

RE-ENTRY INFORMATION SHEET

Campus Hours

The building will be open certain hours and students will be allowed on-site for certain hours to ensure time for cleaning. Both campuses will be **CLOSED ON FRIDAYS**.

CAMPUS	DAYS	CAMPUS HOURS	STUDENT ACCESS HOURS
BRONX	Monday-Thursday	8:00 am – 10:15 pm	8:30 am – 10:00 pm
BRONX	Saturday	8:30 am – 4:00 pm	8:30 am – 3:45 pm
MANHATTAN	Monday-Thursday	8:00 am – 10:15 pm	8:30 am – 10:00 pm
MANHATTAN	Saturday	8:30 am – 4:00 pm	8:30am – 3:45 pm

We are encouraging all students to continue all transactions virtually, but if you feel that you must come to campus to see someone, ***you must have an appointment***. There will be NO onsite appointments on Fridays and Saturdays. Below are the department hours and the hours during which you can make an appointment to see a department representative.

For example, you may speak to a Student Services advisor as late as 7:00 pm on a Thursday, virtually, but the last appointment on-site will be 5:00 pm on a Thursday.

CAMPUS	DAYS	DEPARTMENT HOURS	APPOINTMENT HOURS
BRONX	Monday and Thursday	10:00 am – 7:00 pm	10:00 am – 5:00 pm
BRONX	Tuesday and Wednesday	10:00 am – 6:00 pm	10:00 am – 4:00 pm
MANHATTAN	Monday and Thursday	10:00 am – 7:00 pm	10:00 am – 5:00 pm
MANHATTAN	Tuesday and Wednesday	10:00 am – 6:00 pm	10:00 am – 4:00 pm

The following departments will be open to assist students, by phone or Zoom, on the first and third Saturday of every month, from 10:00 am – 2:00 pm: Admissions, Bursar, Financial Aid, Registrar, Student Services.

You will be required to complete the health screening questionnaire mentioned above before you are allowed to access the campus. This is the case whether you are coming to class or have an appointment.

You will receive direct communications from departments, such as the Registrar, with instructions on how to perform certain transactions, such as picking up your degree.

Learning Commons: Library, LEC, Mentor Program

On-campus services will be available by appointment. Writing and Math Tutors, Librarians and Peer-Mentors are all available virtually. Specific hours will be posted at the beginning of the fall term. For more information, visit each department's website, or email learning commons@mcny.edu.

PLEASE DO NOT:

- Come to school if you are sick
- Use elevators or bathrooms in excess of posted occupancies
- Eat or drink in the classroom

PLEASE DO:

- Complete Daily Health Screening before arriving on campus (<https://forms.mcny.edu/screening>) THIS LINK IS ALSO ON THE MCNY WEBSITE (click on health screening on the first page).
- Wear Face Coverings
- Use Hand Sanitizing Stations
- Maintain Social Distance
- Carry your MCNY ID
- Adhere to campus access hours
- Eat only in designated areas such as the student lounge, and follow maximum capacity guidelines and social distancing
- Follow posted directional arrows in narrow hallways
- Bronx: Check-in on 2nd floor
- Sign up for the Emergency Alert system to receive up to date information about any emergency closings. Go to the following link: <http://www.mcny.edu/alert>
- Check your MCNY email daily for information and updates
- Check the MCNY website, COVID page for weekly updates
- Watch the video below:

- <https://youtu.be/MD0CIDtxceE>

Dynamic Forms - Form Campus | x +

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* = required field

MCNY METROPOLITAN COLLEGE OF NEW YORK
FOUNDED BY ALBERT COHEN IN 1954

Health Screening Form

All individuals accessing the MCNY campus must complete the health screening form prior to entering the Bronx or Manhattan campus. Please check the boxes next to each accurate statement.

- I have not exhibited COVID-19 symptoms in the past 14 days (See COVID-19 Symptom List)
- I have not received a positive COVID-19 test in the past 14 days
- I have not had close contact (10 minutes with less than 6ft separation) with a confirmed or suspected COVID-19 case in the past 14 days

Next

<https://forms.mcny.edu/screening>

QUESTIONS AND ANSWERS REGARDING RETURN TO CAMPUS

The following are some questions and answers you may find helpful:

1. What do I do if I have COVID or have come in contact with someone who has the virus?

If a student, faculty or staff tests positive for COVID-19, we must immediately notify state and local health departments and cooperate with contact tracing efforts, including notification of potential contacts, such as workers or visitors who had close contact with the individual, while maintaining confidentiality required by state and federal law and regulations.

All students are being asked to complete the online health screening survey to ensure that you come to campus **ONLY** if you clear certain questions. If you are not feeling well, do not come to campus. Instructors will work to accommodate you. Below is what the health screening will say:

All individuals accessing the MCNY campus must complete the daily screening form prior to entering the Bronx or Manhattan campus. Please check the boxes next to each accurate statement.

- I have not exhibited COVID-19 symptoms in the past 14 days ([CDC COVID-19 Symptom List](#))
- I have not received a positive COVID-19 test in the past 14 days
- I have not had close contact (10 minutes with less than 6ft separation) with a confirmed or suspected COVID-19 case in the past 14 days

2. Who do I alert if I believe I am sick or have symptoms of coronavirus?

MCNY has designated central points of contact (for employees and students separately), to receive and attest to having reviewed all screening activities, with such contacts also identified as the party for individuals to inform if they later test positive for COVID 19.

If you are sick or have symptoms, please get tested and do not come to school.

If you test positive, after you have been on-site for a class or appointment, please notify us by sending an email to notifications@mcny.edu.

3. Will face coverings or masks be required?

Yes, face coverings will always be required while on campus.

All students will be required to follow CDC hygiene guidelines, including frequent hand washing. The college has installed hand sanitizer stations at various locations on each floor.

4. How do I obtain an ID, since we have not been on campus?

Due to the new COVID-19 entrance procedures, all MCNY ID cards will be reissued during the first two weeks of the semester within the Campus Commons. Please bring your MCNY ID card to exchange it for a new MCNY ID card. Students that have not been issued an MCNY ID Card will receive their MCNY ID card during their first visit to campus as they enter the campus.

5. What regulations and requirements will be enforced to reduce the risk of spreading COVID 19 on campus?

All students, employees, and faculty will be asked to wear masks and comply with social distancing.

Students will not be allowed to eat in the classroom but may utilize the student lounge. The lounge is also set up to accommodate a maximum number of students.

Failure to follow the safety rules **will lead to a request to exit the building.**

The facility and classrooms have been reconfigured to ensure distancing.

6. Will testing be available on site?

Testing will not be available on site

7. Where can I get tested?

Below are the sites to refer to for testing.

www.nychealthandhospitals.org/covid-19-testing-sites/

www.coronavirus.health.ny.gov/find-test-site-near-you

8. How will we practice social distancing in classrooms and other common areas of campus?

The spaces have been re-configured in accordance with the regulatory guidelines. We ask that all students be respectful of each other's space and acknowledge that this will take some time to get used to.

9. How will students be notified about new COVID 19 cases and the spread?

We will be working with the Department of Health do address any positive cases and seeking their guidance.

10. How will the college handle remote classes, office hours and tutoring?

Most of the courses are being taught online. A percentage of the classes are hybrid classes, which means the class meets on campus one week and via zoom the next. That means seven (7) in-person classes and seven (7) classes via Zoom. If you are not able to make the on-campus sections, please discuss it with your instructor.

All departments will continue to operate virtually and will have limited staff on-site daily, Monday through Thursday. All on-site meetings with students will be done by appointment to keep the number of students on-site at an acceptable level. ***WE STRONGLY ENCOURAGE ALL STUDENTS TO CONDUCT BUSINESS VIRTUALLY.*** Please schedule an appointment for all on-site transactions.

11. Will I have to respond to the health screening survey prior to arriving for an appointment?

Yes, you cannot enter the campus for class OR an appointment with a staff member without completing the health screening questionnaire. You will need your ID to access the building and the ID will be scanned upon entry. Security will not allow you into the building if (a) you have not completed the health pre-screening survey or (b) the health screening indicates you should not come into the building.

12. What virtual resources will be available?

Over the past six months, we have learned a lot about students' needs and the technology and processes that will help us to meet those needs. All staff members will continue to serve students via Zoom and instructors will continue to use Zoom and Moodle as the primary instructional resources.

13. Who do I contact if I have questions?

If the question has to do with course content, assignments, or the course format, please contact the instructor.

If the question relates to re-entry, contact the Dean of Students, Cibarra@mcny.edu.