



Reducing the Risk

Fordham Law School Safety Guidelines 2020

Updated August 24, 2020

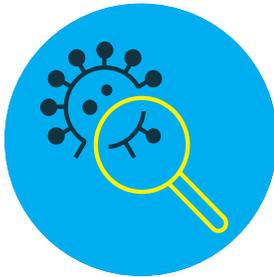
We're in This Together

In this document, you will find detailed information about Fordham Law School's plan to mitigate the spread of COVID-19 on our campus. Consistent with Fordham University's [Fordham Forward](#) plan, our approach is based on government health and safety guidelines, and it reflects best practices and current scientific understanding of the virus. From testing, screening, and contact tracing to making crucial changes to our HVAC systems and enhancing our facilities, we have implemented a wide range of measures aimed at creating a learning environment that promotes the health of our students, faculty, and staff.

Creating a safe environment is a shared responsibility, and we are counting on every member of our community to play an active role. This means wearing face coverings, following the safety rules, and supporting one another in this effort. It also means being cognizant of how individual behavior outside the Law School building can impact all of us. The health and well-being of our community depends on each and every one of us.

Our Plan

Fordham Law School's safety plan is based on the hierarchy of controls recommended by the Centers for Disease Control's National Institute for Occupational Safety and Health. Our layered approach is made up of six interconnected strategies:



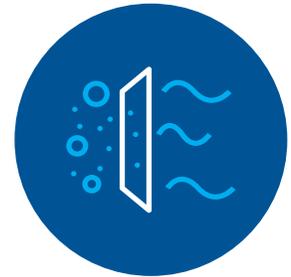
Hazard Elimination

Stopping the spread through testing, screening, and tracing



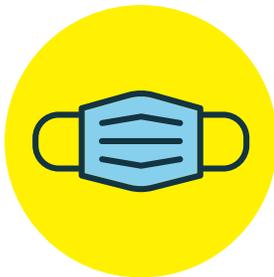
De-Densification

Reducing the number of people in the building



Engineering Controls

Filtering the air, cleaning surfaces, and enhancing our facilities



Personal Protective Equipment

Covering our faces to protect all of us



Administrative Controls

Making changes to the way we work and study



Beyond the Classroom

Acting responsibly outside the building to keep our community safe



The Ram Pledge

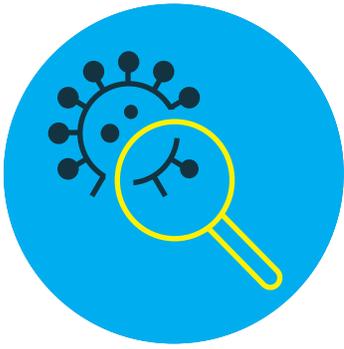
All students, faculty, and staff are required to adhere to the Ram Pledge, Fordham University's agreement of community responsibility. Face coverings, social distancing, and holding one another accountable are a priority as we all work together to mitigate the risk of COVID-19. Failure to adhere to the Ram Pledge will be considered a violation of the code of student conduct. Please review and, if you have not already done so, [electronically sign](#) the statement below:

As a member of the Fordham community, I take the following actions on and off campus to help safeguard the students, faculty, and staff at the University:

- I will wear a mask/face covering at all times when in public places on the Fordham campus, both indoors and outdoors, and when taking part in University activities off campus;
- I will wash my hands frequently and thoroughly (for 20 seconds, minimum), especially after contact with surfaces and items in public areas, after eating, coughing, sneezing, or wiping one's nose;
- I will maintain appropriate social distancing at all times on and off campus;
- I will self-monitor for COVID-19 symptoms, and complete daily VitalCheck screenings;
- I will follow the directions of University officials regarding face coverings, testing, screening, and quarantine (if necessary), and cooperate with the University's contact tracing efforts, if called upon to do so;
- I will follow University protocols for COVID-19 testing, and report results promptly, if those tests are conducted by my personal physician or other non-University healthcare provider;
- I will follow Fordham's and New York state's isolation and quarantine protocols;
- I will follow University and public health guidance regarding the seasonal influenza vaccine when it becomes available, and regarding a COVID-19 vaccine once a medically recommended vaccine becomes available (accommodations will be considered for those who request them);
- I will comply with all signage and rules regarding access to campus buildings and ingress, egress, and seating in those buildings;
- I will abide by University protocol for campus visitors, and will ask them to submit to COVID-19 screening as required by Fordham officials;
- Fordham is taking exhaustive measure to protect the campus community, and I understand that COVID-19 poses a serious threat to health and safety.

I will make conscious choices, on and off campus, to help to limit the spread of COVID-19 to others in the community. I will act in the spirit of a person for others, knowing that I am helping to protect the campus community from illness.

If you have questions about the Ram Pledge, please [contact](#) the Office of Student Affairs.



Stopping the spread through testing, screening, and tracing.

Your Responsibility

- Comply with all University testing requirements
- Complete daily screenings through VitalCheck
- Participate in contact tracing

Highlights

- Every employee and student must comply with Fordham's testing requirements
- Every employee and student must complete a daily prescreening through VitalCheck in order to gain entry to the campus
- Individuals may be prohibited from entering based on specified circumstances (see "Screening," below)
- If someone falls ill while in the Law School building, they must leave immediately. If they cannot do so, Room 1-02 will serve as a temporary isolation room
- Every employee and student must participate in the University's contact tracing program

The Details

Hazard elimination is the first step in mitigating risk. If a hazard does not exist, it cannot harm anyone. In the absence of a vaccine, which will be the most effective hazard elimination option, we must rely on testing, screening, and contact tracing to ensure that people carrying the virus and their close contacts do not come to campus.

Testing:

- For up-to-date details, see the University's FAQ on testing.

Screening:

- Every employee and student coming onto campus must complete a daily prescreening, which will either authorize or bar entry into Fordham buildings for that day. The screening tool will prohibit entry in specified circumstances, including if an individual:
 - Has tested positive for COVID-19 within a specified time period
 - Is awaiting results of a COVID-19 test
 - Has specified symptoms of COVID-19

- Lives with someone who has, or is suspected of having, COVID-19
- Has had close contact with someone who has, or is suspected of having, COVID-19 (the screening tool will provide detailed guidance on what constitutes "close contact")

Contact tracing:

- The Law School is participating in the University's contact tracing program.

DE-DENSIFICATION



Fewer people = less risk,
so we've limited the number
of faculty, staff, and
students in the building.

Your Responsibility

Use the building only for

- Attending in-person classes
- Studying in designated reserved study spaces

Highlights

- The Law School has de-densified the building by minimizing the number of people taking classes and studying, and by canceling special events
- Students have been provided the option of an all-online schedule
- Many faculty and staff will be working remotely
- Access to and use of the building will be strictly controlled

The Details

In the context of COVID-19, reducing the density of indoor spaces is critical.

Consistent with the Fordham Forward plan:

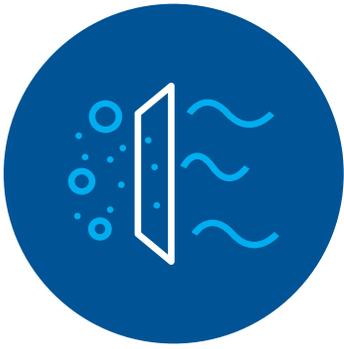
- Students have been provided the option of choosing an all-online schedule
- Staff who are able to work remotely will continue to do so, and only those staff who are essential for the operation of the building and teaching classes will come into the building

Other measures:

- In-person classes are capped to reduce density in classrooms, with at least six feet of space between students
- Students may use only floors 1-6, with access to floor 9 only as scheduled for clinic purposes

- Beyond attending classes, access to the building for law students will be limited as follows (if use of the building becomes too dense, the Law School will adopt stricter rules):

- All students may use the building to study, but must be in the library or the classrooms designated as study spaces
- Student organizations should generally hold their meetings and events online
- A system of advance reservations for study spaces will limit the number of students in the building, fairly distribute access to study space, and assure students that a space will be available before they decide to leave their homes
- Library access will be limited and strictly controlled
- Scheduled use of the building will end with Thanksgiving, although students will have access to the building to study



We're filtering the air, cleaning surfaces, and enhancing our facilities so we can all stay safe.

Highlights

- HVAC systems have been enhanced with hospital-grade air filters and are running 24 hours per day
- We're increasing the percentage of outside air up to 100%
- Elevator and stairwell ventilation systems are running 24 hours per day
- Elevator occupancy is limited

The Details

Engineering controls are designed to isolate the person from the hazard. They do not require an individual to change their behavior.

Air circulation:

Because the Law School's HVAC system is new, we have taken steps that are tailored to our building, including the following:

- Increasing the installed air filter rating to MERV-14, which is one level above the CDC recommendation of a MERV-13 filter and is a hospital-grade standard
- Increasing the percentage of outside air up to 100%—outside temperature and weather permitting—with a minimum of 50% outside air at all times (typical exchange is 70% recycled air and 30% outside air). Please note that this increased use of outside air may create interior conditions that are warmer or colder than usual
- Running the HVAC system continuously instead of shutting it down during unoccupied periods

Elevator ventilation:

- All elevators have independent exhaust fans that will run 24 hours a day
- Occupancy will be limited as directed on the signs

Stairwell ventilation:

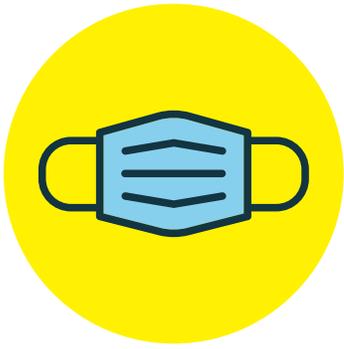
- All stairwells have independent exhaust fans that will run 24 hours a day

Barrier installation:

- Provide protection for those who work at open desks: plexiglass barriers will be installed on reception desks where consistent, close interaction with others cannot be avoided

Touchless surfaces:

- All restrooms have touchless faucets and towel and soap dispensers. Foot-activated door openers are being installed on high-use restrooms



Covering your face is an easy way to reduce the risk. And it's required.

Your Responsibility

- Wear a face covering every time you are on campus
- If you see someone without a face covering, you may [report](#) it to the Office of Student Affairs

Highlights

- To minimize risk of COVID-19 transmission, all students, faculty, staff, and visitors must wear a face covering in all Fordham buildings
- You will be provided four reusable cloth face coverings, but you may also buy your own
- Face shields are not a replacement for face coverings

The Details

Personal protective equipment is a critical component of our risk-mitigation strategy.

- To minimize the risk of personal transmission, everyone in the building must wear a face covering at all times, unless alone in an individual office with the door closed
- Face shields cannot be used as a replacement for face coverings. Face shields do not filter nor do they contain exhaled breath, coughs, and sneezes. Face shields can be used in addition to face coverings to provide eye protection when a minimum six-foot distance from other individuals cannot be maintained
- Every student, faculty, and staff member will receive four reusable, cloth face coverings
- Many types of face coverings are considered adequate, and a choice of fabrics and styles promotes long-term compliance. Individuals seeking guidance about the kind of face covering should choose either:
 - A reusable face covering made of tightly woven or tightly knit fabric or non-woven material, e.g., melt-blown polypropylene. If loosely knit or loosely woven fabrics are chosen, then two or more layers are preferred
 - A disposable face covering, preferably with three layers of nonwoven (e.g., melt-blown or spun polypropylene) material, such as a non-ASTM-rated procedure mask. Individuals should not purchase ASTM-rated surgical masks, however, as these should be reserved for health-care workers. The ASTM rating is clearly marked on the packaging



Mitigating risk means making changes to the way we work and study.

Your Responsibility

- Use the building only for
 - Attending in-person classes
 - Studying in designated reserved study spaces
- Adhere to physical distancing rules; reminders will be posted throughout the Law School
- Follow the one-way flow as posted in hallways, stairs, and elevators
- Wash your hands often with soap and water for at least 20 seconds
- Clean your place with disinfectant before you leave class

Highlights

- Physical distancing is promoted through signage throughout the Law School building and grounds
- Directional flow signs create one-way foot traffic in the hallways
- Disinfectant spray and wipes will be available in high-touch areas
- Hand sanitizer will be available throughout the building
- Food and drinks will not be allowed in classrooms or study spaces
- Student lockers will not be available

The Details

Administrative controls help protect us by changing the way we work and study. These controls generally rely on individuals to alter their behaviors and work habits.

- We are promoting physical distancing through signage in the Law School building and grounds, including classrooms, the library, shared office spaces, cafeteria, elevators, etc.
- And there are rules about how we act in each of these spaces

Circulation plan for high-traffic areas:

- In-person courses have a more staggered schedule than normal, with longer breaks between classes held in the same room to reduce crowding at classroom doors, hallways, the lobby, bathrooms, and lounge areas, and at elevators

- Hallways are clearly marked with directional flow signs to create one-way foot traffic
- Bathrooms: capacity is limited to the number of sinks, and signs will be posted with the capacity number for each restroom
- Emergencies: in the event of an emergency, where prompt evacuation is critical, the circulation plan and traffic-flow pattern will not be enforced to ensure the safe evacuation of all occupants

Vertical circulation plan (elevators and stairways):

- The Law School has adopted a vertical circulation plan to enable the safe and efficient movement of individuals to and from offices, classrooms, the library, etc. Signage will direct individuals around the building

(Continues)

Mitigating risk means making changes to the way we work and study. (Continued)

The Details (Continued)

Cleaning:

- The facilities custodial staff will clean the building on a more frequent basis, focusing on high-use areas. Classrooms will be cleaned at least once a day, including with the use of electrostatic foggers, and high-touch areas will be cleaned at least twice a day
- Students will clean their places in the classroom both before and after a class. Adequate supplies, including hand sanitizer and disinfectant wipes, will be available
- Disinfectant spray and wipes will be available in high-touch areas, such as printing areas
- Hand sanitizer will be available throughout the building

Training:

- All employees will be required to attend an employee return-to-campus orientation. The University will provide a variety of online videos and tutorials

Eating:

- Food and drinks will not be allowed in classrooms or study spaces because of the need to remove a face covering to eat and drink
- Kitchenettes will be disabled, with no access to microwaves and sinks
- Faculty and staff may eat in individual offices with the doors closed
- Students may eat on the Murphy Veranda or the plaza

Other measures:

- Water fountains will not be inaccessible, but touchless water bottle refill stations will remain available
- Student lockers will not be available



What you do outside the building affects everyone inside the building.

It's incumbent on all of us to act responsibly when we are away from campus. If we don't take steps to minimize exposure to COVID-19 in our personal lives, we risk bringing the virus into the Law School community. So, this means that when you are outside the building, you should wear a face covering, maintain physical distancing, avoid large indoor gatherings, and keep good hand hygiene.

We recommend following [CDC guidelines](#) to protect yourself on and off campus:

- Avoid close contact with people who are sick
- Physically distance yourself from others, putting at least six feet of distance between yourself and people who don't live in your household
- Avoid large indoor gatherings
- Wash your hands often with soap and water for 20 seconds
- Cover your mouth and nose with a face covering when around others
- Cover coughs and sneezes
- Clean and disinfect surfaces in your home



FORDHAM UNIVERSITY

T H E S C H O O L O F L A W

COVID Coordinators:

[Darin Neely](#) (Law School)

Marc Valera (University)

For further resources, please
visit the [CDC website](#).