

Campus \_\_\_\_\_ Location (Building/Room) \_\_\_\_\_

Directions:

1. This questionnaire is intended to help PSC Health and Safety Watchdogs and their friends perform observational walkthroughs of a location—be it a building or floor of a building.
2. For each question, circle the appropriate response: “Yes” or “No”. In you are unable to answer the question, circle “unable”. If the question is not relevant (e.g. an HVAC question in a building with passive ventilation), simply circle “N/A” for not applicable.
3. Email the completed checklist to Watchdogs at [hswatchdogs@pscmail.org](mailto:hswatchdogs@pscmail.org). If you complete a hardcopy, please scan the completed checklist and then email as an attachment.

Specialized checklist - ARTS – Physical distancing		
Satisfied	Source of Guidance	Evidence that the guidelines or recommendations have been met
<b>Mandatory Guidelines</b>		
Yes No Unable N/A	<b>PHYSICAL DISTANCE</b> of at least 6 ft. must be maintained among individuals at all times, unless safety or the core activity requires a shorter distance. Any time individuals must come within 6 ft. of another person, they must wear an acceptable facial covering.	
<b>Recommended best practices to be adopted (NY State)</b>		
Yes No Unable N/A	<b>SMALL SPACES</b> - Prohibit the use of small spaces (e.g. elevators, staff room) by more than one individual at time, unless all individuals are wearing face coverings. If occupied by more than one person, keep occupancy under 50% of maximum capacity.	<b>PRACTICE ROOMS, STUDIOS, TECHNOLOGY LABS:</b> Stagger room use, restrict the number of people allowed to ensure 6 feet of social distancing. Smaller rooms may be designated as solo practice rooms only.
Yes No Unable N/A	<b>SIGN-UP POLICY</b> - Implement lab/facility usage sign-up policy.	Posting a <b>sign-up sheet</b> and the <b>maximum occupancy</b> numbers for practice rooms, studios and technology labs will encourage peer-enforcement of social distancing rules.  Implementing a by-appointment-only policy will aid in controlling numbers and documents those who have been on campus and interacting with others.
Yes No Unable N/A	<b>MODIFY SPACES</b> - Modify or reconfigure spaces and/or restrict the use of classrooms so that individuals are 6 ft. apart in all directions (e.g. side-to-side and when facing one another) and are not sharing workstations without cleaning and disinfection between use.	<b>Ask</b> how your campus will determine room occupancies.  As per CUNY Guidelines, facilities should change each room’s occupancy per the six feet rule. There are a number of ways to do this. Make sure the current configurations of your spaces and their uses are taken into account. Less than optimal ventilation will require larger than six foot margins.

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<p>Yes No Unable N/A</p>	<p><b>SIGNAGE &amp; MARKINGS:</b> Prominently post social distancing markers or signs that denote 6ft. of spacing. If possible, mark 6 ft. circles around workstations.</p>	<p>As per CUNY Guidelines, campuses must post simple clear signage throughout all interior and exterior areas on campus including classrooms and all areas that are unlocked and available.</p>
<p>Yes No Unable N/A</p>	<p><b>REDUCE BI-DIRECTIONAL FOOT TRAFFIC</b> by posting signs with arrows in narrow aisles, hallways or spaces</p>	<p><b>WORKFLOW/TRAFFIC PATTERNS:</b> Traffic patterns and workflow should be modified to facilitate social distancing and minimize sharing of equipment. In areas where bi-directional foot traffic cannot be maintained, it will be necessary to reduce occupancy expectations. Consider how students and other workers move around in your labs, shops and studios. Have a plan for distributing tools or materials to students which minimizes classroom traffic.</p>
<p>Yes No Unable N/A</p>	<p><b>SHIFT DESIGN OF CLASS SCHEDULES</b> to create cohorts or sections of students (e.g. A/B schedule or course sections) to reduce the risk of transmission among students.</p>	<p><b>HYBRID CLASSES:</b> Follow campus guidelines and limitations on hybrid instruction. Consider staggered scheduling for hybrid classes. Break classes into smaller groups for in-person meetings and teach as much as possible online. <b>Discuss with Administration</b> - listing staggered-schedule classes as traditional hybrids may cause confusion. A new designation may be required.</p>
<p><b>Authoritative Recommendations: physical distancing</b></p>		
<p>Yes No Unable N/A</p>	<p><b>CLASSES:</b> Labs, practicums and similar classes requiring close proximity with instructors and shared equipment/tools for lectures, demonstrations and hands-on learning may not be possible while adhering to social distancing guidelines, especially if they cannot be moved to suitable larger spaces.</p>	<p>Review all room layouts and enrollment numbers to confirm that social distancing can be maintained. If not, it is encouraged that these courses are offered in a staggered hybrid format or online.</p> <p>Aerosol emitting activities such as singing or playing a musical instrument, or dance and other physical exertion, may require much larger spaces than normal or may not be safe at all in-person.</p>
<p>Yes No Unable N/A</p>	<p><b>BARRIERS:</b> Where applicable, barriers may be installed where 6 feet of social distancing is not possible. The barrier is in addition to a mask and must be approved by a qualified Health and Safety officer.</p>	<p>CUNY Guidelines suggest strip curtains, cubicle walls, plexiglas or similar materials or other impermeable dividers or partitions. Ideally barriers should be see-through to allow supervision of students. Surfaces should be easy to clean, and not interfere with ventilation.</p>
<p>Yes No Unable N/A</p>	<p><b>PRODUCTIONS/EVENTS/GATHERINGS:</b> Traditional performances with actors and crew in close proximity, even while wearing masks, are not feasible at this time.</p>	<p>Explore other ways to gather and experience art and performance such as virtual galleries, zoom performances and live watch parties of recorded events.</p> <p>In-person events where groups of people gather are strongly discouraged.</p>
<p>Yes No Unable N/A</p>	<p><b>CUNY Guidelines suggest Theaters be initially closed;</b> then move to open with physical distancing and public health protocols; consistent with state guidance on assembly size.</p>	<p>All productions or events should be smaller in size and scope than in previous years. Any live programming (music, theater, film, etc.) of this nature will be more time consuming with new and different challenges to resolve.</p>

<b>Specialized Checklist – ARTS - Protective Equipment</b>		
<b>Satisfied</b>	<b>Source of Guidance</b>	<b>Evidence that the guidelines or recommendations have been met</b>
<b>Mandatory Guidelines</b>		
<b>Yes</b> <b>No</b> <b>Unable</b> <b>N/A</b>	<b>FACE COVERINGS/MASKS</b> - 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 campus.	Masks should be required at all times in indoor spaces occupied by more than one person. If a core activity, such as singing or playing a musical instrument, cannot be accomplished while wearing a mask, consider moving the class online or determine if utilizing physical barriers can maintain safety during the core activity.
<b>Yes</b> <b>No</b> <b>Unable</b> <b>N/A</b>	<b>PROVIDE FACE COVERINGS TO EMPLOYEES</b> who directly interact with the students or members of the public while at work, at no cost to the employee.	As per CUNY Guidelines: Campuses must allow individuals to use their own acceptable face coverings but cannot require employees to supply their own face coverings.
<b>Yes</b> <b>No</b> <b>Unable</b> <b>N/A</b>	<b>ACCEPTABLE FACE COVERINGS</b> include but are not limited to cloth (e.g. homemade sewn, quick cut, bandana), surgical masks, and face shield. However, cloth, disposable, or homemade face coverings are not acceptable for workplace activities that typically require a higher degree of protection for PPE due to the nature of the work (e.g. if working with flammable materials or chemicals, ensure face coverings are flame-resistant).	Use existing OSHA industry standards for guidance. For work that creates dust, particles, vapors, or other hazards to health and safety, professional grade PPE will be required.
<b>Yes</b> <b>No</b> <b>Unable</b> <b>N/A</b>	<b>TRAIN EMPLOYEES</b> on how to adequately put on, take off, clean (as applicable), and discard PPE. See CDC guidance for additional information.	Students wearing disposable PPE will require training as well.  Clean, replace, and prohibit sharing of face coverings and other PPE.  Ask for guidance from the Health and safety Officer on proper disposal of used PPE in classrooms.
<b>Yes</b> <b>No</b> <b>Unable</b> <b>N/A</b>	<b>LIMIT THE SHARING OF OBJECTS</b> , such as tools, equipment, machinery, touchscreens, and vehicles, as well as the touching of shared surfaces; or, require individuals to wear gloves or perform hand hygiene before and after contact.	Cleaning and disinfecting of all shared objects should be required. The use of wipeable or disposable covers could be considered if they do not interfere with the safe operation of equipment.
<b>Recommended best practices to be adopted</b>		
<b>Yes</b> <b>No</b> <b>Unable</b> <b>N/A</b>	<b>CLEANING/DISINFECTING ISSUES</b> - If cleaning or disinfection products or the act of cleaning and disinfecting causes safety hazards or degrades the material or machinery, personnel should have access to a hand hygiene station between use and/or be supplied with disposable gloves.	<b>GLOVES</b> - Trade or medical gloves would be acceptable. Gloves should be disposable or personal property, not shared. Be mindful of proper glove fit when using tools.

Specialized Checklist – ARTS - Hygiene, Cleaning and Disinfection		
Satisfied	Source of Guidance	Evidence that the guidelines or recommendations have been met
<b>Mandatory Guidelines</b>		
Yes No Unable N/A	<b>HYGIENE REQUIREMENTS</b> - 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.	<b>CLEANING LOGS</b> - These logs should be made available for faculty and staff to review. <b>Ask</b> if they will be posted publicly. <b>COORDINATION</b> - Faculty and staff should coordinate with Administration and cleaning staff regarding documentation, responsibilities, and proper cleaning of specialized equipment in studios, labs and shop spaces.
Yes No Unable N/A	<b>HAND HYGIENE STATIONS</b> - Provide and maintain hand hygiene stations throughout the institution, including handwashing with soap, running warm water, and disposable paper towels, as well as an alcohol-based hand sanitizer containing 60% or more alcohol for areas where handwashing is not available or practical.	As per CUNY Guidelines: Campuses should remind individuals that <b>alcohol-based hand sanitizers can be flammable</b> and may not be suitable for certain areas of campus. Examine your shop spaces, studios etc. for possible hazards.
Yes No Unable N/A	<b>Provide and encourage participants to use cleaning/disinfection supplies</b> before and after use of shared and frequently touched surfaces, followed by hand hygiene.	
Yes No Unable N/A	<b>Ensure that equipment is regularly cleaned and disinfected</b> at least as often as employees change workstations.	This guidance should apply to students as well.
Yes No Unable N/A	<b>Conduct regular cleaning and disinfection of facilities</b> and more frequent cleaning and disinfection for high risk areas used by many individuals and for frequently touched surfaces. Refer to Department of Environmental Conservation (DEC) products identified by the Environmental Protection Agency as effective against COVID-19.	Faculty and staff should coordinate with Administration and cleaning staff to ensure the planned cleaning schedule is appropriate for the space, and to ensure that they are provided with appropriate cleaning products for use before, during, and after classes.
<b>Recommended best practices to be adopted</b>		
Yes No Unable N/A	<b>SHARED EQUIPMENT</b> - Shared equipment must include a disinfecting protocol that is posted and clear to all users. Disinfection of shared equipment must occur before and after each use.	Follow manufacturer guidelines and be aware of the distinction between cleaning and disinfecting - both are required.  CUNY Guidelines recommend disposable/wipeable mouse and keyboard covers; consider for electronic equipment the use of alcohol-based or soft cloths sprayed with disinfectant that includes at least 70% alcohol.
Yes No Unable	<b>DISINFECTING SUPPLIES</b> - Disinfecting products and supplies must be available to all rooms. Replenishing of supplies must be maintained.	Departments should confirm purchasing budget for necessary and specific cleaning and disinfecting supplies required for their equipment and spaces.

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N/A		
Yes No Unable N/A	<b>SHARED SUPPLIES</b> - Sharing of supplies is strongly discouraged. If possible, individuals should bring their own supplies and tools. If items must be shared, they must be disinfected before and after each use.	Departments should take this into account when budgeting for classroom and production supplies.
Yes No Unable N/A	<b>CONTROLLED DISTRIBUTION</b> - Professors or staff should distribute supplies and materials to students to minimize classroom traffic and touching of surfaces.	
Yes No Unable N/A	<b>Prohibit food and drink</b> in labs, shops, studios, rehearsal rooms and theaters.	

<b>Specialized Checklist – ARTS - Ventilation</b>		
Satisfied	Source of Guidance	Evidence that the guidelines or recommendations have been met
<b>Recommended best practices</b>		
Yes No Unable N/A	<b>OUTDOOR AIR:</b> As per CUNY Guidelines, wherever possible, campuses will increase ventilation of outdoor air (e.g. opening windows and doors) while maintaining safety precautions.	Weather permitting, meetings could be held outdoors.
Yes No Unable N/A	<b>ENHANCED FILTRATION:</b> As per NY State Reopening Guidelines for Malls, ensure building HVAC system filtration meets the highest rated filtration compatible with the currently installed filter rack and air handling systems, at a minimum MERV-13, or industry equivalent or greater (e.g., HEPA), as applicable, and as certified and documented by a certified HVAC technician, professional, or company, ASHRAE-certified professional, certified retro-commissioning professional, or New York-licensed professional building engineer.	<b>Ask</b> if your campus has a certified HVAC professional on staff. <b>Ask</b> the Administration about filtration improvements in response to COVID-19. Consider the impact of these improvements on spaces which might have specialized ventilation systems instead of, or in addition to, building HVAC systems (e.g. art studios or scene shops).
Yes No Unable N/A	<b>POOR VENTILATION:</b> For classes scheduled in rooms with poor ventilation, consider moving the class to a larger space with access to fresh air and fans or consider offering the class in a hybrid format or online.	<b>ALTERNATE SPACES:</b> Performance and tech classes may seek to use PAC spaces not normally available, provided staff can be available to monitor their safe use and cleaning.

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<p><b>Yes</b> <b>No</b> <b>Unable</b> <b>N/A</b></p>	<p><b>As per CUNY Guidelines, appropriate physical distancing will vary depending on the quality of ventilation in an area . . .</b> Where there is less than optimal outdoor air ventilation in an interior space, physical distancing should perhaps be given a 10 to 12 feet berth.</p>	<p>The activity of the class must also be taken into account. Aerosol emitting activities such as singing or playing a musical instrument, or dance and other physical exertions may not be safe at all, or may require much larger spaces than normal.</p>
<p><b>Yes</b> <b>No</b> <b>Unable</b> <b>N/A</b></p>	<p><b>AIR FILTERS, DUST COLLECTION SYSTEMS:</b> Seek guidance of Health and Safety Officer before using air cleaning systems in addition to the building’s HVAC system when students are present.</p>	<p>The CDC has provided minimal guidance on the use of air cleaning systems during the pandemic. They don’t discourage it for air cleaning in situations where needed (such as a cleaner air shelter during wildfires) but note that it won’t stop the spread of the virus.</p>

<p><b>Specialized Checklist – ARTS - Communication and Other Considerations</b></p>		
<p><b>Satisfied</b></p>	<p><b>Source of Guidance</b></p>	<p><b>Evidence that the guidelines or recommendations have been met</b></p>
<p><b>Recommended Best Practices</b></p>		
<p><b>Yes</b> <b>No</b> <b>Unable</b> <b>N/A</b></p>	<p><b>EDUCATE</b> - All faculty, staff, and students must adhere to all safety protocols including proper hand hygiene, social distancing, and mask usage. All protocols must be posted. All must contribute to peer-enforce safety protocols.</p>	<p><b>Ask</b> if your campus is creating mandatory COVID-19 safety training. (It appears CUNY is providing basic training via Blackboard.) Consider creating department-specific training for faculty, staff and students which is specific to your spaces, equipment and activities.</p>
<p><b>Yes</b> <b>No</b> <b>Unable</b> <b>N/A</b></p>	<p><b>FOR HIGHER RISK STAFF &amp; FACULTY</b> - Offer options to limit exposure risk that could include modified/flexible work schedules, tasks, and telework. For <b>students</b> at a higher risk, offer online opportunities, deadline flexibility, no penalty absences.</p>	
<p><b>Yes</b> <b>No</b> <b>Unable</b> <b>N/A</b></p>	<p><b>SAFETY COMMITTEE AND/OR COORDINATOR</b> - Departments should appoint a committee and/or coordinator to communicate and oversee implementation of best safety practices for faculty, staff and students.</p>	
<p><b>Yes</b> <b>No</b> <b>Unable</b> <b>N/A</b></p>	<p><b>COVID-19 CONTACT PERSON</b> - Each department must create a reporting structure to communicate immediately if any person attending class or activities within your department or area of concentration has tested positive for COVID-19, is displaying symptoms, has been in close contact with someone who tested positive, or may have been exposed within the past 14 days.</p>	<p><b>Ask</b> for campus issued guidelines on reporting.  As per CUNY Guidelines, there should be a Coronavirus Campus Coordinator who will receive information from Coronavirus Campus Liaisons on Covid-19 exposures on each campus.</p>
<p><b>Yes</b> <b>No</b> <b>Unable</b> <b>N/A</b></p>	<p><b>BACK UP PLAN</b> - In the event a faculty or staff member falls ill, have a plan in place whereby a back-up faculty or staff may step in.</p>	

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<p><b>Yes</b> <b>No</b> <b>Unable</b> <b>N/A</b></p>	<p><b>SUPPORT AND COPING</b> - These are difficult times. Encourage employees and students to take breaks from the news and social media. Promote healthy eating, exercise, sleep, and finding ways to de-stress. Promote Zoom social gatherings, online trivia, or other fun activities to boost morale, foster connections and participation while also staying safe.</p>	
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