

THE BROOKLYN LAW SCHOOL REOPENING PLAN
OPERATING DURING THE COVID-19 PUBLIC HEALTH CRISIS

Issued: June 22, 2020
Revised: July 18, 2020

INTRODUCTION

The unprecedented advent of the “Novel Coronavirus” (“COVID-19”) has presented the Brooklyn Law School community with many challenges which we have been successfully navigating with minimal impact to our educational mission and quality of service. Gradual emergence from the aftermath of the COVID-19 crisis requires careful preparation, which is set forth in this New York State mandated reopening plan.

The purpose of this plan is to provide a framework for returning to operations after the New York State-mandated COVID-19 quarantine.¹ The goal of the framework is to: (1) contain the spread of COVID-19;² (2) protect the Brooklyn Law School community and the public; (3) minimize the effect of safety measures and other precautions on our educational mission; and (4) ensure compliance with applicable federal, state, and local laws. This plan applies to administrators, staff, and faculty (who will be collectively referred to in this plan as “employees”), students, visitors, and third-party vendors who are on the Law School’s premises at 250 Joralemon Street, 205 State Street, and 148-150 Clinton Street. It also applies to the Law School’s rented spaces on the 20th and 21st floors of 111 Livingston Street. The foundation of this plan focuses on the sources of potential exposure including the vents and air circulation systems, lobbies, hallways, classrooms, study areas, cafeteria, event spaces, mail area, meeting rooms, offices, restrooms, and eating areas.

This reopening plan is based on the best available information at the time of publication.³ It will be updated based on any changes in knowledge about COVID-19, or in federal, state, and local mandates and guidelines.

¹ See New York State Executive Order 202.6, dated March 20, 2020.

² See the “Resources” listed in Section VIII at the end of the plan for more information about COVID-19.

³ In addition to the sources listed in the Resources Section, this plan incorporates the “New York State Interim Guidance for Office-Based Work During the COVID-19 Public Health Emergency,” issued May 28, 2020 <https://www.governor.ny.gov/sites/governor.ny.gov/files/atoms/files/offices-interim-guidance.pdf>; “New York State Interim Guidance for Higher Education During the COVID19 Public Health Emergency,” issued June 20, 2020 [https://www.governor.ny.gov/sites/governor.ny.gov/files/atoms/files/Higher Education Detailed Guidelines.pdf](https://www.governor.ny.gov/sites/governor.ny.gov/files/atoms/files/Higher_Education_Detailed_Guidelines.pdf). and “NY Forward Safety Plan Template.”

CORE COVID-19 TEAM AND SITE SAFETY MONITORS

Brooklyn Law School has assembled a small core of administrators to implement and monitor the reopening plan and guide the Law School's reopening efforts. They may be contacted at any time regarding COVID-19 related matters.

Mark Hampton, Executive Vice President for Administration & Finance; Chief Business Officer

mark.hampton@brooklaw.edu

Office: (718) 780-0650

Vice Dean Christina Mulligan

christina.mulligan@brooklaw.edu

Office: (718) 780-7543

Stephanie Vullo, General Counsel and Chief Compliance Officer

stephanie.vullo@brooklaw.edu

Office: (718) 780-0605

Jennifer Lang, Dean of Students

Jennifer.lang@brooklaw.edu

Office: (718) 780-0679

THE REOPENING PLAN

I. ENGINEERING CONTROLS AND SAFETY MEASURES

Responsible Person and Main Contact: Steven Oleksiw, Director of Facilities

Engineering controls are used to isolate employees and students from hazards in the workplace and academic environment without relying on human behavior. The following engineering controls and safety measures will be implemented by the Law School, where possible:

- Increasing air circulation and installing high-efficiency air filters where needed.
- Ensuring the availability of hot water in all restrooms and kitchen sinks.
- Performing ongoing, rigorous sanitization of restrooms, common areas, and anywhere else with significant pedestrian traffic, in accordance with CDC and Department of Health guidelines, which are referenced at the end of this plan. Logs must be maintained that include date, time, and scope of cleaning and disinfecting.
- Promoting physical distance by closing alternate stalls in restrooms, removing selected tables and chairs, and creating one-way staircases where possible.
- Installing motion sensors where possible in doorways, restrooms, classrooms, and offices.
- Installing touch-free amenities such as water fountains, hand dryers, and trash receptacles.
- Installing plexiglass or other dividers to create physical barriers where appropriate, if such barriers do not impede airflow, ventilation, heating, or cooling.
- Ensuring that the proper receptacles are placed throughout the premises and near hand-sanitizer stations for the disposal of face coverings, wipes, and other soiled items.

II. SAFETY PRACTICES

Responsible Persons and Main Contacts: Mark Hampton, Executive VP & Chief Business Officer; Steven Oleksiw, Director of Facilities

A. FACE COVERINGS

Face coverings must be worn by employees, students, and visitors in the common areas of any property owned or operated by the Law School, including 250 Joralemon and its plaza, the 20th and 21st floors on 111 Livingston Street, Feil Hall (205 State Street), and 148-150 Clinton Street. Common areas include lobbies, hallways, meeting rooms,

classrooms, eating spaces, and elevators. Face coverings do not have to be worn when alone in one's office with the door closed. Employees in cubicles and students studying in carrels or at tables, even when six feet apart, must wear face coverings because of their general exposure to others.

Individuals are permitted to use their own face coverings, but if they do not have any, the Law School will provide them at no cost to employees and students. Face coverings will be available at the security desks at 250 Joralemon Street, 205 State Street, and the 20th Floor reception desk at 111 Livingston Street. Face coverings include, but are not limited to, surgical masks, face shields, and anything made of cloth such as a homemade mask, scarf, or bandana. Face coverings must cover the nose and mouth.

Face coverings must be cleaned or replaced daily. Please see the CDC guidance on use and cleaning referenced at the end of this Plan. Face coverings are not to be shared.

Employees and students will be trained on how to properly put on, take off, and care for a face covering. Training will also be conducted on proper disposal of a face covering. Trainings will be conducted by instructional video.

B. HYGIENE, CLEANING, AND DISINFECTION

Hand Hygiene

Employees, students, and visitors must wash or sanitize their hands upon entering the premises, or if they have touched surfaces throughout the day.

Hand soap will be provided in each restroom with running hot water, disposable towels, and a lined garbage can. Only hand soap is effective for soiled hands.

Hand sanitizers will be provided in each open, common area where handwashing with soap may not be available, including entrances, exits, and reception desks. Hand sanitizer must be at least 60% alcohol to be effective in killing the virus.

Handwashing signage will be posted in all restrooms and areas with sinks.

Receptacles marked for the disposal of soiled items must be placed throughout the building.

Gloves

Disposable gloves should be worn when cleaning and when touching or caring for someone who is ill. They are not generally necessary for other activities. Handwashing is best. If gloves are used, hands should be washed after removing the gloves.

Disposable gloves will be available when needed at the security desk at 250 Joralemon Street, 205 State Street, and the 20th Floor reception desk at 111 Livingston Street.

Respiratory Etiquette

Reminders of the proper ways to cover coughs and sneezes will be provided through training by instructional video, mass communication (website, emails), and postings. Tissues will be made available throughout the Law School's premises to aid in the practice of respiratory etiquette.

Surface Cleaning

Wipes and other disinfection supplies will be provided in the building to encourage everyone to disinfect frequently touched surfaces, their materials, tools, workstations, computer stations, printers, keyboards, keypads, telephones, handrails, and doorknobs. These supplies are to supplement, not substitute for, the ongoing rigorous cleaning provided by the facilities and cleaning staff.

Disposable gloves will be available on request, particularly to those for whom using a disinfectant causes irritation to the hands.

Food Consumption

Food sharing will be prohibited, and food and meals are not to be kept in a refrigerator unless in sealed containers. Meals should be brought from home to minimize contamination issues. If lunch cannot be eaten at a workstation or common space, a protocol for sharing space to observe social distancing while eating must be implemented in the affected department or area.

III. PHYSICAL DISTANCING

Responsible Persons and Main Contacts: Mark Hampton, Executive VP & Chief Business Officer; Stephanie Vullo, General Counsel and Chief Compliance Officer

Meetings and gatherings in the workplace and in the classrooms should be done by video or teleconferencing. When that is not possible, the following rules apply for in-person communication and contact.

A. GENERAL RULE

Individuals must always be at least six (6) feet apart, regardless of the setting. The only exception, according to the New York State Department of Health Guidelines, is if the "core activity requires a shorter distance." In that situation, New York City Department of Health must be contacted and consulted before returning to work with additional precautions to protect the health and safety of the individuals, including the use of face shields and appropriate barriers.

B. CAPACITY LIMITS

For essential gatherings, only 50% of the usual maximum occupancy, as set by the certificate of occupancy for a certain area, is permitted until further notice.⁴ This rule applies to lobbies, meeting rooms, classrooms, eating spaces, and elevators, and sets an upper limit; maximum occupancy must be further reduced for any space where suitable, unless physical distancing cannot be achieved at 50% occupancy. It is crucial to restrict the number of individuals allowed in these areas as needed to promote proper physical distancing. The use of stairs will be encouraged, but individuals must still observe the six-foot distancing guidelines.

Essential gatherings will be held in well-ventilated areas with markings, barriers, or other items used to create the necessary six-foot distance of between people.

C. ELEVATORS

Elevators will accommodate no more than four individuals at a time, one per corner, facing away from each other. There will be tape on the elevator floors with arrows pointing in different directions, so the occupants are not facing each other.

D. HALLWAYS AND STAIRWELLS

To reduce bilateral foot traffic, hallways and stairwells will be made one-directional where possible, or separated by tape or arrows to keep pedestrians apart when passing each other, and to maintain six feet of distance when walking behind each other. A separate ingress and egress will be designated for individuals entering and leaving the premises.

E. COMMON AREAS

Distance markers will be used to denote spaces of six feet in commonly used areas or where people congregate, such as reception areas, cafeterias, waiting areas, and copy rooms. Chairs and tables will either be removed or blocked off to maintain six feet of distance when in use.

F. WORKSTATIONS

Employee seating areas, workstations, and desks must be at least six feet apart in all directions. If employees share workstations, those workstations must be cleaned and disinfected between uses. When distancing is not possible, barriers will be erected in accordance with OSHA guidelines. Barrier options include plexiglass or similar materials, cubicle walls or other impermeable dividers.

⁴ Please general information on essential business, please refer to <https://esd.ny.gov/guidance-executive-order-2026#> and "Interim Guidance for Office-Based Work During the COVID-19 Public Health Emergency," issued May 28, 2020.

All non-essential items must be stored in cabinets or drawers, and not on desks, to limit possible viral transmission. Employees should not share any office or personal items.

G. PERSONAL OFFICES

Face coverings should be worn when interacting with someone in a personal office, and six feet of distance must be maintained. Hands should be washed before entering and after exiting offices, and surfaces should be cleaned and disinfected on a regular basis.

H. EVENT SPACE

In-person social events will not be held until further notice. Video or teleconferencing will be used for events, meetings, or gatherings. When social gatherings can safely and lawfully be held, the New York State Reactivation Phases for non-essential gatherings will be followed.⁵ All gatherings will be held in well-ventilated areas with chairs six feet apart and all participants wearing face coverings. Seating arrangements, signs, roped area, and other methods or items will be used to create the necessary distance between participants.⁶

I. MOVEMENT AND COMMERCE

Non-essential professional travel is not allowed until further notice. For essential travel, we encourage everyone to use transportation that minimizes contact and to follow CDC Guidance on protecting oneself when using public transportation.⁷

Non-essential communal areas (such as vending machines and coffee machine areas) will be closed off.

Food deliveries will be left at the security desks for employees or students to pick up.

Areas will be designated for pickups and deliveries, while limiting contact to the fullest extent possible. All major deliveries will be at the loading dock, limiting contact and exposure to the greatest extent possible, with the use of protective equipment.

⁵ The size of non-essential crowd gathering depends on the stage of the Reactivation Phases in New York State. Physical distancing and safety protocol, such as wearing masks, must be adhered to under each Phase. However, the Law School's facilities may not be able to accommodate even the limited amount under each Phase if physical distancing cannot be maintained:

Phase One: No gatherings

Phase Two: Limited to 10 people

Phase Three: Limited to 25 people

Phase Four: Limited to 50 people

⁶ When in-person events and meetings resume, all rooms must be booked through the room reservation system on BLSConnect. The correct space for the event will be determined based on the ability to maintain physical distancing and other factors, depending on the event.

⁷ Please refer to Section X herein on COVID-19 resources.

J. WORKPLACE ACTIVITY

In-persons presence will be limited to essential employees, such as those who work in facilities and maintenance. They will have staggered schedules to promote physical distancing. Non-essential (and some essential, such as Information Technology) employees are encouraged to work remotely until full capacity is allowed in the workplace. Meetings will be held remotely until further notice. When it is permitted for employees to transition from working remotely to working on campus, the return to work will be done in waves, depending on the functions and needs of the department. Hours and shifts will be staggered where appropriate and possible to reduce contact. Individual department heads must prepare, in conjunction with Human Resources, a return to work plan for employees subject to these guidelines. The plans must be approved by the Executive Vice President for Administration and Finance, Mark Hampton, who will oversee the coordination of their implementation.

K. ACADEMIC INSTRUCTION AND CLASSROOMS

For Fall 2020, upper-class instruction will be delivered remotely, except for limited residential coursework for international students and clinic work for clinics and internships that must be performed on campus or at another specific site. First-year class instruction will also be delivered remotely, except that first-year students will have the option of attending one first-year class session per week in person.⁸

When classes are held in person, capacity will be limited to ensure proper distancing with students seated no less than six feet apart in all directions.⁹ Faculty and students must also be six feet apart when interacting. Face coverings must be worn, and contact limited. Separate ingress and egress will be marked for efficient classroom entry and exit, where possible. The hallway areas will be clearly divided by tape barriers, dividers, or other means and signs posted to direct foot traffic in opposite directions and to avoid gathering. Students must use hand sanitizer upon entering and exiting the classrooms. Classrooms will be cleaned and disinfected between uses.

To minimize gathering and contact, classes will be staggered so that there is sufficient time to clean and disinfect the classrooms and give the students sufficient time to enter and exit the floor while maintaining distance. Use of stairs will be encouraged, and elevators will be manually operated to limit use and ensure distancing.

⁸ The course for which on-campus instruction will be provided depends on each student's section assignment and could be any of three first-year Fall courses: Torts, Criminal Law, or Civil Procedures.

⁹ It is anticipated that the largest classroom will accommodate up to approximately thirty (30) at a time.

L. LIBRARY

The library will be closed to the public for Fall 2020. In Spring 2021, the Law School will assess whether it can offer limited, specific hours to members of the public or invited guests by appointment or other means.

M. STUDENT RESIDENCES

The Law School's student apartment-style residences are located at 205 State Street (known as Feil Hall), and 148-150 Clinton Street. These residences are subject to all the rules, requirements, and protocols regarding engineering and environmental controls, safety practices (including frequent cleaning and sanitizing), and physical distancing stated herein, where applicable. Additional protocols specific to Feil Hall are as follows:

Common Areas – Face coverings must always be worn outside of the apartments in the common areas, elevators, lobbies, laundry room, and when visiting other residents, and distancing of at least six feet must be maintained.

Mail Area– No more than five (5) residents will be permitted in the mail area at any give time. Residents must be wearing face masks and maintain a distance no than less than six feet away from each other while in this area.

Laundry Room – The Laundry Room will remain open for twenty-four (24) hours¹⁰ and is limited to three (3) floors per day, with staggered hours. Only five (5) residents are permitted in the laundry room at all times. Residents must wear masks and practice social distancing while in the Laundry Room.

Package Deliveries – Residents will use Building Links to sign for packages remotely before picking them up. Only essential items should be ordered such as school supplies and medicine.

Geraldo's – No more than five (5) residents will be permitted in Geraldo's at all times. Residents must wear masks and practice social distancing while in Geraldo's.

Visitor Policy – Only one visitor per apartment is permitted at a time. Permission to have a visitor must be approved by the Director of Housing, Fortune Attardo. Ms. Attardo must be provided with the visitor's name and date of arrival at least three (3) days beforehand. The visitor will be submitted to a health screening upon arrival according to the procedures set forth in this Plan. The visitor must remain with the resident at all times, and the resident must ensure that the visitor complies with the social distancing and safety protocols set forth in this Plan.

¹⁰ The Laundry Room is monitored by close-circuit camera.

Vendors – All vendors will be subject to health screening, including a temperature check, by security at the front entrance. Vendors are not permitted into the building through any other access.

Testing – All current residents and new residents will be subject to COVID-19 testing to create a baseline of reasonable assurance that the residential community and the Law School at large is providing the safest environment it can at the beginning of the semester. Details regarding testing are in the next section.

Health Screening – Residents are required to complete daily remote health screening. Those who do not cooperate will be contacted and if they leave the premises, will not be allowed to re-enter without health screening clearance.

Quarantine – All students with recent international travel, or who are entering New York from a restricted state¹¹, must self-quarantine for fourteen (14) days either in one of the quarantine apartments set aside at Feil Hall or elsewhere, such as the student's primary residence if it is in the tri-state area.¹² Quarantine apartments at Feil Hall are limited. Students from a restricted state or who have travelled internationally must make alternative plans for the 14-day self-quarantine if quarantine quarters at Feil are unavailable.

Apartments – Residents are responsible for cleaning and sanitizing their apartments according to the CDC and Department of Health Guidelines listed at the end of this Plan.

Moving In and Out – The moving in and moving out process will be staggered to reduce crowd density. Online check-in will be made available to minimize the involvement of multiple parties. Only one family member will be allowed to assist a resident moving in and out. The family member must wear face coverings and gloves. Residents should refrain from bringing unnecessary and big items to make cleaning and sanitizing the apartments easier and efficient. Additional moving in details will be released as soon as possible.

Non-Compliance – Residents have a duty to other residents in the building to ensure that they all live in a safe environment. Therefore, failure to comply with this Plan and the additional rules for Feil Hall will result in the revocation of the student's housing license.

Additional protocols specific to 148-150 Clinton Street are as follows:

Common Areas – Face coverings must always be worn outside of the apartments in the common areas, elevators, lobbies, laundry room, and when visiting other residents, and

¹¹ Please see the New York State COVID-19 Travel Advisory at <https://coronavirus.health.ny.gov/covid-19-travel-advisory>.

¹²The tri-state area consists of New York, New Jersey, and Connecticut.

distancing of at least six feet must be maintained. The vestibule, bannisters, and doorknobs will be disinfected and cleaned daily.

Apartments – Residents are responsible for cleaning and sanitizing their apartments according to the CDC and Department of Health Guidelines listed at the end of this Plan.

Moving In and Out – Please see above.

Please note that in both student residences, roommates are considered members of the same household and are not mandated to maintain physical distancing or wear face coverings unless the individuals so choose.

N. STUDENT ACTIVITIES

In-person student organization activities will not be held until further notice. Video or teleconferencing will be used for student organization events, meetings, gatherings or other activities. The Law School has supplied student organizations with access to Zoom to conduct their activities remotely.

IV. HEALTH SCREENING

Responsible Persons and Main Contacts: Mark Hampton, Executive VP & Chief Business Officer; Stephanie Vullo, General Counsel and Chief Compliance Officer

Anyone who is ill must STAY HOME. If one does not feel ill and comes to work or attend classes, when it is permitted, the following protocol will apply.

A. MANDATED DAILY HEALTH SCREENING

Anyone entering the premises must either complete a screening questionnaire remotely before entering the premises, or respond to questions on the premises at the security desk before proceeding into the premises. The questions are as follows:

1. To your knowledge, have you been in close contact in the past 14 days with anyone who has tested positive for COVID-19 or had symptoms of COVID-19;
2. Have you tested positive for COVID-19 in the past 14 days;
3. Have you experienced any symptoms of COVID-19 in the past 14 days?

Symptoms include, but are not limited to:

- fever over 100 degrees
- shortness of breath or difficulty breathing
- chills and/or muscle ache
- dry cough
- sore throat
- loss of taste or smell
- confusion
- bluish face or lips; and

4. Have you or anyone with whom you have been in close contact in the past 14 days, recently returned from international travel, or from a restricted state to New York State? ¹³

The person performing the screening at the security desk will be trained in the proper CDC, OSHA, and DOH protocols, will have proper protective equipment, and will be at least six feet apart from the employee, student, or visitor when performing the screening. Individuals who passed the screening will be given a green sticker to place on their clothing or another means of identification will be used.

All electronic and paper screenings will go to Louise Cohen, who will serve as the COVID-19 Coordinator for the purposes of monitoring and tracking health conditions on campus. A log of the review of the questionnaires will be maintained.

Employees and students who are suspected of having a fever will have their temperature taken. They may also request to have their temperature taken at the security desk. Employees and students with a temperature reading of 100 degrees or more will be sent home.

We are prohibited from collecting and maintaining records of anyone's temperature readings. We can only record that a temperature was taken.

Information on testing resources will be provided to employees via email and in writing for those unable to quickly access an electronic device. Testing information is also available at the end of this plan.

B. MANDATORY TESTING

Testing helps the Law School assess the pervasiveness of infection and develop containment strategies for the Law School community.

Populations to Be Tested:

For Fall 2020, the following populations must have a diagnostic molecular test (PCR) for SARS-CoV-2 (the virus that causes COVID-19) and report the results as described below:¹⁴

1. All students returning to Feil Hall and 148-150 Clinton Street;
2. All students currently residing in Feil Hall and 148-150 Clinton Street;
3. All students who plan to attend in-person classes and use the library;
4. All employees who work in Feil Hall; and

¹³ Please see the New York State COVID-19 Travel Advisory at <https://coronavirus.health.ny.gov/covid-19-travel-advisory>.

¹⁴ The Law School does not use antibody testing, which indicates prior exposure and not current status.

5. All faculty and staff who intend to have an ongoing physical presence at 250 Joralemon Street and on the 20th and 21st floors of 111 Livingston Street.

Testing is also strongly recommended for individuals who do not fall within one of the categories above. Such individuals may have to be on the premises occasionally and testing provides another level of safety for the Brooklyn Law School community.

Deadlines to Submit Testing Results:

1. Students returning to Feil Hall or 148-150 Clinton Street must submit, before the move-in period (which begins August 17, 2020), proof of a negative test conducted between August 1 and August 14;
2. Students who currently reside in Feil Hall or 148-150 Clinton Street must submit, before August 17, 2020, proof of a negative test conducted between August 1 and August 14;
3. All staff working in Feil Hall must submit, no later than August 17, proof of a negative test conducted between August 1 and August 14;
4. Students who do not live in Feil Hall or 148-150 Clinton Street, but who plan to attend in-person classes and use the library must submit, no later than August 30, proof of a negative test conducted between August 14 and August 28; and
5. All faculty and staff who intend to have an ongoing physical presence on the Law School's premises must submit, no later than August 30, proof of a negative test completed between August 14 and August 28.¹⁵

Test Submission

Test results must be submitted for clearance to Louise Cohen, our COVID-19 Coordinator, at covidcoordinator@brooklaw.edu, a confidential email address to which only Ms. Cohen will have access.¹⁶ All insurance companies are required to cover COVID-19 testing; however, anyone having difficulties obtaining a test can contact one of the free testing sites listed at the end of this Plan.

Positive Results

Anyone who has a positive test result will not be permitted on the Law School's premises and will be subject to the protocols below in Section C.¹⁷

¹⁵ Classes begin August 31, 2020.

¹⁶ The results of the tests will be kept in a safe and confidential manner. Ms. Cohen will alert the Responsible Persons listed in this section of a positive result so that immediate action can be taken to contain the spread of the virus and ensure that the affected individual seeks medical care.

¹⁷ Students currently living in Feil Hall may quarantine in Feil, either in their current apartments or in one of the apartments set aside for quarantine.

Follow-Up Testing

In addition to the initial testing of the full campus population prior to the semester, it is necessary to engage in later testing to determine and address any community exposure over time. Follow-up batch¹⁸ testing will be conducted within fourteen (14) days after the initial reopening testing and periodically thereafter during the Fall semester (and Spring semester if necessary) at the Law School's expense. Participants will be selected at random. Ms. Cohen will notify the selected individuals and provide details regarding, among other things, the timing and location of the test.

B. EMPLOYEES AND STUDENTS WITH COVID SYMPTOMS AND COVID-19

Employees and students: (1) who have answered "yes" to any of the COVID-19 questions; (2) whose responses to the questionnaire change; (3) who begin to experience any of the COVID-19 symptoms; or (4) who have been diagnosed with COVID, MUST immediately contact the security desk and Louise Cohen at (718) 780-0377, (347) 821-8904, or covidcoordinator@brooklaw.edu, and report immediately to a health care provider for testing, an assessment, and possible treatment. Ms. Cohen will report all positive COVID-19 cases to the New York City and New York State Departments of Health.

The affected individual will be immediately isolated from others if they are on the premises, and arrangements will be made to transport the individual to their home or medical provider safely.

If the affected individual was on the premises when experiencing COVID-19 symptoms, all areas with which the individual came into contact will undergo immediate disinfection, and the individuals in those areas at the same time(s) may also have to be quarantined.

Self-Quarantine

Anyone in the following categories must self-quarantine for a minimum of fourteen (14) days before physically returning to the Law School's premises:

1. Individuals who have COVID-19 symptoms and either tested positive or did not have a test;
2. Individuals who do not have COVID-19 symptoms, but test positive for COVID-19;
3. Individuals who have had close contact with someone with COVID-19, whether they are symptomatic or not; and
4. Individuals who have returned to New York from international travel or a restricted travel state.¹⁹

¹⁸ Batch testing combines samples from several people and tests the samples all at once for COVID-19.

¹⁹ Please see the New York State COVID-19 Travel Advisory at <https://coronavirus.health.ny.gov/covid-19-travel-advisory>.

If an employee is critical to the operation of the office and cannot serve the minimum quarantine period, the New York City Department of Health must be contacted and consulted regarding the minimum number of days the employee can be quarantined before returning to work with additional precautions.

Students in residential housing who must quarantine can do so at their permanent homes, provided they can safely return to their homes and can isolate from other individuals; in their Law School residential apartments; or if they are unable to quarantine in their apartment because of a shared bathroom and kitchen, which could facilitate the spread of the virus, may quarantine in one of the apartments set aside by the Law School. If no such apartments remain available, the New York City Department of Health has agreed to place quarantined individuals in hotel rooms at the City's expense.²⁰ Students who need to quarantine should contact Louise Cohen at (718) 780-0377, (347)821-8904 , or covidcoordinator@brooklaw.edu, and Fortune Attardo, the Director of Housing, at fortune.attardo@brooklaw.edu.

Protocols have been established to assist the quarantined students with food deliveries, mail, laundry, and cleaning supplies, as needed.

Employees and students who have quarantined, or who have been absent due to COVID-19 concerns, must provide medical certification of their ability to return to work or to the classroom if they plan to be on campus. Such certifications must be submitted to Louise Cohen at covidcoordinator@brooklaw.edu.

C. TRACING AND TRACKING

To help contain the spread of COVID-19, Louise Cohen (primary contact) and Jungsoh Kim (back-up) have been trained and are responsible for:

- (1) informing the New York City Department of Health Tracing and Tracking Unit and the New York State Contact Tracing Program when someone at the Law School tests positive for COVID-19²¹;
- (2) providing the contact information of all individuals who entered the site dating back forty-eight (48) hours before the employee, student, or visitor first experienced COVID-19 symptoms or tested positive, whichever is earlier; and
- (3) (a) informing Mark Hampton, the Executive Vice President for Administration & Finance, regarding where the affected individual has

²⁰ Please call the New York City Department of Health (844) 692-4692 to arrange for a hotel room free of charge.

²¹ Confidentiality will be maintained as required by federal, state, and city laws and regulations. All medical information will be maintained in a secure manner separate from student records and personnel files and shared only with the public health agencies as required by law.

been throughout the premises at 250 Joralemon Street and 111 Livingston Street; and

(b) informing Fortune Attardo, the Director of Housing, if the affected individual lives in or has had contact with Feil Hall (205 State Street) or 148-150 Clinton Street.

The New York City and New York State Departments of Health tracers and trackers identify, trace, and notify all individuals who may have had contact with an employee or student diagnosed with COVID-19.

Individuals who are alerted by the Department of Health are required to self-report to the Law School at the time of notification and are prohibited from returning to the Law School until they have self-quarantined.

V. ACCOMMODATIONS FOR THOSE UNABLE TO RETURN TO WORK OR CLASS

Responsible Persons and Main Contacts: Stephanie Vullo, General Counsel and Chief Compliance Officer; Louise Cohen, Reasonable Accommodations Coordinator

For Fall 2020: (1) all employees are encouraged to work remotely unless their jobs necessitate a physical presence, such as essential employees (security and facilities); and (2) academic instruction will be delivered to upper-class students remotely, except for the first-year class, which will have the option of attending class session in person as outlined in Section III (k).

If and when in-person work and academic instruction gradually resumes after Fall 2020 (which depends on local, state, and federal guidelines), employees and students who cannot return to 250 Joralemon Street and the 20th and 21st Floors of 111 Livingston Street because of a COVID-19 susceptibility based on a pre-existing health condition, must seek a reasonable accommodation based on a disability.²² They must contact Louise Cohen at (718) 780-0377, (347) 821-8904, or louise.cohen@brooklaw.edu.

Students who do not qualify for a reasonable accommodation based on a disability, but who do not feel comfortable returning to in-person classes, should contact Jennifer Lang, the Dean of Students, to discuss their concerns. The contact information is on Page 3 of this Plan.

Employees who do not qualify for a reasonable accommodation based on a disability, but who do not feel comfortable returning to the premises, should contact Matt Burns, Director of Human Resources, to discuss their concerns. He can be reached at matthew.burns@brooklaw.edu.

²² Please refer to the Policy Page on BLSConnect for information on the reasonable accommodation procedures. <https://blsconnect.brooklaw.edu/administrative/policies/Pages/default.aspx>.

VI. SHUTDOWN PROCEDURES

Responsible Persons and Main Contacts: Michael Cahill, President and Dean; Christina Mulligan, Vice Dean; Mark Hampton, Executive VP & Chief Business Officer

All non-essential in-person work and academic activity will cease at 250 Joralemon Street and on the 20th and 21st floors of 111 Livingston Street, and all essential operations and academic instruction will be conducted remotely, when:

1. Based on the number of COVID-19 cases, or using other health-related criteria, the New York City or New York State Department of Health orders the cessation of all in-person activities at Brooklyn Law School to contain the transmission of COVID-19 among students and employees; or
2. Local, State, or Federal action mandates a reduction in the workforce and a public quarantine.

The cessation of all operations will not apply to essential personnel,²³ who will have a minimal presence at the Law School to sufficiently protect and maintain the physical premises.

The building at 250 Joralemon and the two floors at 111 Livingston Street will be disinfected and cleaned before closure and access will be restricted to security and facility personnel.

The student residences at 205 State Street and 148-150 Clinton Street will remain open and students who elect to remain in their apartments will follow quarantine procedures and all other relevant measures in this Plan.

Notification of the shutdown will be transmitted to the Law School community by the President and Dean of the Law School, Michael Cahill, who will work with External Affairs and any other relevant members of the administration to swiftly communicate notice.

VII. MANDATORY COMPLIANCE

Responsible Persons and Main Contacts: Mark Hampton, Executive VP & Chief Business Officer; Stephanie Vullo, General Counsel and Chief Compliance Officer

Employees and students must comply with this State-mandated Plan and the Federal and State protocols. Failure to observe this Plan will be investigated and disciplinary action may be pursued if warranted. The failure of residential students to comply with the Law School's COVID-19 protocol may result in the cancellation of their housing licenses.

Failure to comply with this State-mandated Plan may also expose the Law School to fines of up to \$10,000 for failing to follow physical distancing protocols after State inspection.

²³ "Essential personnel" includes security, facility operations, maintenance, and information technology.

Any complaints regarding non-compliance with the Reopening Plan should be directed to the Responsible Persons listed for each section or any member of the Core COVID-19 Team.

VIII. EDUCATION AND COMMUNICATIONS

Responsible Persons and Main Contacts: Mark Hampton, Executive VP & Chief Business Officer; Stephanie Vullo, General Counsel and Chief Compliance Officer; Clorinda Valenti, Executive Director of Communications

The Brooklyn Law School COVID-19 page on the BLS website will provide updated COVID-19 information at www.brooklaw.edu.

Remote Training will be provided on a videoconferencing platform.

Periodic email reminders on safe practices will be communicated to the BLS Community along with a list of resources.

Signage on prevention, safe practices, and other guidance will be posted through the premises owned and operated by Brooklyn Law School.

IX. EMPLOYEE AND STUDENT AFFIRMATION AND COVID-19 HOUSING LICENSE ADDENDUM

Employees must sign the electronic affirmation distributed with this Reopening Plan, affirming they have read and understand their obligations under the Plan.

Prior to moving to Feil Hall, 148-150 Clinton Street, or returning to in-person classes or the library, students must sign the affirmation distributed with this Reopening Plan, affirming they have read and understand their obligations under the Plan.

All students who executed housing licenses before the start of the pandemic and government-mandated shutdown, must, by August 15, execute a COVID-19 Housing License Addendum prior to moving into any of the Law School's residences, or by August 1, if you are currently living in one of the residences and will remain for the 2020-2021 academic semester.

X. COVID RESOURCES

New York State Department of Health COVID-19 Website.
<https://coronavirus.health.ny.gov/home>.

Centers for Disease Control and Prevention COVID-19 Website.
<https://www.cdc.gov/coronavirus/2019-ncov/index.html>.

Occupational Safety and Health Administration COVID-19 Website.
<https://www.osha.gov/SLTC/covid-19>.

CDC Interim Guidance for Preventing the Spread of COVID-19 in Homes and Residential Communities. www.cdc.gov/coronavirus/2019ncov/hcp/guidance-prevent-spread.html.

CDC Guidance for Cleaning and Disinfection. https://www.cdc.gov/coronavirus/2019-ncov/community/pdf/Reopening_America_Guidance.pdf.

CDC Guidance on Face Coverings. <https://www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/cloth-face-cover.html>.

CDC Guidance on Protecting Yourself When Using Transportation. <https://www.cdc.gov/coronavirus/2019-ncov/daily-life-coping/using-transportation.html>.

DOH COVID-19 Testing, which will help you find a testing site near you. <https://coronavirus.health.ny.gov/covid-19-testing>.

CDC COVID-19 Symptoms. <https://www.cdc.gov/coronavirus/2019-ncov/about/symptoms.html>.

XI. FREE TESTING RESOURCES

Housing Works Downtown Brooklyn Health Center

120 Lawrence Street, Brooklyn, NY 11201
(718)277-0386 Free Diagnostic Testing

CityMD Urgent Care- Cobble Hill

228-230 Court St, Brooklyn, NY 11201
(718) 280-5362
Free Diagnostic Testing (Third-Party Verified) Screening Required

CityMD- Brooklyn Heights

135 Montague St, Brooklyn, NY 11201
(646) 346-7918
Free Diagnostic Testing (Third-Party Verified) Screening Required

CityMD Urgent Care -Boerum Hill

457 Atlantic Ave, Brooklyn, NY 11217
(718) 530-1144
Free Diagnostic Testing (Third-Party Verified) Screening Required

NYC Health + Hospitals/Gotham Health, Cumberland

100 North Portland Avenue, Brooklyn, NY 11205
(844) 692-4692 Free Diagnostic Testing (Third-Party Verified) Screening Required

NYC Health + Hospitals/Gotham Health, East New York

2094 Pitkin Avenue
Brooklyn, New York 11207

718-388-5889

Monday – Friday, 9 a.m. – 3:30 p.m.

No appointments necessary

NYC Health + Hospitals/Ida G. Israel Community Health Center

2925 W 19th Street

Brooklyn, New York 11224

844-NYC-4NYC

Monday – Saturday, 8 a.m. – 4:00 p.m.

No appointments necessary

NYC Health + Hospitals/Gotham Health, Jonathan Williams Houses

333 Roebling Street

Brooklyn, New York 11211

Monday – Saturday, 9 a.m. – 3:30 p.m.

No appointments necessary

NYC Health + Hospitals/Kings County

451 Clarkson Avenue

Brooklyn, New York 11203

718-245-3131

Monday – Friday, 9 a.m. – 3 p.m.

No appointments necessary

NYC Health + Hospitals/Woodhull

760 Broadway

Brooklyn, New York 11206

718-963-8000

Monday – Friday, 9 a.m. – 4 p.m.

No appointments necessary

Brooklyn Army Terminal

140 58th Street

Brooklyn, NY 11220

Monday – Sunday, 9 a.m. – 7 p.m.

No appointments necessary

Red Hook Recreation Center

144 Bay Street, Brooklyn, NY 11231

Monday – Sunday, 9 a.m. – 7 p.m.