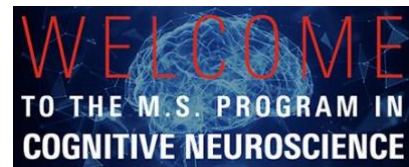


Submitting a Request

- 1- Requests should be sent to your primary advisor. The APO and Director should be cc'ed on all requests.
 - a. The APO will generate a request after your advisor has approved your visit to the Graduate Center. Only the APO and Director can generate a request.
 - b. All requests must be made by the Monday two weeks before you would like to enter the building. **For example**, if you want to enter the building on Thursday, March 25 then the deadline for you to request entry is Monday, March 8.
- 2- The email should indicate:
 - a. Date(s) you would like to enter the Graduate Center.
 - b. Time(s) you expect to be on campus.
 - c. Which room(s) you plan on occupying. This must include room numbers.
- 3- A staff or faculty member must be present with you on campus either physically or virtually. Please keep this in mind when submitting requests. Special requests may be accommodated.
 - a. Only a limited number of people may be in a room at a time. Signage is posted indicating maximum room occupancy. You are expected to follow the signage.
 - b. Students are not able to work with participants without an approved IRB form for low-risk human contact (see attached form below).
 - c. The GC will follow all governmental guidelines regarding travel restrictions and quarantine periods. More details below.

After a Request has been Approved

- 4- Once approved by the campus, the APO will send confirmation to the student.
- 5- The student must then take a one-time training on Blackboard called "Graduate Center New York State Covid-19 Response: Return to Work Training".
 - a. If you have done this already then all you will need is to present proof of completion when entering to the building.
- 6- You must download the Everbridge App and complete a COVID health questionnaire **each time you enter the GRADUATE CENTER on the day you wish to enter.**
 - a. If you receive an "Access Denied" after completing the questionnaire then you will not be granted entry until after you supply a negative COVID-19 test result. There are no exceptions. Please take your time to read all of the questions and answer accurately.
 - b. Please be honest about your health status. Any rescheduling because you are not feeling well is possible and will be accommodated.
- 7- Vaccination status does not exempt students, or anybody, from following the protocol set forth by the Graduate Center. The steps above and the guidelines below must be followed.



- 8- When you go to the Graduate Center, you must present Public Safety with:
 - a. Your GRADUATE CENTER ID card. ONLY your GRADUATE CENTER ID card will gain you entry. You will not be permitted to enter with any other form of identification. If you do not have your GC ID then please contact the APO.
 - b. Proof of completing the Blackboard training for returning to the Graduate Center
 - c. Proof that you completed and passed the Everbridge COVID-19 screening on the day you intend to enter the building.
 - d. A copy or an electronic version of the confirmation email received by the APO.

Entering the Graduate Center

- 9- When you go to the Graduate Center, you must present Public Safety with:
 - a. Your GRADUATE CENTER ID card. ONLY your GRADUATE CENTER ID card will gain you entry. You will not be permitted to enter with any other form of identification. If you do not have your GC ID then please contact the APO.
 - b. Proof of completing the Blackboard training for returning to the Graduate Center
 - c. Proof that you completed and passed the Everbridge COVID-19 screening on the day you intend to enter the building.
 - d. A copy or an electronic version of the confirmation email received by the APO.

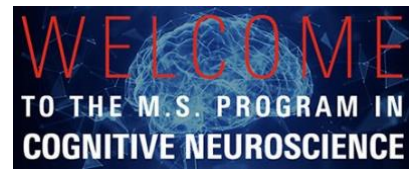
While at the Graduate Center

- 10- You must always wear a mask when you are in a space with another person. Vaccination status does not exempt students, or anybody, from following the protocol set forth by the Graduate Center.
- 11- You must maintain at least 6 feet of distance between yourself and other people. When not possible (as in elevators or corridors), please follow the posted signs and maintain as much physical distance as possible.
- 12- Please use only the rooms you requested. (You may use the restrooms)
- 13- Take advantage of the PPE provided and make sure to sanitize your workspace when you arrive and before you leave.
 - a. The location of PPE will be provided by the APO and EO.
- 14- You must follow all signage posted at the Graduate Center.
- 15- **No eating and drinking in the labs.** The pantries are closed. You may use the restrooms to clean merchandise (including EEG caps).

Below you will find a list of important resources:

- Travel Advisory
 - o <https://coronavirus.health.ny.gov/covid-19-travel-advisory>

Steps for Re-Entering the Graduate Center: STUDENTS



- https://coronavirus.health.ny.gov/system/files/documents/2020/11/interm_guidance_travel_advisory.pdf
- Protocol for Entering the Graduate Center
 - <https://www.gc.cuny.edu/News/All-News/Detail?id=55361>
- Physical Distancing Guidelines
 - <https://www.gc.cuny.edu/News/COVID-19-and-Reactivation-Planning/Reactivation-Plan/Graduate-Center-Campus-Reactivation-Plan/Physical-Distancing-Guidelines>
- Hygiene Guidelines
 - <https://www.gc.cuny.edu/News/COVID-19-and-Reactivation-Planning/Reactivation-Plan/Graduate-Center-Campus-Reactivation-Plan/Hygiene,-Cleaning-and-Disinfection>
- FAQ for CUNY's Health Screening with Everbridge
 - <https://cisweb.cuny.edu/health-screening-app/CUNY-Health-Screening-FAQs.pdf>