body protective suit or suit with a waterproof apron. Zipper will be duct-taped.
- If suit doesn't have booties, reusable waterproof boots will be worn. The boots will be duct-taped to the suit to prevent water intrusion.
- Disposable gloves will be worn and taped to the suit, and a second pair will be worn over the inner glove.
- All hair will be covered with a head covering and fit appropriately using duct tape.

- An N95, PAPR, half-face, or full-face respirator will be worn.
- If half-face or full-face respirator, then P100 filters will be used
  - If full-face mask is not worn, goggles or facemask must be utilized.
- Individuals should be suited outside the area to help individuals exiting the infected area with supplies and removing PPE.
- When exiting, outer gloves are sprayed with disinfectant and removed and placed in a bag. The individual leaves the cleaned room and steps into a garbage bag. A second person, protected with PPE, then wipes down the exited individual with disinfectant.
- PPE is then removed with the help of outside individuals. Tape from gloves is removed and gown is pulled away from the neck and shoulders. Only the inside of the gown is touched. The gown is turned inside out and folded or rolled into a bundle. At that point, the individual can step out of the gown and onto the floor.
- Remove N95 and dispose of; if reusing facemask, disinfect thoroughly.
- Wash hands and proceed to the nearest shower. Take a shower and dispose or bag scrubs for laundering.
- All waste should be placed in disposal bag, sealed, and placed in a biowaste bin.

All cleaning and disinfectants used will be in accordance with manufacturer's instructions.

- If surfaces are dirty, they should be cleaned using a detergent or soap and water prior to disinfection.
- For disinfection, alcohol-based disinfectants are recommended for COVID-19; other common EPA-registered disinfectants are also effective. Follow manufacturer's specifications for concentration and contact time.
  - Never mix household bleach with ammonia or other cleansers.
- For soft (porous) surfaces such as carpeted floor, rugs, and drapes, remove visible contamination if present and clean with appropriate cleaners indicated for use on these surfaces. After cleaning:
  - Launder items in accordance with the manufacturer's instructions including clothing, towels, linens, and other items. Same precautions should be taken when handling laundry.
  - If possible, do not shake dirty laundry. This will minimize the possibility of dispersing COVID-19 into the air.
  - Transport bag can be disinfected and disposed; if cloth bag, it can be washed with laundry.

#### **4. Worker Training**

As per Occupational Health and Safety Administration, all workers with reasonably anticipated

occupational exposure to COVID-19 are informed about the sources of exposure to the virus, the hazards associated with that exposure, and appropriate workplace protocols in place to prevent or reduce the likelihood of exposure. Training will include information about how to isolate individuals with suspected or confirmed COVID-19 or other infectious diseases, and how to report possible cases. Training will be offered during scheduled work times at no cost to the employee.

## C. MASK AND GLOVE USE

### 1. Mask Policy

- **Required Mask Use on Campus:** The [April 15, 2020 policy](#) remains in effect, requiring the use of protective masks or face coverings for all faculty, employees, students, and other authorized visitors while they are on the Einstein campus. Masks will be required to enter any building (along with a temperature check and health self-assessment), and must be worn at all times around campus, including in all public spaces, restrooms, elevators, stairwells, and while interacting with others.
- **Distribution:** Einstein security personnel will distribute surgical masks at designated security checkpoints on campus (please see locations below); they will provide one mask per employee at a time. When distributing the mask, security personnel will require employees to swipe their ID badge, after which security will swipe a card that records the receipt of a mask by the individual and when it was received.

Security will provide masks to employees and other authorized visitors at the following entrances to Einstein buildings:

- Forchheimer Lobby and Forchheimer Ramp (Limited times)
- Ullmann Loading Dock
- Belfer Lobby and Belfer Loading Dock
- Price Center/Block Pavilion Lobby
- Van Etten Lobby
- Kennedy Lobby
- 1925 Eastchester Road- Student Housing
- 1945 Eastchester Road-Student Housing
- Block Building Parking entry doors (between 7 a.m. and 10 a.m. ONLY)

Please Note: While the following locations will not be used for mask distribution, or offer limited times of distribution, **no person may enter these locations or other entrances to the facility without first putting on a mask.**

- Price Center/Block Pavilion Loading Dock
- Block Building: Obtain a mask from the security officer assigned to the Ullmann loading dock
- Van Etten Lower Level: Obtain a mask from Van Etten lobby

We ask essential personnel in departments where masks are already required for their role—such as the Institute for Animal Studies, auxiliary services, security, or EHS—to be mindful of supply limitations and only accept a mask from security if the mask you’ve been provided is in need of replacement.

- **Proper Wear and Care:** Because supplies are limited, anyone wishing to wear a cloth mask that they create or purchase themselves is welcome to do so. If making your own mask, please view this [CDC flyer for helpful suggestions](#). Making certain that you wear your mask properly is of particular importance in adhering to the governor’s executive order. Masks be worn with both nose and mouth covered whenever you could come in contact with others on campus, even when maintaining safe social distancing.
- **Approved Masks:** You may wear surgical, cloth, store-bought, or homemade masks on campus. Please review CDC guidelines for how to ensure your mask is cleaned or disposed of properly. Please note that N95 masks are reserved for healthcare workers and for use in other approved areas with task-specific hazards (e.g., environmental services). If you are wearing an N95 with an exhale valve on the Einstein campus, you must cover it with a surgical mask in order to protect others.
- **Disposal:** Please also dispose of the mask in a trash receptacle after you’re finished using it. If using a cloth mask, please make sure to launder it periodically.

## 2. Protective Glove Use

All personnel in the following areas will be required to wear gloves: security, shipping, receiving and mailroom, food service, facilities management and engineering, delivery service, and housekeeping, as per usual protocols (for example, in handling biologic samples). In addition, patrons purchasing items from the food service will be required to wear protective gloves while picking out food.

## D. PHYSICAL DISTANCING

### 1. Gatherings and Meetings

Gatherings and meetings, either indoors or outdoors, are only permitted when they allow for physical distancing of 6 feet or more between individuals. Maximum occupancies for conference rooms and spaces must be complied with, and masks must be worn. Please continue to use Zoom or other electronic conferencing tools that are available whenever possible in lieu of face-to-face meetings.

### Example of Campus Signage to Reinforce Social Distancing



## **2. Office Door Policy**

All office doors must be kept open in order to reduce the amount of contact on their surfaces. Doors should only be closed for purposes of confidentiality.

## **3. Floor Markings**

The College of Medicine will place floor markings and directional arrows throughout campus in order to provide guidance for how to best physically distance yourself from others. These floor markings will be placed in elevators and lobbies. Directional arrows will be placed in highly trafficked areas, including lobbies, Main Street, and other main thoroughfares. In the absence of a marked direction, please abide by standard “rules of the road” – remaining on the right side of the hallway/thoroughfare when walking.

## **4. Maximum Occupancy**

EHS will determine mandatory maximum occupancies for all rooms, labs, lobbies, elevators, restrooms, conference rooms, and other public areas, including Main Street, throughout campus. EHS will post this information on the doors and in the areas of each space.

If you disagree with the occupancy rating that EHS has determined for a specific area or room, please contact 718-420-4150.

### **a. Laboratories**

EHS has determined the mandatory maximum occupancies and limits for each laboratory, office, tissue culture room, and computer room throughout campus. This has been posted on the door to each space. In the event that an occupancy limit yields a half person—for example, if half occupancy would yield 2.5 people as a result—please round down. In this example, we would ask that no more than 2 people occupy the lab at the same time. Since this is being done for safety reasons, we prefer to err on the side of caution. It is preferable to work in shifts rather than have more people in the lab at the same time.

Compliance with this policy will be monitored by regular inspections. Noncompliance will lead to reductions in permitted lab occupancy or closure of the lab.

For further guidance regarding policies and procedures in laboratories, see “Laboratory Research Guidelines” ([page 30](#)).

### **b. Offices**

A sign listing the mandatory “maximum occupancy” as established by EHS will be posted for offices that include an open environment where multiple staff members share a working space. If you work in an open environment, be sure that you are at least 6 feet away from any of your coworkers. If possible, have at least one workspace separating you from another coworker. You should always wear your mask in a shared workspace or room where others are present.

### **c. Elevator Maximum Occupancy and Stair Use**

EHS has determined the mandatory maximum occupancies for each elevator on campus. Please follow designations on signs that are posted at each elevator bank. In addition, floor markings will be placed for where to stand in each elevator to best physically distance yourself from others while riding the elevator.

When using the elevator, you need to wear a mask and should avoid touching the elevator buttons with your exposed hand or fingers whenever possible. Use your knuckle or an object like a key or a pen instead. Wash your hands or use hand sanitizers with at least 60% alcohol after you leave the elevator.

Where possible, please use the stairs. We especially recommend that if you are going two floors or less from your location use the stairs instead of the elevator, as long as you are physically able to do so. In addition to promoting physical distancing, we anticipate longer elevator wait times due to maximum occupancy limits. Using the stairs whenever possible will help alleviate these extended wait times.

### **d. Restroom Maximum Occupancy, Use, and Cleaning**

EHS has determined the mandatory maximum occupancies for each restroom on campus. Please follow the signage posted on restroom doors, indicating the maximum number of occupants permitted at one time.

Restrooms will be kept clean according to the following protocol: Each will be fully sanitized once per day, and will additionally undergo a "policing" twice a day, which consists of a restocking of supplies, emptying trash containers, and wiping down high-touch surfaces. In addition, we will place cleaning supplies in every restroom for use by occupants.

We ask that you please wash your hands thoroughly after using the restroom to reduce the potential transmission of the virus.

## **5. Religious Gatherings**

Regarding the opening of the synagogue and the Muslim prayer room on campus, Einstein will follow New York State's guidance. On June 6, the following was issued:

Churches, temples and mosques can open immediately in much of New York state at 25 percent capacity. Houses of worship must also observe social distancing.

Effective immediately, the synagogue and Muslim prayer space can reopen, allowing 25% of the maximum occupancy at their respective locations.

For those who wish to worship off-campus, we urge you to follow the best medical advice that will, hopefully, help maintain your health and safety. Of paramount importance are handwashing, particularly after being in contact with high-touch surfaces, and practicing social distancing.

# II. Human Resource Policies

## A. FLEXIBLE WORK ARRANGEMENTS

### 1. Flexible Work Arrangements Policy for Phase 1

To address state and local recommendations for social distancing and population density within the workplace, department heads, principal investigators (PI), and center directors at Einstein will be required to provide staffing plans that will achieve these goals as employees return to the Einstein campus. Departments will have several options to allow employees to be on campus. All flexible work arrangements, including duration, must be approved by the department head/PI/center director, in writing and sent to human resources for further review.

For those who are re-approved to telecommute, hours worked remotely must be recorded, in accordance with the Kronos instructions below.

#### **Mandatory or Precautionary Quarantine Order**

An employee who has tested positive and/or has been ordered to quarantine by the state of New York, department of health, local board of health, or any government entity authorized to issue such an order due to COVID-19, will be provided with fourteen (14) days of protected paid sick leave without loss to the employee's accrued sick leave balance. However, this shall not apply in instances where an employee is deemed asymptomatic or has not yet been diagnosed with any related medical condition and is able to work remotely while under an order of quarantine.

Where the order of quarantine lasts longer than fourteen (14) days, the employee may utilize their available sick balance, unpaid sick, or applicable disability benefits.

Proper documentation of the order of quarantine and/or medical diagnosis shall be provided upon request to human resources. Medical clearance must be completed by OHS prior to returning to work.

#### **Guidance for Kronos Timekeepers**

Employees who are reporting to work on campus should continue to use Kronos in the same manner as they always have, either through timestamping or through the clock.

Employees who are re-approved to telecommute must be able to access Kronos to accurately reflect their time. Employees who are unable to access Kronos from home should have their supervisor submit a written request to human resources at [hres-systems@einsteinmed.org](mailto:hres-systems@einsteinmed.org) for review.

#### **Non-Exempt Employees' Timekeeping Responsibility**

Employees who are re-approved to telecommute must timestamp into Kronos and have a schedule identified on their Kronos timecard. Employees should record all hours worked, including breaks, lunch time, and exception time (e.g., sick, vacation). The bi-weekly Excel templates will no longer be accessible or be used for recording time.

Regular overtime rules apply—hours worked in excess of one's regular workweek (35 or 37.5 hours) require the advance approval of the employee's supervisor.



### **Exempt Employees' Timekeeping Responsibility**

Exempt employees who have been re-approved to telecommute (including research fellows) are required to record exception time, including hours worked remotely. The semi-monthly Excel templates will no longer be accessible or be used for recording exception time.

### **Supervisors' Timekeeping Responsibility**

Supervisors will be responsible for reviewing their employees' time in Kronos to ensure it accurately reflects the hours they worked both on campus and remotely, as well as any time away from the office (e.g., vacation, sick, personal). If your employee's schedule has changed as a result of an approved Flexible Work Arrangement, please contact the payroll office to ensure the approved schedule is accurately reflected in Kronos.

You will continue to document when employees work remotely by using the special Kronos code "ER-Working Remotely" for this circumstance.

Any employee who is telecommuting and timestamping into Kronos, please contact Paula Joseph, interim manager of payroll, at [paula.joseph@einsteinmed.org](mailto:paula.joseph@einsteinmed.org), for further instructions on how to move their recorded time to accurately reflect their total hours working remotely.

Supervisors are still required to approve the timecards at the end of each payroll period in order for the non-exempt employee who is eligible for overtime to be paid.

## **2. Policy for Employee Requesting an Alternate Schedule**

There are a number of reasons that an employee may request a Temporary Flexible Work Arrangement. These include, but are not limited to, the following:

- Dependent childcare obligations;
- Caregiver/Familial obligations;
- Member of a vulnerable population;
- Transportation challenges;
- Other personal reasons.

### **Policy for Employees:**

If you are requesting a Temporary Flexible Work Arrangement, the following procedure must take place:

- Complete a COVID-19 Temporary Flexible Work Arrangement Form to request an alternate schedule.
- If the request is approved, you will receive a written copy of the schedule change.
- Notify your supervisor of any change in circumstances that may require a change or termination of the flexible work arrangement.

Employees should receive written confirmation from their supervisor once the request has been approved or denied.

### **Policy for Departments:**

- All departments must maintain adequate on-site staffing during regular business hours. In response to the coronavirus pandemic, each department is required to develop a written staffing plan addressing steps to reduce density in the workplace by at least fifty percent (50%). The following is the procedure that has been put into place:
- Develop a written staffing plan and submit to human resources for review and approval.
- Where an employee submits a COVID-19 Temporary Flexible Work Arrangement request form, supervisors should review the request and consult with their department head, dean, and vice president for human resources. Where appropriate and in tandem with the department's operational needs and staffing plan, the request should be approved as proposed or on a modified basis. Supervisors are required to communicate their decision to the employee in a timely manner, including rejection or any proposed modification(s).
- Circumstances may change causing the temporary flexible work arrangement to be altered or discontinued at any time. It is the responsibility of the employee's supervisor to manage, assess, and review this arrangement on a regular basis to determine if it should continue.

## **B. CHILDREN IN THE WORKPLACE**

### **1. Children in the Workplace Policy**

Albert Einstein College of Medicine is committed to promoting a safe learning and working environment for all. This policy is established to help promote the health and safety of our community members and their children; reduce personal and property liability; and limit disruptions to department operations and individual job duties and responsibilities. To achieve these objectives, Einstein will not permit the presence of children in the workplace for other than approved College of Medicine programs or activities that involve children in education or research. Employees are expected to make regular arrangements for proper childcare while at work.

- It is the responsibility of supervisors to enforce this policy and promote proper workplace activities. An employee may be asked to remove a child from the workplace.
- A child who has an illness that prevents him or her from being accepted by a regular day care provider or school may not be brought to the workplace under any circumstance. If applicable and available, employees may utilize accrued time off to care for an ill child.
- The workplace may not be used as an alternative for regular childcare. An employee may not leave their child(ren) unaccompanied in the workplace, such as in an office, conference room, lecture hall, lounge, kitchen, or other common area.
- When children are permitted in the workplace for approved College of Medicine programs or activities, they must be supervised at all times. In addition, children are expressly prohibited from entering any hazardous or high-risk area. These areas include, without exception, laboratories, machine shops, mechanical rooms, steam plants, construction areas, animal care areas, food preparation areas, the fitness center, and other areas that are excluded for general employee access.

- Einstein does not accept any liability for injuries to children who are on campus in violation of this policy.

## **2. Additional Resources**

Einstein regularly reaches out to local childcare providers. The following providers are open and may be able to enroll your child(ren). Please contact the center directly for up-to-date information:

- Gan Atid (Orthodox center) -- open.
- Brilliant Futures (family group day care) -- open; accepting enrollees and will run a summer program.

Carebridge, Einstein's Employee Assistance Program, is available to faculty, staff, postdocs, and pre-docs and can help you find childcare through their childcare locator, [childcare.gov](https://childcare.gov).

If you have issues or concerns, please contact Yvonne Ramirez or Robert Cancellieri.

# III. Einstein Building and Campus Life Policies

## A. MEALS AND EATING

### 1. Einstein Café and Food Service

Food service remains available with the following modifications:

- All patrons must wear gloves when selecting and purchasing food.
- Only pre-wrapped and pre-packaged food is being served.
- Catered meals for individuals, meetings, and events are available for breakfast, lunch, and in between. Contact [James.Cohen@einsteinmed.org](mailto:James.Cohen@einsteinmed.org) with any inquiry.
- We ask that you not congregate along Main Street and, instead, take your food to your office or eat in alternative spaces that avoid large groups.

### 2. Getting and Eating Meals

Gatherings for meals, either indoors or outdoors, are prohibited because when you are eating or drinking, you cannot wear a mask. Unless you are able to maintain at least a 6-foot distance between persons, the gathering for meals is not permitted. Individuals must eat at their workspace or in employee break rooms where 6-foot distancing is possible.

If you are eating in your work environment (break room, office, etc.), maintain a 6-foot distance between you and others. Individuals should not sit facing one another. Only remove your mask or face covering in order to eat, then put it back on.

Departments should remove or rearrange chairs and tables or add visual cue marks in employee break rooms to support social distancing practices between employees. Wipe all surfaces, including table, refrigerator handle, coffee machine, etc., after use in common areas.

If private offices are available, employees should be encouraged to eat in their own offices to avoid congregating in common areas. If this is not possible, only a certain number of employees should be in break rooms at a time depending on the size (e.g. two or three maximum).

## B. BUILDING ACCESS

### 1. Limited Entrances and Access

The following measures will be temporarily enacted:

- All buildings will be closed from midnight to 5 a.m., with the exception of essential building services employees.

- Because the number of security personnel is reduced between the hours of midnight to 7 a.m. on weekdays and midnight to 5 a.m. on weekends, we prefer that you avoid entering the buildings during these hours. However, if you are scheduled to work during this time, you will be able to access buildings through the main entrances of the Forchheimer building, the Price/Block building, and the Kennedy building with proper Einstein identification.

**Please see “Daily Health Assessments,” [\(page 4\)](#) for details on the health screening procedures, including a temperature check and the locations for such checks, required for building access.**

## **C. MAIL AND PACKAGE DELIVERY**

The [March 17, 2020 policy](#) remains in effect regarding the delivery of packages. With the need to reduce hand-to-hand contact and other potential avenues for spreading germs between our community members, the receiving department has implemented the following steps for the delivery of packages:

- I.D. or other form of identification required: Our delivery staff will ask you to show your Einstein I.D. and then input your name into our hand-held device. If you cannot locate your Einstein I.D. when we arrive with your package, you must show us another form of identification. This will help to eliminate the need for recipients to touch the device.
- Not available when your package is delivered: If you are not available when we deliver your package, as per our current practice, we will leave it with a co-worker or office neighbor. We will ask to see their I.D. and note in our device where the package was delivered, along with the initials of the person who received the package for you.
- If you would like to pick up your package directly: Please call 718-430-2216 to schedule.

## **D. TRASH & WASTE REMOVAL**

### **1. Office and Laboratory Trash and Biohazard Bin Placement**

The March 24, 2020 policy remains in effect regarding placement of trash. As a reminder, in order to maintain the recommended 6 feet for safe distancing during the COVID-19 pandemic, and to decrease the potential number of people in the office or laboratory space, please follow the instructions below:

- For black bins: Place trash cans outside your office or laboratory door for evening pick up
- For medical waste bins: Tie the red bags, close the lid, and place outside the lab whenever full and ready for pick up. A new waste bin will be left outside your laboratory.

If you have any questions, please contact Fernando Quiles at 718-430-2352.

## **E. PHYSICAL MODIFICATIONS TO YOUR WORK ENVIRONMENT**

While in your work environment, you are expected to observe the rules for social distancing. No physical modifications shall be made to your work environment. If you have concerns, contact EHS for any request for an additional risk assessment.

## **F. FALK CENTER**

The Falk Center remains closed. However, its staff has coordinated with student activities and human resources to bring all members of the Einstein community weekly classes, conducted by members' favorite instructors. Everyone at Einstein will be able to access these classes from their computers.

# IV. Transportation and Travel Policies

## A. PUBLIC TRANSPORTATION, PARKING, AND SHUTTLES

### 1. Parking

- Please contact the security and transportation office at [transport@einsteinmed.org](mailto:transport@einsteinmed.org) if you are interested in a parking subscription on campus. The monthly fee for on-campus parking is \$65.40, which can be paid through payroll deduction. At the present time there is some limited space in our Chimney lot.

### 2. Shuttle Services

- Shuttles between Einstein and Montefiore Moses will run on a 60-minute loop, Monday through Friday, from 5:30 a.m. until 6:00 p.m. Priority seating is afforded to Einstein medical students and Montefiore house staff, followed by individuals conducting business since the shuttle is not intended for commuting purposes.
- The 180th Street Shuttle provides members of the Einstein community with transportation between the College of Medicine and the 180th Street subway. It operates every 30 minutes, Monday through Friday, between 7:00 a.m. and 10:00 a.m. and between 4:00 p.m. and 6:00 p.m. [Please review the modified schedule.](#)
- Shuttles will limit ridership to 11 individual(s) to ensure social distancing.
- Face coverings are mandatory on shuttles. Although high contact surfaces are wiped down throughout the day, we also recommend that you avoid touching surfaces with your hands. Upon disembarking, we recommend that you wash your hands or use hand sanitizers as soon as possible and before removing your mask.

### 3. 511NY Rideshare Program

Einstein also has a partnership with the [511NY Rideshare Program](#), which offers members of the Einstein community other options for commuting to work [than driving in a car]. The program organizes carpools and vanpools, and offers resources for transit alternatives like bicycling, walking, and teleworking. For those who might prefer to share a ride as an alternative to public transit, this confidential program can help identify drivers who commute to Einstein along a route near you.

## B. TRAVEL

### 1. Travel Policy

The following travel guidelines remain in effect:

#### General Travel

- Institutional travel, either foreign or domestic, that is not deemed essential should be canceled or, if possible, postponed and rescheduled for another time. This especially refers to conferences that include large gatherings of people.

## **Foreign Travel**

- Einstein will not support international travel to countries that the CDC has labeled as “high risk.” [You can see the updated list on the CDC website.](#)
- Additionally, Einstein will not support foreign travel to non-“high-risk” countries that is not considered absolutely essential; these cases will be evaluated on a case-by-case basis.
- All travel guidelines are in effect “until further notice.”

## **Student Travel**

- Graduate student travel to conferences is not permitted at this time.
- All students on exchange rotations in Europe have been brought home. For the moment, we are leaving the decision up to individual students whether they wish to return home from other global health experiences. If that decision is affirmative, we will work to coordinate their immediate return.

## **Personal Travel**

- For personal travel, we recommend using discretion for both domestic and international plans. Given the potential risks posed, anyone choosing to travel to “level 3” countries despite the CDC’s recommendations should notify the OHS of their plans before departing. Upon return, you will be required to self-quarantine at home for 14 days. Please confer with employee relations concerning use of sick or vacation time.

## **Travel Assist**

- If planning to travel, you should make use of Travel Assist or appropriate travel insurance in the event your conference is canceled.

## **Reimbursement**

- Einstein will reimburse faculty and students for previously arranged, authorized, work-related travel, including such travel that was canceled after tickets were paid for. These guidelines only apply to institutional travel.



# V. Education and Student Policies

## A. MEDICAL DEGREE PROGRAM

### 1. Medical Degree Program

**Years One & Two:** The formal 2020-2021 academic year will begin on August 10.

- Matriculating students will begin to arrive on campus in July to facilitate social distancing during their arrival processes.
- Matriculating students participating in the pre-course biochemistry program will attend these lectures virtually.
- Orientation for incoming students will include virtual activities for the entire class, but small in-person programming will occur.
- All large group curricular programming will be virtual.
- Small group active learning will be partially in-person following social distancing guidelines. We do not expect to stop in-person small group activities, but we are prepared to deliver all content virtually if necessary.
- Small group or individual patient encounters will occur using CDC approved approaches.
- All examinations will occur remotely.
- [Visit the medical education website](#) for additional information

**Years Three & Four:** Year 3 and 4 have already begun for the 2020-2021 academic year. All students will return to direct patient care activities in late June. In contrast to March 15 when our students ceased patient care, our health systems now have large supplies of personal protective equipment, readily available and rapid testing for COVID-19 as well as appropriate ongoing faculty supervision. Hence, we do not anticipate removing students from the clinical setting. However, if necessary, we can deliver significant educational content virtually with required “make-up” direct patient care work to occur subsequently.

- Year four students are on non-clinical rotations until June 22, when they return to direct patient care experiences.
- Year three virtual clerkships began on April 29, and direct patient care experiences will begin on June 29.
- Examinations will be remotely proctored or taken in-person at Einstein, depending on the assessment.
- [Visit the medical education website](#) for additional information

### Health & Safety

Students are required to follow all college safety rules while on campus, including while in housing, and hospital rules while in all clinical settings.

## **2. Office of Student Affairs (OAS) Return to Regular Operations**

### Students

#### **Class 2024**

- The pre-matriculation biochemistry course will be delivered virtually, and more students will be allowed to participate (we anticipate 80 students as opposed to usual 50).
- We are working with Jim Buckley to move students into housing in a safe way, starting earlier than usual—July. We are also waiving rent for the month of July to encourage an earlier and staggered move-in process.
- Orientation will be done as a hybrid of modified in-person small group events and virtual features. We plan to allow access to asynchronous portions of the virtual events online ahead of the official beginning of orientation.
- We will sprinkle social orientation activities throughout the entire first year in small groups and modifying as the COVID-situation permits or dictates.
- The plan for Career Advisory Program Lunches will depend on the COVID situation in the winter—we are prepared to deliver these via Zoom.

#### **Class 2023**

- Students are expected to be on campus in time for the start of classes in August (10). We will deliver their re-orientation virtually
- Career Advisory Program Lunches will depend on the COVID situation in the winter—we are prepared to deliver them via Zoom.
- Working with Office of Medical Education (OME) to figure out the best timing for Step 1, especially in light of it moving to P/F after January 2022.

#### **Class 2022**

- Current plans as outlined by OME.
- Individual career planning meetings performed via Zoom
- Year four planning meetings will begin in January 2021. We are prepared to perform them virtually depending on the COVID situation.

#### **Class 2021**

- MSPE meetings will begin in July and will be held via Zoom.
- Target date for completion of MSPE's October 1 (final deadline October 21).
- Match Day/Commencement planning pending COVID situation next year.

## Office Plans

### **Student Activities**

- Will continue to restrict foot traffic in the office at least until August 1 when new students are on campus.
- Will create a schedule that ensures no more than two staff members are in the common area of the office at any time.

### **OASC**

- Dr. Kelly will continue to work one-on-one with students via Zoom until it is safe for her to meet individually, as it is impossible to have enough distance between individuals in her office.

### **OSA**

- Will continue to restrict foot traffic in the office at least until August 1 when new students are on campus.
- Will create a schedule that ensures no more than three staff members in the common area of the office at any time. The office can safely have four. Having fewer than four will allow for staff/faculty members with private office space to work on site while maintaining physical distancing when entering/leaving the common space. We will stagger work schedules by altering days when people are in the office. Staff will work remotely when they are not on site.
- CSPPS proceedings and promotions decisions will resume (remotely at first) in July.

## **B. GRADUATE DEGREE PROGRAM**

### **1. Graduate Degree Program**

#### **Academic Calendar and Course Scheduling**

- Updated information regarding the academic calendar and course scheduling will be posted on the [graduate division website](#).
- All instructional sessions, including lectures, invited speakers, small group discussions, and TBL sessions are being held virtually via online platforms such as Zoom. This will continue for the fall course Block I (September – December, 2020).
- All student presentations in courses are conducted via Zoom.
- Course assessments (quizzes, exams) are to be conducted through Canvas (course management software).

Course leaders who need help with setting up quizzes and exams in Canvas should email [Eduard.Pinskiy@einsteinmed.org](mailto:Eduard.Pinskiy@einsteinmed.org) for assistance.

## **Laboratory Research & Rotations**

- The resumption of laboratory research will follow the research policies of the Albert Einstein College of Medicine.
- Our primary concern is the health and safety of everyone in the lab.
- If you have any concerns about the return to activity, please email Victoria Freedman ([victoria.freedman@einsteinmed.org](mailto:victoria.freedman@einsteinmed.org)) or Kamala Lusk ([kamala.lusk@einsteinmed.org](mailto:kamala.lusk@einsteinmed.org)).
- Lab rotation #3 for current first-year students is still being planned. Students will be contacted directly about the scheduling of these rotations. Updated information regarding the rotation registration and rotation evaluations will be posted on the [graduate division website](#).

## **Thesis Defenses & Student Advisory Committee Meetings**

- Updated information regarding thesis defenses will be posted on the [graduate division website](#).
- All thesis defense seminars and thesis defenses are currently being held via Zoom. Students should work with their thesis committees for the date and time of the defense sessions.
- All student advisory committee meetings are held via Zoom (or another virtual platform, if preferred).
- The student advisory committee [meeting report forms](#) are to be submitted to [sgregistrar@einsteinmed.org](mailto:sgregistrar@einsteinmed.org) within one week of the meeting.

## **Incoming Graduate Students**

Incoming PhD students will be contacted directly about orientation, the 2020-21 academic calendar, fall course schedules, course advising, and laboratory rotations.

## **Health and Safety**

Students are required to follow all College of Medicine health and safety rules while on campus, including while in housing, and hospital rules while in all clinical settings.

# VI. Research Policies

## A. HUMAN SUBJECT RESEARCH

### 1. Phased Reopening of Human Subject Research

As faculty consider the implementation and reactivation of clinical research, *a phased approach should be considered which balances the risk/benefit for participants, the impact on our health system resources, and the safety of our research staff.* Top priority should be given to existing trials and limited number of new studies deemed high priority by the department where the subject can benefit from the study intervention. Finally, new clinical trials that are activated should follow departmental clinical reopening practices.

The following are suggested guidelines effective **June 15, 2020**:

1. Studies currently being conducted completely remotely (and effectively) should continue being conducted in this manner, when feasible.
  - a. For studies that require a video/telemedicine solution, please contact your departmental administrator regarding available options.
  - b. If you are amending your IRB protocol for remote study procedures, please follow the [IRB's Guidance and FAQs](#) or contact the IRB at [irb@einsteinmed.org](mailto:irb@einsteinmed.org).
2. To *reopen* studies for in-person visits and new participant enrollments:
  - a. Trials providing a direct health benefit to subjects should be prioritized.
  - b. Current clinical and operational workflows must be able to accommodate the research visits. Whenever possible, research visits should be coordinated with any concomitant standard of care (SOC) visits.
  - c. As applicable, Montefiore-issued [ambulatory healthcare policies](#) should be followed.
  - d. Investigators should carefully assess on-site staffing needs to support clinical research studies. Staff who work on site must do so in compliance with re-opening guidelines.
  - e. Research procedures that are not standard of care (SOC) and that carry an increased risk of transmission should be postponed. For example: trials with procedures that generate aerosols should not be opened at this time (e.g., spirometry, sputum induction).
  - f. Efforts need to be made to minimize the face-to-face exposure, both in the number and the duration of study visits. Study visits that can be conducted without face-to-face interactions should be done remotely. This may include all or part of the informed consent process, completion of questionnaires, etc. Consider the use of the [COVID MyStudies app](#), a free secure FDA approved electronic platform for consenting.

- g. If the study involves use of the Clinical Research Center (CRC) site or resources, please contact CRC leadership to discuss (the point of contact is the clinical staff director [minka.chikolareva@einsteinmed.org](mailto:minka.chikolareva@einsteinmed.org)).
3. For protocols active on the Einstein Campus (in Van Etten—including the CRC unit, or at the MRRC), review **Einstein Campus Human Subject Research Guidelines** below.
4. For all studies, ensure that ancillary services (i.e. radiology, pharmacy, and pathology) have available resources to support your protocol.
5. External on-site monitoring visits continue to be suspended. Sponsor visits should be conducted remotely.
6. Ensure that all procedural protocol changes are made in coordination with the study sponsor and the relevant IRB, as necessary. All changes to study procedures in response to the COVID-19 pandemic must be submitted to the relevant IRB for approval prior to implementation. Please email [irb@einsteinmed.org](mailto:irb@einsteinmed.org) for further guidance.
7. Approval to resume or initiate research must include agreement by the respective department chair(s) and/or designated research leadership.

## 2. Einstein Campus Human Subject Research Guidance

For research subjects to be seen at a Montefiore facility, Montefiore guidelines prevail. For use of the Clinical Research Center (CRC) facilities at the Moses campus, please contact CRC leadership to discuss (the point of contact is the clinical staff director [minka.chikolareva@einsteinmed.org](mailto:minka.chikolareva@einsteinmed.org)).

For research subjects to be seen on the Albert Einstein College of Medicine campus or its ancillary locations, the following guidelines must be followed:

### Prior to the Visit

At least 24 hours prior to the scheduled appointment, the study team should confirm visit with participant and review visit expectations, including that they should wait in the building lobby to be met by a member of the research team.

The number of visitors/companions accompanying patients to their appointment should be restricted to those for whom special assistance is needed (e.g., wheelchair-bound patients, children, companions of elderly subjects who can be helpful with memory-dependent questions). Visitors/companions are subject to the same screening criteria and safety procedures.

Phone screen script should include the following questions:

- Have you been diagnosed with COVID-19 or had a positive test for COVID-19 in the last 14 days?
- Have you been in contact with someone who has known or suspected COVID-19 in the last 14 days?

- Have you had fever, chills, shaking, cough, sore throat, diarrhea, muscle aches, persistent headache, loss of taste or smell, chest tightness, or shortness of breath in the last 14 days, or been in contact with someone with one of these symptoms?
- Have you traveled out of state in the last 14 days?

Symptomatic patients should be routed to a tele-visit or scheduled for a later date.

In the case of either elderly participants or children, consider scheduling visits in contiguous time slots (i.e., children with children, etc).

### **Day of Visit**

A representative of the research team must meet the research subject in designated areas in the lobby. (For subjects scheduled for the MRRC, subjects should be met at the Forchheimer lobby security desk.)

#### At the Entrance/Lobby:

- Symptom screening should be conducted
- Temperature check (cutoff 100.4°F).
- If subject enters with a non-surgical mask (e.g. homemade face covering, bandana, etc.), a surgical mask must be provided by the research team.
- Hand-sanitizing supplies should be available.

#### Waiting Rooms:

Chairs must be separated so that they are 6 feet apart to promote safe social distancing.

#### Disinfecting and Sterilization:

Items that need to be cleaned during room turnover include: exam tables, medical equipment used during exam, cabinet and door handles, counters, keyboard, and mouse.

Clean and disinfect high-use areas (i.e. associate communal rooms, staff and public restrooms, break rooms, waiting area tables and chairs, etc.).

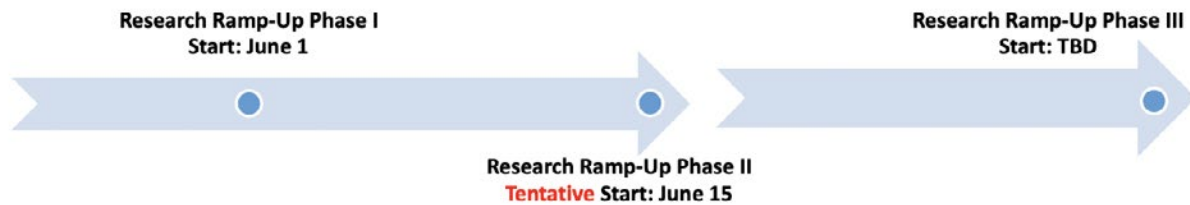
Allow adequate time between subject visits to facilitate cleaning the facility.

## **B. LABORATORY RESEARCH**

### **1. Laboratory Research Guidelines**

#### **Purpose and General Principles**

This document provides a multi-phase plan for faculty, trainees, and other lab staff to begin to ramp up laboratory research at Einstein on June 1. The goal of ramping up laboratory research must be counterbalanced by the need to prevent COVID-19 infection of our personnel in alignment with orders and guidance from New York City and New York State.



## Timing

In response to governmental orders, Einstein drastically reduced research activities to only essential functions. In parallel with the proposed relaxing of these governmental restrictions, we will **slowly** increase operations using a phased approach to enable the college to carefully monitor the impact of increasing the number of people on campus with potential transmission of COVID-19. Phase I will begin June 1, while Phase II will **tentatively** start 2 weeks after that and Phase III will be implemented based on governmental guidance. This schedule is dependent on the absence of the COVID-19 resurgence at Einstein and in the general population which would require readjustment of research operations.

## General Guidelines and Wearing of Masks

During Research Ramp-Up Phase I and Phase II, we will ramp up laboratory research at Einstein by permitting the gradual return of researchers so that population density and safe practices can be monitored to ensure staff safety.

During Phase I, the occupancy of the bench space of each lab cannot be above 50% of the posted maximum safe occupancy of the lab bench space based on CDC guidelines (CDC maximum occupancy) and during Phase II, the occupancy of the lab bench space cannot be above the posted CDC maximum occupancy of the lab bench space.

- **Environmental Health and Safety (EHS)** has surveyed all of the labs and equipment rooms at Einstein and posted on each door the separate CDC maximum occupancy of the lab bench area as well as for any offices, tissue culture rooms and computer rooms used by lab personnel based on CDC guidelines. Each posted CDC maximum occupancy is specific for the defined space (i.e. lab bench space (Lab), office, tissue culture room, and/or computer rooms and cannot be combined).
- **For example, in Phase I, if the CDC maximum occupancy** for the lab bench space is posted for four people, the office is posted for one person, the tissue culture room is posted for one person and the computer room is posted for one person, then two people can work in the bench space of the lab (50% occupancy), one person can work in the office, one person can work in the tissue culture room and one person can work in the computer room.
- **Concerns about returning to the lab.** Laboratory personnel with medical or other issues that raise concerns about returning to the lab they should follow procedures established by the Office of Human Resources.
- **All laboratory personnel must wear surgical/cloth face masks at all times in the laboratory when other personnel are present and within the medical center hallways.**



All Einstein personnel will be provided with a new surgical face mask each day. Frequent hand washing and glove etiquette within labs will be maintained.

- **There will be no in-person group meetings of any size.** This includes no lab meetings, WIPs, seminars, thesis committee meetings, etc. All meetings will continue to operate through Zoom only.

### **Laboratory Staffing and Density**

#### Research Ramp-Up Phase I

- Each principal investigator (PI) will be allowed to staff their lab bench space at 50% of the CDC maximum occupancy while maintaining social distancing.
- In addition, as posted outside of each lab door, each separate office, tissue culture room, and computer room can be occupied by one individual. Once an individual completes their work in the tissue culture area or computer room, they should leave and not move into the lab bench space area. This will ensure the 50% CDC maximum occupancy of the lab bench space area is not exceeded.
- Each equipment room will be allowed 50% of the posted CDC maximum occupancy while maintaining social distancing. Scheduling should be organized at the floor or department level to manage this occupancy requirement.
- For safety purposes, 50% of the posted CDC maximum occupancy in the lab bench space will be rounded down. (For example, if the posted number is 5 individuals, we would allow 2 individuals during Phase I.)
- Other than specific labs performing ongoing COVID-19 research projects using previously approved personnel numbers, there can be no exceptions to the less than or equal to 50% posted occupancy rule at any given time for labs. The reason is safety. We value your health and want to take all possible steps to prevent transmission of COVID-19. Moreover, an outbreak could result in a temporary closure of Einstein.
- Laboratory personnel must wear cloth or surgical masks unless they are alone in the room.
- Each Principal Investigator will establish lab work schedules utilizing shifts to enable lab personnel to accomplish their full funded effort through a combination of campus and remote activity while being in compliance with lab occupancy less than or equal to 50% of the number posted by Environmental Health & Safety (EHS).
- For days when you are scheduled to work, we ask that you arrive and leave at the beginning and end of your "shift" to avoid the total lab occupancy exceeding the limits set.

#### Research Ramp-Up Phase II

- Each PI will be allowed to staff the lab bench space at 100% of the posted CDC maximum occupancy while maintaining social distancing.
- In addition, each office, tissue culture room, and computer room will be allowed 100% of the posted CDC maximum occupancy for that specific space while maintaining social distancing.

- Once an individual completes their work in the tissue culture area or computer room, they should leave and not move into the lab bench space area. This will ensure that the 100% CDC maximum occupancy of the lab bench space area is not exceeded.
- Each equipment room will be allowed 100% of the posted CDC maximum occupancy while maintaining social distancing.
- Laboratory personnel must wear cloth or surgical masks unless they are alone in the room.
- Shifts can be scheduled to allow multiple people to work in the lab bench space at different times.
- It is important for PIs to coordinate usage of shared space by minimizing social interactions in common areas and hallways.

#### Research Ramp Up Phase III

- Additional guidance will be provided after assessment of Phases I & II based on governmental guidelines and mandates.

#### Policy Addressing Specific Circumstances

- During the ramp-up process, a major consideration is keeping the campus population density low to facilitate social distancing in public spaces. Therefore, PIs can only use their designated lab space(s) and cannot expand into empty lab spaces.
  - During Phase II, if a PI has compelling circumstances and space limitations that compromise their research program, despite maximum implementation of work shifts for their staff, they can request that their chair appeal to Dean Tomaselli for temporary access to an unoccupied lab. The chair must provide detailed justification for this request. Following consultations, Dean Tomaselli may permit the requesting PI to use that space for use by their designated personnel only. This would be in addition to their allocated lab space(s), where they cannot exceed the maximum occupancy guidelines delineated above.
  - The newly occupied lab would be designated only to the requesting PI, whose name will be prominently displayed on the door. This lab space will not to be used by lab personnel of other PIs, even using a rotating system.
  - Underutilized space in one PI's lab cannot be used by another PI's lab personnel.
  - EHS will be doing rounds to check affiliation of lab personnel and lab densities.
- Labs already performing COVID-19 research are allowed to continue using previously approved personnel numbers for ongoing projects. These labs cannot add more personnel if the resulting total density would be above that allowed during the specific Phases as stated above.
- We appreciate that some complex experiments, as well as the training of new lab members or training researchers to use equipment in our cores, require teamwork between at least two people. These interactions are allowed when absolutely necessary, but these individuals should wear appropriate PPE, such as face shields and surgical/

cloth face masks for both the trainer and trainee, and minimize close interaction whenever possible.

- Laboratory safety must also be considered during times of low-staff density. Those working with hazardous chemicals or materials are encouraged not to work alone and not to work at off-hours when fewer people are present. Establish a buddy system with someone in a neighboring space or lab, or use check in/check out by phone or text with the PI or another laboratory member.

### **Scheduling and Coordination of Work Hours**

To maximize research productivity at these lower-personnel densities, PIs may develop calendar systems to schedule work shifts throughout the day and on weekends to allow multiple people to sequentially work in the labs at the proscribed density, while appreciating that safety is a concern for people working late at night. The structure of these schedules and the length of shifts can be flexible, depending on the type of experiment and the needs of the lab. Another option is for specific people to reserve certain days of the week. Lab staff should understand that their time in the lab is limited and they must make the most efficient use of it. Furthermore:

- Each lab member's bench and desk space is private and should not be used by other lab members, to minimize potential contamination.
- Lab members should plan ahead to maximize the use of their limited bench time, and they should do their notebook updating and other desktop activities when they return home.
- Lab members should be encouraged to help their lab-mates by doing minor tasks and experiments that will reduce the need for their lab-mates to come into the lab.
- Lab members should communicate openly and often (by text or other messaging systems) to coordinate and adjust schedules as necessary and to be sure that they avoid each other. Everyone should complete work within their shift and not work during others' shifts.

### **Choice of Lab Members Who Return to Work**

Each PI should think carefully about which lab members will be allowed to return to work initially.

- Trainees (Ph.D. students and postdocs) should be given top priority due to the need to complete their research projects in a timely fashion.
- Priority should be given to lab staff who volunteer willingly to return to the lab and are able to work off hours to enable lab members to work in multiple shifts.
- Lab members should be given higher priority if they need to complete experiments to meet a thesis deadline, a paper submission, or a grant submission.
- Consider rotation of all laboratory personnel in the schedule to allow as many lab staff as possible to enjoy some progress in their projects.
- During Phase I and Phase II, because of their increased need for training and to keep the campus population density low, individuals who are not Einstein or Montefiore students

or employees—such as minors, high school and undergraduate students, trainees and research volunteers—will not be allowed in our laboratories.

- During the ramp-up, New York City Fire Department (FDNY) requirements regarding C-14 permits remain in effect. FDNY requires a permit whenever a lab stores or uses more than one gallon of flammable/combustible liquid or 75 standard cubic feet of flammable gas and these labs need to be under the supervision of a certificate of fitness holder also called “COF” or “C-14” Supervising Non-Production Chemical Laboratories. Any time the lab is in operation, including weekends and holidays, a C-14 holder from that lab must be on the lab premises to ensure safe operation.

EHS contacted the FDNY requesting relaxation of this regulation during our period of reduced staffing density. In response, they stated that they will accept one C-14 permit holder per floor and grant us the leniency in that regulation, but anything else that is not in order will be given a violation, for example the quantities or storage of flammable per labs. However, this may affect the ability of individuals to work in late-night shifts. That is why, even prior to COVID-19, all laboratory personnel were encouraged to obtain C-14 certification from EHS. It is not too late to do this; we strongly encourage that all lab workers (postdocs, students, and techs) to attain C-14 certification. [Learn more.](#)

### **Core Facilities, Support Staff, and Delivery of Supplies**

- To minimize population density and social interactions, the number of support staff should be kept to the minimum wherever possible.
- Ramping up laboratory research will require commensurate phasing in of support staff for glass-washing and other tasks, as well as for the shared facilities.
- Core facility managers will schedule staff based on the above guidelines and current demand from the research community and by the use of shifts with extended operating hours and/or rotation of staff to minimize density.
- Core facilities must maintain cleaning and sanitizing protocols previously put in place during the pandemic for all shared-use equipment.
- Core personnel who cannot maintain social distancing because it is not possible while training users on equipment or techniques must utilize face shields and surgical/cloth face mask for both the trainer and trainee. If the CDC maximum occupancy for a room used for training, such as a microscope room, is posted for one occupant and no other alternative location is available then the training session may proceed with two occupants in the room. However, cores are required to minimize contact time with trainees by breaking up training sessions into segments that can be done partially online and/or partially while maintaining social distancing whenever reasonably possible. Greater than “one on one” trainings are prohibited at this time unless they can be accomplished within CDC maximum occupancy guidelines for the room being utilized.
- As the resumption of work begins, there may be delays in the reactivation of core facilities as they adjust to the new demands and delays in the resumption of some supply lines.

## Monitoring Compliance

Based on the excellent compliance with our current research shutdown policies, we are confident that faculty and staff understand the importance of these policies and will operate their labs accordingly. However, EHS staff will perform spot checks to identify laboratories with inappropriate density or lack of distancing and protective measures. In these cases, faculty will be required to take remedial actions to follow the policy. Repeated infractions may result in the suspension of research activities in the lab.

## Summary Table

This table summarizes plans for the Laboratory Research Ramp-Up at Einstein. Please refer to the prior pages of this document for detailed instructions.

Area	Phase I – June 1	Phase II – June 15	Phase III – Start TBD
<b>Individual Laboratories</b>	<p>Surgical/cloth face mask required at all times when other personnel are present</p> <p>50% of the posted CDC maximum occupancy of the lab bench space with &gt;6-foot separation</p> <p>One person per office and tissue culture and computer rooms</p> <p>Personnel selection determined by the PI based on research priorities</p> <p>Implement shifts or alternate days to increase usage of lab while maintaining low density</p>	<p>Surgical/cloth face mask required at all times when other personnel are present</p> <p>100% of the posted CDC maximum occupancy for lab bench spaces, offices, tissue culture and computer rooms with &gt;6-foot separation</p> <p>Personnel selection determined by the PI based on research priorities</p> <p>Continue to utilize shifts or alternate work days to reduce density</p>	<p>Return to full staff</p> <p>Additional guidance to be provided after assessment of Phases I &amp; II</p>
<b>Common Equipment Rooms and Other Shared Spaces</b>	<p>50% of the posted CDC maximum occupancy</p> <p>Local faculty develop scheduling plans for maintaining &gt;6-foot separation</p> <p>Break areas limited to 1 person in the room. Usage can be scheduled with cleaning protocols before/after use.</p> <p>Surgical/cloth face mask required at all times unless eating or drinking or alone in an office.</p>	<p>100% of the posted CDC maximum occupancy and maintain 6-foot separation</p> <p>Break areas limited to 2 persons in the room with &gt;6-foot separation. Usage can be scheduled with cleaning protocols before/after use.</p> <p>Surgical/cloth face mask required at all times unless eating or drinking or alone in an office.</p>	<p>Potentially loosen limits on interpersonal interactions in shared spaces</p> <p>Staggered use of break areas with cleaning protocols before/after use</p>

<b>Core Facilities</b>	Surgical/cloth mask required at all times for staff and core customers	Operations Manager on site	Return to full staff  Additional guidance to be provided after assessment of Phases I & II
	50% of the posted CDC maximum occupancy for lab bench space	100% of the posted CDC maximum occupancy	
	One person per office and tissue culture and computer rooms	Technicians and support staff on call/shifts/rotations as needed to support current research demands while maintaining >6-foot social distancing	
	Operations Manager on site	Surgical mask required at all times for staff and core customers	
	Technicians and support staff on shifts as needed to support current research demands while maintaining >6-foot social distancing	One-on-one training of equipment usage with wearing of appropriate PPE (mask+face shield) and minimization of close interaction whenever possible.	
	One-on-one training of equipment usage with wearing of appropriate PPE (mask+face shield) and minimization of close interaction whenever possible.		

## 2. Institute of Animal Studies Guidelines

### Status

Throughout the SARS-COV2/ COVID19 lockdown, the Institute for Animal Studies (IAS) has maintained basic animal care and husbandry functions. Animal purchases, imports, and (with limited exceptions) exports were suspended to lower work load to minimal maintenance levels. Our staffing has remained adequate to maintain our baseline activities, but we continue to suffer from absenteeism. The IAS Office and the IACUC Office remained open throughout.

Our AAALAC triennial accreditation site visit, originally scheduled for this summer, has been postponed until Winter 2021.

### Activities in Phase I

#### Animal Purchases:

Orders for new animals may be placed beginning the week of June 1st. We ask for your patience as we ramp up and to please consider ordering only minimum numbers necessary for your proximate needs with the research staff and students that you have available.

#### Animal Imports (QUARANTINE):

New requests to import animals into QUARANTINE from non-commercial sources will be accepted starting the week of June 1st. There may be considerable delays in approval and shipping, especially for international shipments.

#### Animal Exports:

Requests for assistance with sending animals to other institutions will be accepted starting the week of June 1st. There may be considerable delays in approval and shipping, especially for international shipments.

#### **Social Distancing, Personal Protective Equipment & Decontamination**

##### IAS and IACUC Offices:

The IAS and IACUC offices are open and staff can be reached by phone or e-mail. Please limit in-person visits, so that minimum interpersonal distances (> 6 ft) can be maintained. We ask that you call ahead for an appointment to visit with specific individuals in the offices.

**All visitors must wear a face mask (minimally cloth or surgeons mask) at all times.** Hand sanitizer is available at the front desk.

##### Animal Facilities:

Minimal PPE to enter any of the animal facilities will be a face mask at all times. Full PPE, including a face mask, head cover, shoe covers, disposable gown, and gloves will be required to enter any of the animal rooms. PPE stations (bins) are placed throughout each facility. However, because of the high demand for PPE, we keep minimal amounts out in the bins. If the PPE bins are empty, please request PPE from the facility supervisor.

The animal care technician staff have been working in the facilities throughout this crisis. They work in full PPE when in the animal facility. Room and hallway layouts make it difficult to maintain > 6ft physical distancing at times. We ask that visitors please be respectful of these technicians and try to maintain minimum interpersonal distances (> 6 ft).

##### Decontamination & Safety Practices:

The IAS uses 10% bleach solution for surface decontamination in all facilities and rooms. Most animal rooms (barrier) have positive air pressure relative to the hallways and all animal rooms have 10-155 air changes per hour. The IAS rodent barrier facilities, are designed to minimize risk of virus transmission and are probably the safest places to hide (from viral pathogens).

##### Scheduling Animal Room Access:

Animal rooms are cramped quarters and each biosafety cabinet can only accommodate a single user. We are limiting the number of people in animal rooms to two at any given time.

Animal husbandry services (cage change) takes one or two entire days (depending on cage numbers). The IAS will try to post on each animal room door our weekly rounds and service schedule. Please recognize, however, that the schedule may be interrupted by equipment problems, staffing issues, and other emergent issues. We ask researchers to try to schedule in-room activities to avoid those blocks of time when the animal care technician will be in the room using the biosafety cabinet. If you need access to the animal room during room service, please contact the animal Facility Supervisor to discuss an accommodation.

Researchers should also schedule among themselves their use of animal facilities and rooms/ biosafety cabinets so as avoid crowding and schedule conflicts.

# VII. Dispute Resolution and Policy Interpretation

For all “return to campus” dispute resolutions and policy interpretations, please direct your questions/concerns as follows:

## **COVID-19-Related Policies**

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## **Environnemental Health & Safety**

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**Other Matters**

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