

New York College of Podiatric Medicine 2020 COVID-19 Re-Opening Plan for 07/06/2020

NYCPM is planning a modified re-opening of our facility in Harlem. While it is our intention to offer classes and labs in person, this will be accomplished in with a variety of methods to reduce building and classroom density in accordance with government recommendations. Informed by public health professionals, this plan was developed with input from students, faculty and administration. NYCPM plans to open on-time in accordance with the published academic calendar that contains various start-dates for our different semesters. NYCPM will offer all didactic classes in a manner that includes concurrent, synchronous and asynchronous online delivery. Based on conditions at the time of final scheduling including faculty and student status, all large scale lectures will be only offered online. All seminars and recitations will be offered in person when possible with a significantly reduced classroom and lab capacity as per government recommendations. Experiential classes and requirements (labs, rotations, externships etc) contain in-person requirements and will proceed as long as conditions and regulations allow.

The processes and policies detailed in this document are kept current but are subject to change due to ever changing guidelines, mandates, and circumstances.

The guiding principles behind our plan are to:

- Protect the health and safety of the NYCPM community by taking actions based on scientific data and government regulations. To this end, NYCPM intends to be compliant with all New York State mandatory requirements for physical distancing, protective equipment, hygiene and cleaning, communication, and screening.
- Continue to deliver a high quality academic program for all of NYCPM to enable students to successfully graduate on time thus fulfilling our mission.
- Adaptation to necessary changes in our plans due to real-time changes in the spread of the COVID-19 pandemic emerging laws, regulations and executive orders from all levels of government

Our plan is based on four main components:

- Opening the campus for students, faculty and staff with a new culture of shared responsibility for public health and compliance with federal, state and local guidelines
- Strategies for monitoring health and safety of the campus community in accordance with public health best practices at the time
- Containment should an outbreak of COVID-19 occur at any of our campus locations
- Plans should any of our campuses be required to temporarily suspend in-person activities

1. Reopening policies for individuals and the institution that promote Behaviors that Reduce Spread.

- **Physical Distancing:** *Any time individuals come within 6 ft. of another person who does not reside in the same residence (i.e., roommate), acceptable face coverings must be worn.*
 - All offices at the school will be adapted to maintain the 6ft social distancing guidance between office workers where possible, with addition of the requirement of a face covering.
 - All office areas where the six foot guidance cannot be maintained and where interactions with students are expected will be equipped with a Plexiglas or physical barrier in accordance with [OSHA guidelines](#).
 - An NYCPM apartment has been designated as a quarantine space for students.
 - When possible the institution will use and encourage video or teleconferencing in lieu of large in-person gatherings (e.g. classes, conferences, office hours) to reduce the density of congregations, per CDC guidance “[Interim Guidance for Businesses and Employers to Plan and Respond to Corona virus Disease 2019 \(COVID-19\)](#)”. When videoconferencing or teleconferencing is not preferable or possible, the institution may choose to hold classes or meetings in open, well-ventilated spaces and ensure that individuals maintain six feet of social distance between one another. This is further detailed below where use of lecture halls, testing areas and other educational delivery systems are addressed.

- **Face Coverings and PPE Recommendations:** *Employees, students, and visitors are required to wear face coverings in common areas or situations where social distancing may be difficult to maintain, such as riding in elevators, entering/exiting classrooms or student centers, and traveling around the campus.*
 - **Hospital:**
 - Abide by the guidance and regulations of the hospitals. All require a face covering and PPE, some hospitals specify surgical masks while some specify surgical masks, KN-95 masks as well as face shields and other PPE.
 - **Foot Clinic of New York:**
 - Continue FCNY protocol for face coverings and PPE. These require surgical masks for all who work in the clinic, while KN-95 masks are required for those that have direct contact with patients who are not behind Plexiglas.
 - **College:**
 - The CDC recommends face coverings for non medical institutions. The college will provide the three layer surgical masks for all employees and students. The school will also allow employees and students to wear cloth masks of their choosing, unless another type of mask is required for rotations and other medical grade activities. All masks will be acquired from central supplies by the different offices and departments for dispersal to their different constituencies, ie students and employees. Additional facemasks will be kept at the different entrances in case outsiders try to enter without a mask.
 - **Training:**
 - All employees and students will be required to receive training for the use of face masks and PPE. Non medical employee training will be done by Human Resources. Students will be trained by the medical faculty along with the use of the WHO website PPE training modules and certification process. The medical faculty has been trained by the hospitals that credential them.

- **Further recommendations:**
 - For all three types of institutions it is necessary to recommend and reinforce use of [face coverings](#) among students, faculty, and staff that are capable of wearing them. Face coverings should be worn as feasible and are **most** essential in times when physical distancing is difficult. Individuals should be frequently reminded not to touch the face covering and to [wash their hands](#) frequently. Information should be provided to all students, faculty, and staff on [proper use, removal, and washing of cloth face coverings](#).
 - Note: [face coverings](#) should **not** be placed on:
 - Babies and children younger than 2 years old
 - Anyone who has trouble breathing or is unconscious
 - Anyone who is incapacitated or otherwise unable to remove the cover without assistance
 - [Face coverings](#) are meant to protect other people in case the wearer is unknowingly infected but does not have symptoms. [Cloth face coverings](#) are not surgical masks, respirators, or other medical personal protective equipment.

- **Institutional Hygiene, Cleaning and Disinfection.**
 - The institution with the help of their cleaning, facilities and maintenance crew will adhere to hygiene, cleaning, and disinfection requirements from the [Centers for Disease Control and Prevention \(CDC\)](#) and [Department of Health \(DOH\)](#) and maintain logs that include the date, time, and scope of cleaning and disinfection. Identify cleaning and disinfection frequency for each facility type and assign responsibility.
 - As reiterated below the institution will Provide and maintain hand hygiene stations throughout the institution, including hand washing with soap, running warm water, and disposable paper towels, as well as an alcohol-based hand sanitizer containing 60% or more alcohol for areas where hand washing is not feasible.
 - The institution will conduct regular cleaning and disinfection of facilities and more frequent cleaning and disinfection for high-risk areas used by many individuals and for frequently touched surfaces. It has referred to Department of Environmental Conservation (DEC) [products](#) identified by the Environmental Protection Agency (EPA) as effective against COVID-19.
 - It will also ensure regular cleaning and disinfection of restrooms.
 - And it will provide for the cleaning and disinfection of exposed areas in the event an individual is confirmed to have COVID-19, with such cleaning and disinfection to include, at a minimum, all heavy transit areas and high-touch surfaces. Refer to [CDC guidelines](#).
 - The institution will post signs throughout the institution or campus, consistent with NYS DOH COVID-19 signage.

- **Personal Hand Hygiene and Respiratory Etiquette Recommendations:**
 - The institution recommends and reinforces [hand washing](#) with soap and water for at least 20 seconds as described by CDC and NYS DOH guidelines.
 - If soap and water are not readily available, as there are limited sinks and faucets in the College and Clinic hand sanitizer that contains at least 60% alcohol can be used. The instillation of multiple no touch hand sanitizer dispensers in a variety of areas so as to limit bottle necks or break social distancing conventions has been done.

- Signage Encouraging students, faculty, and staff to cover coughs and sneezes with a tissue or use the inside of your elbow is recommended.
- **Areas in the institution that will follow CDC guidelines on social distancing and hygiene recommendations:**
 - Signage will be placed outside of all meeting areas/rooms detailing current guidance based capacity.
 - The library
 - Capacity as related to social distancing
 - Hygiene related upkeep as mandated
 - Cafeteria
 - Capacity as related to social distancing
 - Hygiene related upkeep as mandated
 - Number or seats and tables necessary to enforce social distancing
 - Currently no food will be served
 - Computer lab
 - Capacity as related to social distancing
 - Hygiene related upkeep as mandated
 - Number of computers necessary to enforce social distancing
 - Waiting Areas
 - Capacity as related to social distancing
 - Hygiene related upkeep as mandated
 - Bathrooms
 - Capacity as related to social distancing
 - Hygiene related upkeep as mandated
 - Elevators
 - 2 individuals at a time
 - Hygiene related upkeep
 - Lecture Halls
 - Capacity as related to social distancing
 - Further details describe below in this document
 - Hygiene related upkeep as mandated
 - Conference rooms
 - Capacity as related to social distancing
 - Hygiene related upkeep as mandated
- **Communications Plan**
 - Responsible Parties must affirm that they have reviewed and understand the state-issued industry guidelines and must submit reopening plans, as instructed below, prior to reopening.
 - The institution has engaged on a weekly basis with campus community members in developing reopening plans.
 - The institution will communicate the opening plan via the usual communications mechanisms used as well as the NYCPM website which will hold the entire plan. This includes reopening-related instructions, training, signage, and a consistent means to provide individuals with information.
 - The school has mandated all students, employees, and visitors to adhere to CDC and NYS DOH guidance regarding the use of PPE, specifically face coverings when a social distance of six feet cannot be maintained, through verbal communication and signage.

- “Points of contact coordinators” have been identified in the areas of Human resources (Joel Sturm, COO, and Sandy Daniels AVP) for faculty and employees as well as in student services (Lisa Lee, Dean) for students. These individuals will then report to the FCNY Clinical Administrator Eunice Ramsey-Parker, DPM, the Medical Director, Mark Swartz, MD or their designees regarding COVID-19 questions and issues related to infection and quarantine.
 - The campus community will be updated on a regular basis through communications from the Administration with respect to all aspects of the campus operation as impacted by COVID-19.
 - NYCPM will post signage throughout the site to remind personnel to adhere to proper hygiene, social distancing rules, appropriate use of PPE, and cleaning and disinfecting protocols.
- **Screening, daily monitoring and containment of COVID-19 incidents**
 - **Screening and monitoring:**
 - It is incumbent upon all who enter the NYCPM campus or one of its affiliated training sites to self monitor. Anyone who believes or knows that they have a temp above 100.4⁰ F, feels ill, has recently returned from an area designated by NYS as an area of high COVID-19 density, or has had a prolonged close contact with a known COVID-19 positive individual should stay home, self quarantine, report the issue to their supervisor and seek appropriate medical guidance.
 - Those assigned to an affiliated training or patient care facility will follow the current screening guidelines employed at the respective facility.
 - All faculty, students, staff and visitors on a daily basis will have their temperature taken via infrared thermometer by a trained security guard upon arrival at any entrance to the NYCPM/FCNY Campus. All patients will be screened by a Clinic staff member. In either case should the temperature be recorded as 100.4⁰ F or higher the individual will be denied entrance. The security officer will report the finding to the FCNY Clinic administrator or her designee who will perform a second check. If the reading is accurate the individual will be sent home.
 - Students will be screened periodically.
 - **Containment:**
 - If during the course of the day an individual begins to exhibit suspicious symptoms or an elevated temperature, they must notify a supervisor, they should immediately isolate themselves from other individuals and leave the premises as soon as possible.
 - The College/Clinic in all cases where an individual is found to be COVID-19 positive or exhibits suspicious symptoms will follow the [NYSDOH guidelines for return to work/class](#).
 - All areas associated with anyone showing symptoms will be disinfected according to CDC guidelines mentioned in this document.
 - **Tracing and Tracking**
 - The Clinic Administrator will notify the local health department immediately upon being informed of any positive COVID-19 test result by an individual on campus, including employees, students, and visitors.

2. Policy for the use of Large lecture halls when Distance learning is not possible or desirable.

IT HAS BEEN DECIDED THAT LARGE GROUP LECTURES WILL NOT OCCUR IN PERSON, BUT WITH APPROPRIATE SOCIAL DISTANCING MEASURES AND CAPACITY GUIDELINES WE WILL BE USING THESE SPACES ACCORDINGLY.

LARGE LECTURE HALLS

- Lecture halls will be mapped out to provide adequate social distancing according to current mandates and guidelines. Occupancy will be determined by mandated guidelines at time of use.
- At end of each day housekeeping will sanitize both lecture halls and seal them until use the next day.
- The college will provide sanitizing wipes and supplies to be used in between lecture hall use by those using the shared areas i.e. desks, tables, podium.

RECOMMENDATIONS FOR STUDENTS IN THE LECTURE HALLS

1. All in attendance must wear masks
2. All in attendance must sit according to adequate social distancing guidelines
3. hallway monitors to maintain minimal crowding

3. Policy for Small Group Recitations, Seminars and labs when distance learning is not possible or desirable.

The following are the desirable options for small group recitations and workshops. These will be effective starting July 6th, 2020.

- All course directors are encouraged to do **VIRTUAL** small group recitations and workshops when desirable and possible to maintain lowest risk spread. For example, utilizing the Zoom breakout room to facilitate small group discussions. Below are the suggested workshops that could be done virtually but is at the discretion of the instructor and facilitator
 - Group orientations
 - Topic presentations
 - Case presentation and work up
 - Problem based learning
 - Journal clubs
 - Small group discussions
- Hybrid between virtual learning and face-face small group recitations/workshop.
Specific example: Radiology department at FCNY
 - Faculty will be hosting a hybrid rotation where two students and one faculty will be present in the radiology department at a time. Other students from the group will follow activities remotely, either by Zoom or TEAMS
- When virtual learning is not feasible, the following recommendations should be followed for in-person small group recitations/workshops
 - All workshops must be assigned a room by Ms. Villalona to prevent conflicts
 - The number of students per room will depend on physical distancing policy for that room (Rms 213, 214, 5th floor lab, Rms 203, 204)

- When reserving a room, please notify Ms. Villalona with the expected number of students
- Staggered/rotated scheduling to accommodate smaller class sizes
 - **For example, anatomy lab will have 2 students per table-10 tables. Students will have timed sessions spending measured time at each table. There will be three groups. There will be prosected and labeled specimen on each of the ten tables. Students will be responsible for knowing all labeled structures**
- All in attendance must wear masks
- Students should maintain 6 feet distancing as they are entering the room
 - There should be 6 feet distancing floor stickers
- At end of each day housekeeping will sanitize the rooms used and seal them until use the next day.
- The college will provide sanitizing wipes and supplies to be used in between room use by those using the shared areas i.e. desks, tables, podium.
- Workshops that cannot maintain 6 feet distancing e.g below the knee casting workshop, application of unna boot, orthotic casting workshop, etc should follow these recommendations
 - The instructor should make sure that appropriate PPE is properly donned and doffed
 - Limit unnecessary movement and conversation during class
 - Make sure hand hygiene protocols are followed
 - Avoid sharing materials. If unavoidable, proper hygiene must be maintained
- Students should not be dismissed together at the conclusion of the workshops

4. Policy for Academic Assessment when distance assessment is not possible or desirable.

Logistics

- The exam will need to be given in at least 2 and maybe 3 classrooms depending on the size of the class to allow social distancing, 6 feet between where each student will sit.
- In the case of 2 classrooms (Rooms 203 and 204), for instance, students will be broken up into two groups so that they will know ahead of time which classroom they will going to take their exam. This will be their exam location for all full class exams for the semester.
- Students will download their exams the day before. Any issues with downloading the exam can be taken care of remotely by first contacting the administrators and then the service desk if there are issues that cannot be resolved with the administrators. The service desk will be made aware of the dates of exams as we do now so that there is someone available for remote assistance should it be needed.
- On the day of the exam students will be asked to arrive no earlier than ½ hour before the exam. Depending on the classroom they are assigned to, they will be asked to place their bags and outerwear in their lockers and the then report immediately to the classroom where they will be taking their exam. They will not be allowed to gather in the hallways. To minimize close student traffic while entering the rooms, the following will be done.

- The students taking their exam in room 203 will enter from the door adjacent to Greg Martinez's office. The students taking their exam in room 204 will enter through the door adjacent to the smaller computer lab.
 - Students will no longer be given scrap paper at the door noting their seating assignment. Instead they will enter right into the room and will be directed by a proctor to their seat.
 - The students will be directed to their seats entering into the row only from one end of the row and then must move all the way to the end of the row to the last empty seat. We will continue this way until each row is full. This will help avoid many students passing by each other to get to their seats.
- Students who complete their exams by the half way mark when they are allowed to leave will no longer be able to get up and exit the room; instead they will raise their hand and will be instructed individually when they can leave the room. Students will be instructed (ahead of time) to grab their belongings and leave for their clinic assignments once they leave the room. At the end of the exam students will remain in their seats until they are instructed that they can leave. We can utilize both doors to have students individually leave the room.
 - All in attendance will be required to wear masks while in the room taking exams.
 - To help with additional monitors, we may need to ask faculty from the departments administering the exams to assist. This has already been happening in some cases. In addition, Dean Lisa Lee is offering assistance with monitoring from the Admissions department.

Implementation

- We can start giving exams at the school with the class 2022, Semester V courses. The students of the class of 2022 are already scheduled to be back at school for Clinic and workshops on July 6th, 2020. The first exam is scheduled in the Functional Orthopedics II course on Tuesday, July 21st, 2020. It is a 25-minute exam and a good place to start.
- For the class of 2023 and 2024 we need more information such as when the class will be returning to campus, how many students in the class, how many accommodation students.

5. Policy for Clinical Rotations and other Experiential Learning

- **General Guidance**
 - All students prior to clerkships/externships shall have PPE fitting and proper training on use of PPE and proper hygiene
 - Students will be supervised by a faculty member and/or resident at all times
 - Any student feeling uncomfortable or experiencing any problems should contact the Dean of Clinical Education and Dean of Student Services.
- **Foot Clinics of New York**
 - Students will have access to PPE
 - Can have only one (1) student and one (1) faculty or two 2 students at same time per treatment room
 - All students, faculty, staff and patients are required to wear masks.
 - Any patient requiring Radiology or Phlebotomy services will wait in their assigned treatment room until advised to proceed to designated area.

- Students will not be involved in treatment of any patient that is known COVID-19 positive
- Any student that develops symptoms or tests positive for COVID-19 should seek medical attention and self-quarantine and should contact the Dean of Clinical Education and Dean of Student Services.
- **Hospital based Clerkships**
 - All students, faculty, and residents must follow the assigned institution's guidelines and procedures
 - Any student that develops symptoms or tests positive for COVID-19 should seek medical attention and self-quarantine and should contact the Dean of Clinical Education and Dean of Student Services.
- **Externships**
 - All students must follow the assigned institution's guidelines and procedures
 - Any student that develops symptoms or tests positive for COVID-19 should seek medical attention and self-quarantine and should contact the Dean of Clinical Education and Dean of Student Services.

6. Policy for and related to Travel during COVID-19

The governors of New York, New Jersey, and Connecticut announced that travelers from states with significant community spread of COVID-19 would be required to quarantine for 14 days upon their arrival in the tri-state area. NYCPM has updated its travel policies accordingly:

- **Personal Travel:**
 - Personal travel outside New York, New Jersey, Connecticut, and Pennsylvania requires notification of, but not approval from, your supervisor.
 - Employees returning from a high-risk area should test for COVID-19 within 24 hours of their return to ensure that they are not positive, and may be allowed to return to work without quarantine if they test negative for COVID-19. You must schedule your time off to allow for the test and the results to come back before your return to work. Staff who test positive for COVID-19 must use PTO or other available leave time to cover their mandatory home isolation period.
 - Employees who left for personal travel to a hot spot before quarantine restrictions were put in place are asked to get tested for COVID-19 within 24 hours of their return. Since these staff left before the New York executive order was issued, they will not be charged leave time for the test results to return. However, staff that test positive for COVID-19 must use PTO or other available leave time to cover their mandatory isolation period.
- **Work Travel:**
 - As a reminder, all work-related international and domestic travel is only permissible for essential purposes (e.g. annual conferences are unlikely to be essential). In these very limited and specific circumstances, the Department Chair or supervisor must approve. Additional approval is also required from Michael Trepal, DPM, Vice President for Academic Affairs & Academic Dean and/or Mark Swartz, Vice President for Medical and Professional Affairs at NYCPM, who will work with an appropriate committee of school leadership to review the request based on safety and need.

7. Policy for Shutdown

- The College and the Clinic will continue to monitor all guidance and/or mandates by any New York City, New York State or Federal agency authorized to order or require a temporary shutdown due to a new resurgence of the COVID-19 virus.
- The College is prepared to re-institute virtual or on-line learning for first and second year students. Students assigned to various outside hospitals will follow the guidelines set up by those institutions.
- Clinic operations will be immediately curtailed with reduced staff and hours to treat only emergency care patients, urgent care patients, and all post-operative patients.
- Essential employees will be required to maintain essential functions including, but not limited to security, building maintenance, payroll, information systems and other areas that are required to maintain continuing operations. Where possible, functions that can be handled remotely will be done in that fashion. Executive officers will meet daily via electronic and remote means to constantly evaluate the operations of the two institutions while making sure that the safety and health of the students, patients, staff and faculty are given upmost priority.
- Student Services will work in conjunction with the Finance Department to coordinate any needs or logistics required at the College sponsored housing.
- Communication will be conducted according to both employee and staff guidelines incorporating email, web page updates, and electronic meetings.

8. Other

NYCPM will stay up-to-date on guidance issued by New York State by reviewing the NY Forward website (forward.ny.gov) and applicable executive orders at [governor.ny.gov/executive orders](http://governor.ny.gov/executive-orders) on a periodic basis or whenever notified of the availability of new guidance.

RELATED DOCUMENTS

NY Forward Safety Plan Template

New York State Office-Based Work Guidelines for Employers and Employees

New York State Metrics to Guide Reopening New York

New York State Interim Guide for Office-Based Work during the COVID-19 Public Health Emergency

CDC Links

<https://www.cdc.gov/coronavirus/2019-ncov/community/clean-disinfect/index.html>

<https://www.cdc.gov/coronavirus/2019-ncov/community/colleges-universities/considerations.html>

<https://www.cdc.gov/coronavirus/2019-ncov/community/shared-congregate-house/index.html>

Faculty Essential Workers

https://coronavirus.health.ny.gov/system/files/documents/2020/06/doh_COVID-1919_revisedtestingprotocol_053120.pdf