

**ELYON COLLEGE**  
Plan Of Actions During The Covid-19 Public Health  
Emergency  
**BACKGROUND**

On March 7, 2020, Governor Andrew M. Cuomo issued Executive Order 202, declaring a state of emergency in response to COVID-19.

On March 20, 2020, Governor Cuomo issued Executive Order 202.6, directing all non-essential businesses to close in-office personnel functions.

On April 26, 2020, Governor Cuomo announced a phased approach to reopen industries and businesses in New York in phases based upon a data-driven, regional analysis.

On May 8, 2020, Governor Cuomo launched New York's Reimagine Education Advisory Council - made up of educators, students, parents, and education leaders - to help colleges, universities, and school districts reimagine teaching and learning as they prepare to reopen while protecting health and safety of students and educators.

The collective expertise and experience of this advisory council helped address key questions about how to strengthen New York's entire education system and helped inform this guidance under the title *Reopening New York Higher Education Guidelines*<sup>1</sup>.

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[interim guidance for higher education during the covid-19 ...](#)

On the 20<sup>th</sup> of June 2020 NY State Department of Health developed *Interim Guidance For Higher Education During The Covid-19 Public Health Emergency*

According to it, each institution must develop and submit a plan that, at a minimum, covers:

- (1) Reopening of the campus,
- (2) Monitoring of health conditions,
- (3) Containment of potential transmission of the virus, and
- (4) Shut down of in-person operations on the campus, if necessitated by widespread COVID-19 transmission.

The current document is prepared by Elyon College. It covers the variety of issues of operating the school for the duration of public emergency caused by COVID-19.

## I REOPENING

According to *Interim Guidance For Higher Education During The Covid-19 Public Health Emergency*, Plans for Reopening pertain to restarting campus operations. They should include questions on student, faculty, and staff return. The following must be taken into consideration:

- **Capacity:** Phasing and quantity of students, faculty and staff to return to campus; ability to maintain social distance in public

spaces and residence halls, testing capabilities; Personal Protective Equipment (PPE) availability; Quarantine and isolation capacity, local medical capacity, and availability of safe transportation;

**CAPACITY:** According to the New York City Department of Buildings the maximum capacity for Elyon College facilities is \_\_\_\_\_. This capacity is more than enough to accommodate the current enrollment with safety measures.

The classrooms, public and office spaces available at Elyon College campus located at 1400 West 6<sup>th</sup> Street, Brooklyn, NY allow to handle safe in-person operations.

Facilities of the College occupy the space in the building at 1400 West 6th Street. The entire 3rd floor is designated for College operations and contains spacious and well-designed classrooms, up-to-date computer laboratories, administrative and counseling offices, and library. During evening hours and weekends additional classrooms and auxiliary space is available for the use of Elyon College on the second floor.

These spaces allow to maintain required social distancing and/or implementation of safety measures during hours of operation.

The school has modified some learning spaces to allow for better social distancing/ safe learning environments.

The multi-person offices will be occupied by 50 % capacity; enough space is available to maintain social distancing required at all times. For any other particular area of the institution the total number of occupants will be limited to no more than 50% of the maximum occupancy at any given time as set by the certificate of occupancy.

Wherever social distancing is not maintained face masks covering the mouth and nose should be worn.

The following public notices will be posted in the school's facilities:

“Attention: In order to maintain social distancing, please, walk on your right side of the hallways, etc. in the direction of the pointing arrows. Thank you.”

“When unable to maintain social distancing of 6 ft please wear a face mask. Thank you.”

Posters describing the COVID-19 related symptoms and good hygienic practices so that the employees and students are aware of them and practice safe habits to prevent the spread of the disease will also be posted.

The schedule of classes is developed in a manner as to avoid crowding in the hallways, staircases, and in other public spaces. Arrow marks indicating traffic in the public areas, and by the bathrooms will be placed.

All faculty, administrative staff will be provided with masks; students will be advised to bring their own PPE, and

will be required to wear it whenever social distancing is not maintained.

Elyon College is not a residential school, therefore questions of isolation and quarantine facilities are not applicable; symptomatic employees and students will be advised to stay home and monitor the situation. In case any employee or student develops COVID-19 related symptoms he/she is advised to inform the main office by telephone so that all the social contacts of such a person(s) are established and monitoring starts without delay.

In case there are students or employees exposed to, or infected with, COVID-19, they will be residing in their homes, where their daily needs (e.g. food, medication) will be met, as well as quarantine or isolation (if necessary) is maintained.

Elyon College is located in a vibrant part of Brooklyn with plenty of medical offices and hospitals. The questions of safe transportation are addressed because of the MTA and private transportation services available. Elyon College is located within short walking distance of the B4, B5 and B6 bus lines, as well as the N train, which connects directly to the D train. The school is also easily reached by the Belt Parkway (Bay Parkway exit) and the Prospect Expressway.

Arrangements (e.g. chairs, tables) will be made to ensure that individuals are at least six feet apart in all directions (e.g. side-to-side and when facing one another) and at all times. Any time individuals will have to come within six

feet of another person, acceptable face coverings will be required. This rule applies to classrooms, offices and/or common areas.

Employees at Elyon College do not share workstations.

The use of small spaces (supply rooms, personal offices, vehicles) by more than one individual at a time, unless all individuals in such space at the same time are wearing acceptable face coverings, will be prohibited.

*(Interim Guidance for Office-Based Work during the COVID-19 Public Health Emergency ("Interim COVID-19 Guidance for Office-Based Work"))*

- **PPE:** Develop plans for obtaining and providing acceptable face coverings to all employees of the institution. Determine if the institution will be providing face coverings or other PPE to students. Develop requirements about what PPE is required where and when for employees, students, and other individuals on campus, in accordance with state and local public health laws, regulations, and policies;

**PPE:** Acceptable face coverings for COVID-19 include but are not limited to cloth-based face coverings and disposable masks that cover both the mouth and nose.

*(Interim Guidance for Office-Based Work during the COVID-19 Public Health Emergency ("Interim COVID-19 Guidance for Office-Based Work"))*

Elyon College has acquired an adequate supply of face masks to provide employees who directly interact with students or members of the public while at work at no cost to them. Students will be advised to bring their own masks;

all persons will be advised to use masks in cases where social distancing is not possible. Employees will be trained, as needed, on how to adequately put on, take off, clean, and discard PPE.

Elyon College allows employees to use their own acceptable face coverings, including their personally owned additional protective coverings (e.g. surgical masks, N95 respirators, or face shields), if they prefer to do so. The term “acceptable face coverings” is used to indicate cloth (e.g. homemade sewn, quick cut, bandana), surgical masks, and face shields, masks and other required PPE.

Face coverings must be cleaned or replaced after use and may not be shared. Elyon students, faculty and staff are advised to consult CDC guidance for additional information on cloth face coverings and other types of PPE, as well as instructions on use and cleaning.

(<https://www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/diy-cloth-face-coverings.html>)

In accordance with *Reopening New York Higher Education Guidelines* individuals coming within 6 ft. of another person must wear face coverings. Therefore, employees and students will be advised to wear face coverings in common areas or situations where social distancing may be difficult to maintain (i.e. walking up and down the stairs, entering/exiting classrooms, and traveling around the campus).

- **Testing:** Plan for screening and diagnostic testing students and faculty for SARS-CoV-2 upon return, especially any individuals with recent international or long-distance travel, particularly from areas with widespread community transmission of the virus. Plans should indicate if individuals will be tested, who will be tested, the frequency of testing, the method of testing, notification of test results, and the process for those arriving to campus untested. Plans may determine whether to quarantine students upon arrival until they receive testing and a negative test result;

**TESTING / SCREENING:** Elyon College does not plan to provide testing for COVID-19 on site. The abundance of medical offices, health centers, and hospitals enables to have both the Viral and Antibody Tests conducted as needed. The list of available locations can be found at the end of the current document. Parties may call 311 for further guidance.

**SCREENING:** Elyon College has developed a questionnaire to perform an adequate screening of the students and employees on site. The school will ask the students and employees, whether they have had close contacts with person(s), who traveled recently outside of the country or to the areas in the U.S. considered high risk for COVID-19.

In case such students are identified they will be advised to get tested for COVID-19 prior to coming to school. Elyon College is not a residential institution and does not have currently any international students.

- **Residential living:** Residential living plans should include protocols for capacity limits, enhanced cleaning and disinfection, appropriate social



distancing, use of acceptable face coverings in common areas, restrictions on non-essential gatherings and activities, limited access by students to other residential facilities (e.g. dormitories), restrictions of visitors, special housing considerations for students who are immunocompromised or who have an underlying health condition, separate living spaces for persons undergoing isolation or quarantine, and a modified set of rules for students to follow;

**RESIDENTIAL LIVING:** N/A (Elyon College has no residential living facilities)

- Operational activity: Determine how classes, shared spaces, and activities may be adapted in various phases of return and operations (e.g., identify which classes will offer alternate approaches such as A/B schedules or remote instruction; appointment-only use of shared spaces, limiting number of individuals participating in in-person activities at any given time);

**OPERATIONAL ACTIVITY:** All visitors will have to report to the main office, and only in exceptional cases, if the appropriate social distancing may be ensured and face mask is worn, can such individuals be allowed on campus.

All classrooms will be used to the 50% of their capacity to ensure appropriate social distancing; for the purposes of accommodating larger number of students expanded and modified learning spaces with appropriate equipment will be used.

Online classes that proved their viability during the March-June 2020 period when the on-campus classes of Elyon College were cancelled, may be utilized as appropriate.

Elyon College will ensure that in smaller spaces (e.g. staircases, passages, hallways, supply rooms, faculty

offices) the number of persons is limited. All individuals in such space at the same time should be wearing acceptable face coverings.

Elyon College will maintain ventilation with outdoor air to the greatest extent possible (e.g., opening windows and doors in individual office rooms) while practicing health and safety protocols.

Again, to reduce bi-directional foot traffic, Elyon College will use tape, signs with arrows in narrow aisles, hallways and other spaces throughout campus, and post signage in all commonly used areas informing persons to maintain social distancing and safe practices.

Throughout the institution, signs, consistent with DOH COVID-19 signage will be posted. Signage will be used to remind individuals to:

- Stay home if they feel sick.
- Cover their nose and mouth with a face covering when six feet of social distance cannot be maintained.
- Properly store and, when necessary, discard PPE.
- Adhere to physical distancing instructions.
- Report symptoms of or exposure to COVID-19, and how they should do so.

- Follow hand hygiene and cleaning and disinfection guidelines.
- Follow appropriate respiratory hygiene and cough etiquette.

*(Interim Guidance for Office-Based Work during the COVID-19 Public Health Emergency ("Interim COVID-19 Guidance for Office-Based Work"))*

The Librarian Office will be closed for admittance. All reference work will be provided either through the Ask-a-Librarian remote service or by prior appointments only. The study room adjacent to the Librarian Office will be open for the 50% capacity. Circulating books will be subject to 72 hours quarantine.

**GATHERINGS IN ENCLOSED SPACES:** Elyon

College may use video or teleconferencing in lieu of in-person gatherings whenever feasible to reduce the density of congregations. When videoconferencing or teleconferencing is not possible, classes or meetings will be held in well-ventilated spaces. Social distancing will also be ensured (e.g. space left between chairs, individuals sit in alternating chairs).

Elyon College will close all non-essential amenities and communal areas that promote gathering or are high-touch. If this is not possible, cleaning and disinfecting supplies will be provided that may be used by individuals before and after they use the amenity or area.

Small areas, such as restrooms and break rooms, will be marked by signage to adhere to COVID-19 safety measures.

Staggering schedules for employees may be developed to promote social distancing (e.g. coffee breaks, meals, and shift starts/stops) as needed.

Elyon College does not provide transportation services; there are no bookstores, other retail operations, nor active gyms, fitness centers, or food services at Elyon College;

There are no elevators in the building of Elyon College; the use of the stairs will be regulated with directional arrows in order to limit density.

## **Educational Activity**

- A mix of traditional in-person and remote classes may be practiced depending on student needs, technological capabilities, among other measures to reduce in-person congregation.
- Measures to reduce interpersonal contact and decrease density on campus will be taken, through such methods, as:
  - a) adjusting class or work hours, where appropriate and possible;
  - b) limiting in-person presence to only those employees who are necessary to be at the institution;

c) reducing in-person workforce and increasing remote workforce to accommodate social distancing guidelines;

d) staggering schedules and allowing more time between classes to reduce congestion in walkways and buildings; and/or

e) shifting design of class schedules to create cohorts or sections of students (e.g., A/B schedule or course sections) to reduce risk of exposure and transmission among students, as needed.

When COVID-19 cases develop, social contact and mobility across campus will be restricted, particularly in affected areas (e.g., shutting down some functions, but keeping others open - to help contain the spread).

If an individual is tested positive for COVID-19 the classes involved in contact with such an individual will be temporarily moved to remote/virtual format until all contacts can be identified, notified, tested, and cleared.

Employees and students, who screen positive for COVID-19 symptoms may return to the in-person learning environment upon presenting documentation of evaluation by a healthcare provider (i.e. healthcare provider note clearing a person to return to school), negative COVID-19 testing, and symptom resolution, or if COVID -19 positive, release from isolation as required by DOH and NYSED Guidance.

## **Movement and Commerce:**

- Designated areas for pickups and deliveries, limiting contact to the extent possible will be established.
- On-site interactions (e.g., eliminating bi-directional flow of individuals to the extent practicable) will be limited to the extent feasible.

## **RESTART OPERATIONS**

- **Restart operations:** Implement plans to safely reopen buildings such as cleaning and disinfection, and restarting ventilation, water systems, and other key facility components, as applicable;
- **Extracurriculars:** Institute policies regarding extracurricular programs and which activities will be allowed, considering social distancing and risk of COVID-19 transmission;
- **Hygiene, cleaning and disinfection:** Establish campus-wide cleaning and disinfection protocols for classrooms, residence halls, restrooms, dining halls and other facilities. Promote hand and respiratory hygiene among all individuals on campus.

To ensure safe reopening of the facilities, before restarting operations and thereafter all cleaning and disinfection, ventilation and water systems' maintenance and other key facility components, as applicable, will be conducted and ensured.

**EXTRACURRICULARS:** All extracurricular activities involving direct contact at Elyon College are cancelled for the duration of the public health emergency caused by COVID-19

- **Vulnerable Populations:** Consider vulnerable populations on campus and individuals who may not feel comfortable returning, to allow them

to safely participate in educational activities and accommodate their specific circumstances; and

**VULNERABLE POPULATIONS:** Students, faculty and staff with chronic conditions or age over 65 will have an option to work remotely and visit the campus only on an as needed basis. Their specific needs and circumstances will be accommodated.

**HYGIENE, CLEANING AND DISINFECTION:**

Campus-wide cleaning and disinfection protocols for classrooms, restrooms, work offices, and other facilities are established, including cleaning and disinfection frequency for each facility type, and responsibility is assigned, as per CDC guidance.

Hand and respiratory hygiene on campus will be promoted through flyers and posters on the walls, where all the necessary information concerning hygiene, symptoms, etc., according to CDC, schedule of cleaning, location of trash bins and receptacles will be indicated. etc.

Hygiene, cleaning, and disinfection requirements from the Centers for Disease Control and Prevention (CDC) and Department of Health (DOH) will be followed, including “Guidance for Cleaning and Disinfection of Public and Private Facilities for COVID-19,”

<https://www.cdc.gov/coronavirus/2019-ncov/community/disinfecting-building-facility.html>

and the “STOP THE SPREAD” poster.

Logs on cleaning and disinfection, including the date, time, and scope will be maintained by the administrative office.

Hand hygiene stations around the institution will be established and maintained, as follows:

- For hand washing: soap, running warm water, and disposable paper towels.
- For hand sanitizing: an alcohol-based hand sanitizer containing at least 60% alcohol for areas where hand washing facilities may not be available or practical.
- Hand sanitizers will be available throughout common areas: at building entrance, and points of reception.
- Receptacles placed around the institution for disposal of soiled items, including paper towels and PPE.
- Hand sanitizers will be made available near high-touch surfaces (e.g. trash receptacles, paper towel dispensers).

Regular cleaning and disinfection of the facilities and more frequent cleaning and disinfection for high risk areas used by many individuals and for frequently touched surfaces will be assured. Cleaning and disinfection will be rigorous and ongoing and will occur at least daily, as indicated in DOH's "Interim Guidance for Cleaning and Disinfection of Public and Private Facilities for COVID-19".

<https://www.cdc.gov/coronavirus/2019-ncov/community/disinfecting-building-facility.html>

- Signage near hand sanitizer stations indicating that visibly soiled hands should be washed with soap and water, and that hand sanitizer is not effective on visibly soiled hands will be placed.



- Reminders on alcohol-based hand sanitizers that can be flammable will be posted as well.

Classrooms and work offices will be cleaned at the end of the day. Products used for cleaning may be taken from the list identified by such as the Environmental Protection Agency (EPA) of the Department of Environmental Conservation (DEC) as effective against COVID-19.

In order to avoid the risk of equipment contamination each PC in the computer lab will be assigned to one individual; Elyon College has acquired an additional number of laptops to exclude their sharing between students, faculty and staff.

Regular cleaning and disinfection of restrooms will be ensured. In case an individual working or studying at Elyon College is confirmed to have COVID-19, cleaning and disinfection of exposed areas will be performed, including all heavy transit areas and high touch surfaces.

Strict clean-desk policies will be implemented, so that non-essential items are stored in enclosed cabinets or drawers, rather than on desks. The use of shared workstations ( e.g. "hot-desks") is prohibited at Elyon College.

The sharing of objects, such as laptops, notebooks, touch screens, and writing utensils is prohibited; the touching of shared surfaces, such as conference tables will be limited; employees will be required to perform hand hygiene before and after contact.

*(Interim Guidance for Office-Based Work during the COVID-19 Public Health Emergency ("Interim COVID-19 Guidance for Office-Based Work"))*

- In the event an individual is confirmed to have COVID-19, the exposed areas will be cleaned and disinfected, including all heavy transit areas and high-touch surfaces.
- If someone is suspected or confirmed to have COVID-19, the CDC guidelines on “Cleaning and Disinfecting Your Facility” will be followed:
  - Areas used by the person who is suspected or confirmed to have COVID-19 will be closed; other operations will continue according to DOH guidelines.
  - Outside doors and windows to increase air circulation in the area will be opened.
  - A 24 hours waiting period will be established before cleaning and disinfecting.
  - All areas used by the person suspected or confirmed to have COVID-19, such as offices, classrooms, bathrooms, and common areas will be cleaned and disinfected.
  - After cleaning and disinfection the area will be reopened for use.
  - Individuals without close or proximate contact with the person suspected or confirmed to have COVID-19 will return to work area or resume on-campus activities in the area immediately after cleaning and disinfection.
  - For information on “close and proximate” contacts Elyon College will refer to DOH’s “Interim Guidance for Public and Private Employees Returning to Work Following COVID-19 Infection or Exposure”
  - If more than seven days have passed since the person who is suspected or confirmed to have COVID-19 visited or used the facility, additional cleaning and

disinfection will not be performed; routine cleaning and disinfection will continue.

- Shared food and beverages among employees (e.g. self-serve meals and beverages) will be prohibited, unless individuals are members of the same household; adequate space for employees and students to observe social distancing while eating meals will be available.

## II

### MONITORING OF HEALTH CONDITIONS

**Monitoring** includes policies to track health conditions on campus. The following considerations (if applicable) must be included, at a minimum:

- **Testing responsibility:** Identify who is responsible for purchasing and administering testing, as well as notification of test results; plans should offer contingencies for continual screening of symptoms and temperature checks without testing, if needed.
- **Testing frequency and protocols:** Determine testing frequency and process which may include plans to test for cause (e.g. symptomatic individuals, close or proximate contacts, international travel), plans to test for surveillance to proactively monitor for symptoms of influenza-like illness, as well as protocols around group testing.
- **Early warning signs:** Define metrics that will serve as early warning signs that positive cases may be increasing beyond an acceptable level; define method(s) to monitor against such metrics;
- **Tracing:** Consider plans for contact tracing in close coordination with state and local health departments using the protocols, training, and tools provided through the New York State Contact Tracing Program - an initiative between the Department of Health, Bloomberg Philanthropies, Johns Hopkins Bloomberg School of Public Health, and Vital Strategies; and
- **Screening:** Develop plans for regular health screening of employees, students, and visitors.

**MONITORING:** Policies to track health conditions on campus are as follows:

**Testing responsibility:** Elyon College does not have medical personnel on site; the issue of testing will be resolved by referral to the local medical offices, health centers, hospitals and pharmacies.

**Testing frequency and protocols:** Testing will not be performed on site; symptomatic individuals will be sent home without admittance to the campus with instructions to get tested for COVID-19.

**Early warning signs:** Symptoms of influenza-like illness will be proactively monitored. Elyon College will consider an early warning sign if persons among student population, and faculty and staff is tested positive for COVID-19.

**Tracing:** The administrative office staff is instructed to give full support and work in cooperation with the New York State Contact Tracing program. Each time the office receives a call from the “NYS Contact Tracing” (518-387-9993) the Elyon College secretaries will answer the phone and follow the instructions from the members of the program.

Contact tracing plans will be developed with state and local health departments using the protocols, training, and tools provided through the New York State Contact Tracing Program - an initiative between the Department of Health,

Bloomberg Philanthropies, Johns Hopkins Bloomberg School of Public Health, and Vital Strategies.

In the case of an individual testing positive, plans will be developed with local health departments to trace all contacts of the individual. Confidentiality will be maintained according to federal and state laws and regulations.

All the parties are required to report by phone and/or email to the administrative offices of Elyon College instances of positive testing for COVID-19. This will ensure the close monitoring of the situation against established metrics;

**Screening:** Whenever possible screening will be performed remotely (e.g. by telephone or electronic survey), before the employee or student reports to the site. Additional screening will be performed on site. Screening will be coordinated to prevent individuals from proximate contact with each other prior to completion of the screening.

The administrative office of Elyon College is responsible for screening of the students, employees and visitors for the COVID-19 symptoms. In case any individual working, studying or otherwise associated with Elyon College is tested positive for COVID-19, it will be the administrative office where all the relevant information will be collected.

- A central point of contact(s) will be designated, responsible for receiving and attesting to having reviewed all screening activities, with such contact(s) also identified as the party for individuals to inform if

they are experiencing COVID-19-related symptoms or had COVID-19 exposure, as noted on the questionnaire.

- Individuals will be required to immediately disclose if and when their responses to any of the questions in a questionnaire change, such as if they begin to experience symptoms, including during or outside of work hours.
- In addition to the screening questionnaire, temperature checks may be conducted per U.S. Equal Employment Opportunity Commission or DOH guidelines. Records of employee health data (e.g. the specific temperature data of an individual, if applicable) will not be kept, but the records that confirm individuals were screened and the result of such screening will be maintained.
- Any personnel performing in-person screening activities, including possible temperature checks, will be appropriately protected from exposure to potentially infectious employees or visitors entering the facilities.
- Personnel performing screening activities will be trained by employer-identified individuals who are familiar with CDC, DOH, and OSHA protocols.
- Screeners will be provided and use PPE, including at a minimum, an acceptable face covering or mask, and may include gloves, a gown, and/or a face shield.
- Students will be screened once a month.
- Screening will not be mandated for delivery personnel. They will be instructed to leave deliveries at the

entrance of the building.

Elyon College has developed a questionnaire in accordance with CDC list of symptoms for COVID-19; it contains questions to determine whether the employee or student has:

(a) knowingly been in close or proximate contact in the past 14 days with anyone who has tested positive for COVID-19 or who has or had symptoms of COVID-19;

(b) has experienced any symptoms of COVID-19 in the past 14 days.

Assessment responses will be reviewed every day by the administrative staff.

Again, an individual who screens with symptoms suggestive of COVID-19, or of exposure to COVID-19 positive individuals or symptoms will not be allowed to enter the office and will be sent home with instructions to contact his/her healthcare provider for assessment and testing. The state and local health departments will be immediately notified of confirmed positive cases.

**Containment** includes plans for how to respond to positive or suspected cases as well as preventative policies and practices. The following considerations must be included, at a minimum:

**Isolation:** Identify how to isolate symptomatic individuals, both residential and non-residential (as applicable). Plans must specifically identify where individuals will be residing (e.g. residence halls, hotels, home) throughout

the duration of their isolation, as well as the support system that will be provided including food, medicine, psychosocial, academic and/or other support, as needed;

### III

#### CONTAINMENT POLICIES

**Isolation:** All individuals having influenza-type symptoms would be immediately sent home with instructions to contact their medical provider or local hospital, and if needed to undergo isolation and quarantine. The measures in the support system for such individuals include constant telephone and/or email contacts to provide them remotely with information on healthcare and testing resources, as well as give psychosocial and academic support, as needed.

**Shutdown** includes contingency plans for decreasing on-campus activities and operations and/or closing the campus. The following considerations must be included, at a minimum:

- **Operational Activity:** Include which operations will be decreased, scaled back, ramped down, or shutdown and which operations will be conducted remotely; include process to conduct orderly shutdown which may include phasing, milestones, and involvement of key personnel.
- **Move-out:** For residential universities, plans need to be put in place for how students would safely depart campus. Institutions should consider policies for students who may not be able to depart campus quickly (e.g. international students); and
- **Communication:** Develop comprehensive plans to communicate internally and externally throughout the process.

### IV

#### SHUT DOWN OF IN-PERSON OPERATIONS

In the event the State of New York determines there is a significant risk of a second phase of COVID-19 to students and staff at higher educational institutions, Elyon College



has prepared a *Shutdown Contingency Plan* that is activated under the direction of the college president.

The scope of the plan includes the administrative operations of the college as well as academic activities, including those performed online. An essential component of the plan is mission critical activities (MCAs). These are activities that cannot be stopped for the given time period and examples include the disbursement of financial aid, student academic services or the disbursement of employee paychecks.

**Operational Activity:** In the event that that Elyon College is required to operate remotely due to a COVID-19 spread or due to a state and/or regional health authorities' mandate, a feasible instruction will shift to online format. The Library and the Computer lab; the Faculty office on the 3<sup>rd</sup> Floor; the Faculty lounge on the 2<sup>nd</sup> floor, and all other administrative offices except for one office will be closed immediately, and necessary cleaning and disinfection works performed. Key personnel will remain on campus in order to oversee the critical campus operations.

**Move-out:** N/A (School does not operate any residential facilities)

**Communication:** In case of decreasing, scaling back, ramping down, or complete shutdown of operational activity at Elyon College, all parties will be notified immediately and constantly via emails and/or telephone

calls. Posters with necessary information will be posted if feasible at the point of entrance; information on the shut-down process will be also posted on Elyon College website. Local and state authorities will be notified.

Our mission of providing excellent higher education depends on our ability to provide timely and accurate COVID-19 information to prospective and current students, their parents, faculty, staff, and the surrounding community.

Elyon College will make sure that all aspects of our plan to reopen follow relevant and up-to-date guidance from health and government authorities.

Student Affairs personnel will keep students and parents informed about the details of the reopening.

Elyon College has created a Planning Task Force. It will review the Onsite Restart Plan every two weeks and adjust protocols and procedures as necessary.

### **ELYON COLLEGE PLANNING TASK FORCE**

Rabbi Chaim A. Waldman – President/CEO

Margie Nussbaum - Associate Dean for Academic and Student Affairs

Vladimir Strizhevsky - Director of Information & Library Services

Malky Gut - Director of Administration

## Esther E. Kahn - Assistant Dean of Administrative Operations

### **PARTIAL LIST OF THE LOCAL SITES CONDUCTING VIRAL AND ANTIBODY TESTS:**

ParCare Community-Bensonhurst Clinic

6010 Bay Parkway, Brooklyn, NY 11204

(718) 475-1700

Source: <http://www.parcarecenter.com/>

ProHEALTH Urgent Care – Bensonhurst Urgent Care Clinic

6906 18th Ave., Brooklyn, NY 11204

(516) 874-0411

Source: <https://www.prohealthcare.com/content/prohealth/en/urgent-care.html/#brook>

CityMD Urgent Care- Bensonhurst Urgent Care Clinic

2175 86th St, Brooklyn, NY 11214

(646) 828-6401

Source: <https://www.citymd.com/urgent-care-locations>

CityMD Urgent Care- Midwood Urgent Care Clinic

1305 Kings Hwy, Brooklyn, NY 11229

(718) 280-5172

Source: <https://www.citymd.com/urgent-care-locations>

NYC Health + Hospitals Bensonhurst 14th Ave

6315 14th Avenue, Brooklyn, NY 11219

(844) 692-4692

ParCare Community-Borough Park Clinic

4714 16th Ave., Brooklyn, NY 11204

(718) 840-3535

Source: <http://www.parcarecenter.com/>

Kamin Health - Boro Park Urgent Care

4502 13th Ave, Brooklyn, NY 11219

(718) 327-2273

Source: <https://www.kaminhealth.com/boro-park-urgent-care/>

NYC Health + Hospitals/Coney Island

2601 Ocean Parkway, Brooklyn, NY 11235 (844) 692-4692

Source: <https://www.nychealthandhospitals.org/covid-19-testing-sites/?redirect-ification>

Chai Urgent Care - Boro Park Clinic

3808 14th Ave, Brooklyn, NY 11218

(347) 417-5934

Source: <https://www.chaicare.org/locations-boro-park>

AdvantageCare Kings Highway

3245 Nostrand Ave., Brooklyn, NY 11229

(866) 749-2660

Coney Island Hospital

2601 Ocean Pkwy, Brooklyn, NY 11235

(844) 872-6639; (718) 616-3000

Maimonides Medical Center

4802 10<sup>th</sup> Avenue, Brooklyn, NY 11219

(718) 283-6000

Lutheran Hospital (NYU Langone Hospital)

150 55<sup>th</sup> St. Brooklyn, NY 11220,

(718) 630-7000

NewYork-Presbyterian Brooklyn Methodist Hospital

506 6<sup>th</sup> St., Brooklyn, NY 11215

(718) 780-3000

Kings Highway Hospital (The Brooklyn Hospital Center)

121 Dekalb Ave. Brooklyn, NY 11201

(718) 250-8000

The plan was submitted to the NY DOH in accordance with *NY Forward Guidelines*. The plan is being implemented, but will evolve as necessary based on guidance from public health and government authorities.

