

SCL Reactivation Planning Template

Revised 7/13/2020

Reactivating on-campus work requires review by VPC member, approval by SCL OVP, and be in compliance with University guidelines: <https://ehs.cornell.edu/campus-health-safety/occupational-health/covid-19>. Complete the following questionnaire. Contact Wendy Franzese, wkf4, with questions or if you need assistance.

1. SCL Unit/Department

2. Unit Head/Director

3. Identify Unit Safety Monitor

The safety monitor is a single individual or core group who will be responsible for implementing changes in compliance with COVID-19 state/university guidelines, developing standard operating procedures for COVID management, and communicating shut-down plans as needed.

4. Describe the work that would be conducted on-campus.

5. Provide desired date(s) for on-campus work to resume.

6. List additional resources required to facilitate either on-campus or hybrid on-campus/remote work, e.g. equipment, supplies, training, space modifications, collaborations, etc. (excluding PPE and cleaning supplies). Identify cost implications.

7. Identify the unit staff who will work on-site; provide their names and NetIDs (can be attached separately). NOTE: All staff will be required to complete EH&S training and be enrolled in the Daily Check In tool before they can return to campus.

8. Identify the specific campus facilities where the work would be done, describing how work-spaces will be physically separated to maintain social distancing requirements. (This should be a room-by-room description or room type: offices, common areas, kitchens, conference rooms, etc)

9. Describe how use of these spaces will be scheduled to keep maximum facility occupancy below the required level, and how scheduling will be coordinated among those using shared or adjacent on-campus facilities (e.g., same wing or floor of a building).

10. Identify whether additional spaces (beyond of the unit's existing workspace) are needed to meet University guidelines; use of these spaces must be coordinated with the SCL Space Advisory Team (contact Nianne Van Fleet, ntv1) and relevant unit heads.

11. Confirm that staff is familiar with and will employ the disinfection protocols as outlined by [EH&S Guidelines Checklist](#).

Confirmed by unit rep(name/netid):

Date:

12. Confirm that staff is familiar with and will adhere to Cornell's guidelines for wearing [face coverings](#), have a firm understanding of their responsibilities, and have the necessary knowledge and resources to meet them. Masks will be provided for staff who need them.

Confirmed by unit rep(name/netid):

Date:

13. If it is essential to include students and/or temporary employees in workspaces, describe that need along with the numbers of students and/or temporary employees involved.

14. Describe or link to a shut-down plan that can be executed within 24 hours if circumstances mandate another shut-down of the University.

Resources

These web sites provide State policy guidelines as well as University reopening guidelines.

Cornell

[University's Novel Coronavirus \(COVID-19\) Updates](#)

[Working During COVID-19 Guide for Employees](#)

[Face Covering and Mask Requirements](#)

[eShop link](#) for PPE and other critical supplies

[Signs and Graphics](#) for workspaces and online use

[Daily Check](#) and [FAQ tab](#)

[SCL's Staff website](#)

NY State

<https://www.governor.ny.gov/sites/governor.ny.gov/files/atoms/files/offices-interim-guidance.pdf>

<https://forward.ny.gov/phase-four-industries>