From the Office of **Human Resources**

December 14, 2021

Protocols for Reporting Covid-19 Cases and Other Safety Measures

Dear Colleagues,

As we approach finals and look ahead to a more in-person Spring 2022 semester, I understand that some faculty and staff members have expressed concern regarding a potential increase in Covid-19 cases on campus. With that in mind, I want to remind you of our Covid-19 prevention guidelines and reporting protocols for faculty and staff, which are on the [Baruch Forward website](#) and outlined on this [flowchart](#).

Please be aware that reporting protocols are different for students. I am the Coronavirus Campus Liaison for faculty and staff, and Art King, vice president for student affairs and dean of students, serves in that capacity for students. In a follow-up message, Art will share with you the protocols that he is reinforcing with students.

We are also developing an awareness campaign to promote our Covid-19 reporting protocols, to include:
- Fact sheets to take away from student-facing offices, administrative units, and academic departments
- Posters displayed in prominent areas
- Digital signage around campus
- Enhanced website presence
- Coordinated social media outreach

Covid-19 Reporting Protocols for Faculty and Staff
In the event that you [have symptoms](#), have a positive Covid-19 test, or have had close contact with someone who has tested positive please adhere to the following procedures.

If you have Covid-19 symptoms

1. Isolate and do not come to work or attend social events.
2. If symptoms persist, get tested with an at-home test, a rapid-antigen test, or a PCR test administered at a non-CUNY site (see resources below).
3. If your test is negative, you may return to work in person.

If you have a positive result from an at-home, a rapid-antigen, or PCR test
1. Contact me at Andrea.Caviness@baruch.cuny.edu so I can review your case and discuss contact tracing questions.
2. Isolate for 10 days from the date of the test result—even if you are vaccinated.
3. I will contact anyone who needs to be advised due to possible exposure **based on the most up-to-date close-contact guidelines**.
4. Additionally, my office will advise your supervisor in the event you are unable to work remotely.
5. Once you have satisfied your isolation requirement and are no longer symptomatic, secure a PCR test from an external testing site; if negative, you can return to work. In lieu of a negative PCR test, you may present a letter from your medical provider that clears you to return to work in person. Submit your test result or clearance letter to me.

If you are in close contact with someone who tested positive for Covid-19
- If you **are not** fully vaccinated, contact me, get tested, quarantine for 10 days from the date of exposure, and secure an external PCR test after the quarantine is satisfied. If symptoms develop or you test positive, you must isolate and advise.
- If you are fully vaccinated, contact me, quarantine for 5-7 days, secure an external PCR test after quarantine is completed, and submit the test results to me. If the test is negative, you can return to in-person work.

Non-CUNY Sites for PCR Testing
Anyone who is sick, has tested positive, or has been recently in close contact with someone with Covid-19 and needs a PCR test should go to a non-CUNY site to be tested to reduce risk of potential exposure to others on campus. Diagnostic tests are available through NYC Covid-19 Express sites, the Covid-19 Test Site Finder, by calling 311, or visiting the NYC Health and Hospitals website.

Maintaining a Safe Campus
To monitor and mitigate the spread of Covid-19, CUNY administers a random testing program for **vaccinated** employees and students accessing CUNY facilities. Each week, a number of randomly selected, vaccinated individuals are contacted (via email from

no-reply@cleared4.org) to be tested. If you are contacted, testing is **not** optional, unless you have a fully remote schedule due to a reasonable accommodation. Visit CUNY's program [FAQ](#) or adnas.com/CUNYhelp for more information.

Since its inception, regular testing of unvaccinated faculty and staff has revealed a positivity rate of 0.2-0.3 percent, which has been consistently one-tenth that of the city's rate. The random testing of vaccinated students, faculty, and staff has produced the same results. Together, these measures tell us that our facilities are much safer than almost anywhere else one can be in New York. Masking is required in all indoor CUNY public places, adding to that level of safety.

Keeping the campus community safe and thriving is our top priority, and to that end, we rely on your participation and adherence to protocols. Please let me know if you have any questions, concerns, or need further clarification on these important guidelines.

Sincerely,

Andrea Caviness
Executive Director, Human Resources