BACKGROUND: Fordham University has adopted the New York State Department of Labor’s Model Airborne Infectious Disease Exposure Prevention Plan for Private Education to protect Fordham University employees against exposure and disease during an airborne infectious disease outbreak. This plan goes into effect when an airborne infectious disease is designated by the New York State Commissioner of Health as a highly contagious communicable disease that presents a serious risk of harm to the public health.

This plan is subject to any additional or greater requirements arising from a declaration of a state of emergency due to an airborne infectious disease, as well as any applicable federal standards. Employees should report any questions or concerns with the implementation this plan to EPP Coordinator: Marco A Valera - Vice President of Administration

This plan applies to all “employees” as defined by the New York State HERO Act (dol.ny.gov/ny-hero-act), which means any person providing labor or services for remuneration within the state, without regard to an individual’s immigration status, and shall include part-time workers, independent contractors, domestic workers, home care and personal care workers, day laborers, and other temporary and seasonal workers, if applicable.

The term also includes individuals working for digital applications or platforms, staffing agencies, contractors or subcontractors on behalf of Fordham University at any individual worksite, as well as any individual delivering goods or transporting people at, to or from the worksite on behalf of Fordham University, regardless of whether delivery or transport is conducted by an individual or entity that would otherwise be deemed an employer under this chapter.

The term does not include employees or independent contractors of the state, any political subdivision of the state, a public authority, or any other governmental agency or instrumentality.

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<tr>
<th>Plan Revisions History</th>
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<tr>
<td><strong>Date</strong></td>
<td><strong>Reviewed by</strong></td>
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<td>Revision #2</td>
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Exposure Prevention Plan (EPP) for Model Airborne Infectious Disease [NY HERO ACT]

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I. RESPONSIBILITIES
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VI. PLAN EVALUATIONS DURING A DESIGNATED OUTBREAK
VII. RETALIATION PROTECTIONS AND REPORTING OF ANY VIOLATIONS

I. RESPONSIBILITIES:

This plan applies to all employees of Fordham University, and the following worksites:

- Rose Hill Campus, 441 East Fordham Road, Bronx, NY 10458
- Lincoln Center Campus, 113 West 60th Street, New York, NY 10023
- Westchester Campus, 400 Westchester Avenue, West Harrison, NY 10604
- The Louis Calder Center, 53 Whippoorwill Road, Armonk, NY 10504

And the Following additional Fordham locations:

<table>
<thead>
<tr>
<th>Address</th>
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<tbody>
<tr>
<td>140W 62nd St</td>
<td>Old Law School</td>
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<tr>
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<tr>
<td>113 W 60th St</td>
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This plan requires commitment to ensure compliance with all plan elements aimed at preventing the spread of infectious disease.
The following supervisory employee is designated to enforce compliance with the plan (EPP compliance manager):

John D Puglisi - Associate Vice President, Facilities Management

Additionally, these supervisory employees will act as the designated contacts unless otherwise noted in this plan AND will work closely with other key University partners including but not limited to, Public Safety, Environmental Health & Safety (EH&S), designated University Safety Coordinators, as well as designated departmental supervisors as needed, to enforce compliance.

II. EXPOSURE CONTROLS DURING A DESIGNATED OUTBREAK

A. Minimum Controls during an Outbreak During an airborne infectious disease outbreak, the following minimum controls will be used in all areas of the worksite:

1. General Awareness: Individuals may not be aware that they have the infectious disease and can spread it to others. Employees should remember to:
   • Maintain physical distancing;
   • Exercise coughing/sneezing etiquette;
   • Wear face coverings, gloves, and personal protective equipment (PPE), as appropriate;
   • limit the surfaces that they touch;
   • Stop social etiquette behaviors such as hugging and hand shaking, and
   • Wash hands properly and often.

2. Stay at Home Policy: If an employee develops symptoms of the infectious disease, the employee will not be permitted in the workplace. The employee must inform their supervisor and follow Fordham University, New York State Department of Health (NYSDOH) and Centers for Disease Control and Prevention (CDC) guidance regarding obtaining medical care and isolating.

3. Health Screening: Employees will be screened for symptoms of the infectious disease and close contact exposure at the beginning of their shift using the Fordham University’s third party vendor (VitalCheck) app or text/email link or other current equivalent technology. Employees are to self-monitor throughout their shift and report any new or emerging signs or symptoms of the infectious disease to the designated contact. An employee showing signs or symptoms of the infectious disease will be removed from the workplace and should contact a healthcare professional for instructions. The health screening elements will follow guidance from NYSDOH and the CDC, if available.

4. Face Coverings: To protect coworkers, employees must wear appropriate face coverings when physical distancing cannot be maintained and in accordance with guidance from NYSDOH or CDC. Employees will wear face coverings throughout the workday to the greatest extent possible. Face coverings and physical distancing will be used together whenever possible. The face covering must cover the nose and mouth, and fit snugly, but comfortably, against the face. The face covering itself must not create a hazard, e.g., have features that could
get caught in machinery or cause severe fogging of eyewear. The face coverings will be provided by Fordham University at no cost to employees, but must be kept clean and sanitary and changed by the employee when soiled, contaminated, or damaged.

5. Physical Distancing: Physical distancing must be practiced when possible, to keep employees at least six feet apart from other individuals or as recommended by NYSDOH or CDC during a disease outbreak. Avoid unnecessary gatherings and maintain a distance of at least six feet (or as recommended by the NYSDOH/CDC for the infectious agent) from each other. Use a face covering when physical distance cannot be maintained. In situations where prolonged close contact with other individuals is likely, the following control methods will be used:

- Restricting or limiting customer or visitor entry;
- Limiting occupancy;
- Allowing only one person at a time inside small enclosed spaces with poor ventilation;
- Signage;
- Floor markings;
- Telecommuting;
- Remote meetings;
- Preventing gatherings;
- Restricting travel;
- Creating new work shifts and/or staggering work hours;
- Adjusting break times and lunch periods;
- Delivering services remotely or through self-serve pickup.

These additional controls will be evaluated based on the nature of the airborne infectious disease:

- physical barriers
- reconfiguring workspaces
- use of additional PPE (ex., face shields)

6. Hand Hygiene: To prevent the spread of infection, employees should wash hands with soap and water for at least 20 seconds or use a hand sanitizer with at least 60% alcohol to clean hands BEFORE and AFTER:

- Touching your eyes, nose, or mouth;
- Touching your mask;
- Entering and leaving a public place; and
- Touching an item or surface that may be frequently touched by other people, such as door handles, tables, gas pumps, shared office equipment, or electronic cashier registers/screens.

- Because hand sanitizers are less effective on soiled hands, wash hands rather than use hand sanitizer when your hands are soiled.

Fordham University will ensure that adequate hand hygiene facilities, hand sanitizing facilities, and/or supplies are provided and available.

7. Cleaning and Disinfection:
Fordham University will determine and implement an appropriate plan for cleaning and disinfection that includes the methods of decontamination based upon the location, facility
type, type of surface(s) to be cleaned, type of material present, tasks or procedures being performed in the area, and as otherwise as directed by NYSDOH or CDC for the disease outbreak. At a minimum, the following requirements will be implemented:

- Surfaces known or believed to be contaminated with potentially infectious materials shall be cleaned and disinfected immediately or as soon as feasible, unless the area and surfaces can be isolated for a period of time prior to cleaning.
- Surfaces contaminated with dust or other loose materials shall be wiped clean prior to disinfection, and the cleaning methods used should minimize dispersal of the dust or loose materials into the air.
- Frequently touched surfaces, such as handrails, doorknobs, and elevator buttons, shall be disinfected throughout the workday and/or as recommended NYSDOH or CDC, as applicable.
- Shared tools, equipment, and workspaces shall be cleaned and disinfected prior to sharing and/or as recommended NYSDOH or CDC, as applicable.
- Common areas, such as bathrooms, dining areas, break rooms, locker rooms, vehicles, and sleeping quarters, shall be cleaned and disinfected at least daily or as recommended by NYSDOH or CDC, as applicable.
- Cleaning will be completed using cleaning agent(s) designated or approved for use for the infectious disease agent by NYSDOH, CDC, or the U.S. Environmental Protection Agency (EPA) as applicable.
- Disinfection will be completed using disinfectant(s) designated or approved for use for the infectious disease agent by NYSDOH, CDC, or EPA as applicable.
- Cleaning and disinfection will be completed using cleaning at the frequency recommended or required by the NYSDOH or CDC for the infectious disease agent.
- If employees are responsible for cleaning and disinfecting surfaces or objects, adequate supplies (e.g., cleaning agents, disinfecting agents, required PPE) and training will be provided to each employee prior to them conducting the cleaning and disinfection activities.

8. Respiratory Etiquette: Because infectious diseases can be spread by droplets expelled from the mouth and nose, employees should exercise appropriate respiratory etiquette by covering nose and mouth when sneezing, coughing, or yawning.

9. Special Accommodations for Individuals with Added Risk Factors: Employees who may be at increased risk of severe illness if infected should contact the Office of Human Resources Management for assistance.

10. Establish contactless protocols for building entry and other transactions, where feasible.

B. Advanced Controls during an Outbreak

For activities where the Minimum Controls alone will not provide sufficient protection for employees, additional controls from the following hierarchy may be necessary. Fordham University will determine if the following are necessary:
1. **Elimination:** Fordham University will consider the temporary suspension or elimination of risky activities where adequate controls could not provide sufficient protection for employees. Examples include:
   - Limiting or eliminating in-person learning;
   - Limiting indoor gatherings by location and scale;
   - Limiting or eliminating in-person recreational and/or sporting events.

2. **Engineering Controls:** Fordham University will consider appropriate controls to contain and/or remove the infectious agent, prevent the agent from being spread, or isolate the worker from the infectious agent. Examples of engineering controls include:
   - **Mechanical Ventilation**  
     o Increase the percentage of fresh air introduced into air handling systems, where feasible and appropriate;
     o Utilize air filters with rating of Minimum Efficiency Reporting Value (MERV) 13 or higher, if compatible with the HVAC system(s). If MERV–13 or higher filters are not compatible with the HVAC system(s), use filters with the highest compatible filtering efficiency for the HVAC system(s);
     o Avoiding air recirculation, where feasible;
     o If fans are used in the facility, arrange them so that air does not blow directly from one worker to another. Remove personal fans, as necessary, but keep heat hazards in mind and address in other methods if appropriate; and
     o Use local zone recirculating air cleaners, as appropriate.
   - **Natural Ventilation**  
     o Open outside windows and doors; and windows to let fresh air in
     o Install window exhaust fans on the opposite side of the room so that they exhaust air outdoors;
   - **Other**  
     o Install cleanable barriers such as partitions and clear plastic sneeze/cough guards.

Subject to changes based on operations and circumstances surrounding the infectious disease, engineering controls that are anticipated to be used for SARS-CoV-2 mitigation are listed below:

   - MERV 13 filters in all building where such filtration is feasible
   - Increased fresh air and reduced recirculating air
   - Utilize natural ventilation, as appropriate
   - Maintain hand washing and/or sanitizing stations

(Note: It is important to ensure that ventilation is maintained in order to reduce risk of disease transmission in occupied indoor spaces. The objectives are to deliver “clean air” into an occupied area and exhaust the contaminated air to a safe location).

3. **Administrative Controls** are policies and work rules used to prevent exposure. Fordham University intends to utilize controls from the following list, and will consider other controls at the time this plan is activated, based on operations and circumstances surrounding the infectious disease:
☐ Require health screening of faculty, staff and students prior to entry to facilities;
☐ Increasing the space between employees and students (i.e., social distancing);
☐ Establish contactless protocols for building entry and other transactions;
☐ Cleaning and disinfecting procedures for specific operations;
☐ Post signs reminding of respiratory etiquette, masks, hand hygiene;
☐ Employee training;
☐ Identify and prioritize on-site job functions essential for continuous operations;
☐ Limit attendance of in-person meetings;
☐ Host the meetings outdoors or electronically;
☐ Minimize elevator use and other small/enclosed spaces, post signage of limitations;
☐ Cross-train employees to ensure critical operations continue during worker absence;
☐ Limit the use of shared workstations;
☐ Remote learning methods;
☐ Prohibiting eating and drinking in the work area and classrooms;
☐ Rearrange traffic flow to allow for one-way walking paths;
☐ Provide clearly designated entrance and exits;
☐ Provide additional short breaks for handwashing and cleaning;
☐ Establishing pods or cohorts of staff and students to limit exposure; and
☐ Increase time between classes to allow for cleaning and ventilation.
☐ Other Administrative Controls will be evaluated, as appropriate to the nature of the airborne infectious disease.

4. Personal Protective Equipment (PPE) are devices such as masks, eye protection, face shields, respirators and gloves that protect the wearer from infection. PPE will be provided, used and maintained in a sanitary and reliable condition at no cost to the employee. The PPE provided to an employee will be based on a hazard assessment for the workplace.

PPE will be provided based on the type of airborne infectious agent and its transmission route(s), which will be determined when this plan requires activation. Fordham University Office of Procurement Services will assist in procuring the necessary PPE.

Fordham University will provide appropriate training and information to each employee required to use PPE. All PPE, including employee-owned personal protective equipment used at the worksite, shall be stored, used, and maintained in a sanitary and reliable condition in order to be used at the worksite.

C. Exposure Control Readiness, Maintenance and Storage

The designated response compliance manager (John D. Puglisi - Associate Vice President, Facilities Management) will verify the controls Fordham University has selected will be obtained, properly stored, and maintained so that they are ready for immediate use in the event of an infectious disease outbreak and any applicable expiration dates will be properly considered.
III. HOUSEKEEPING DURING A DESIGNATED OUTBREAK

A. Disinfection Methods and Schedules  Objects that are touched repeatedly by multiple individuals, such as door handles, light switches, control buttons/levers, dials, levers, water faucet handles, computers, phones, or handrails will be cleaned frequently with an appropriate disinfectant. Surfaces that are handled less often, or by fewer individuals, may require less frequent disinfection. The disinfection methods and schedules selected are based on specific workplace conditions. The New York State Department of Environmental Conservation (NYSDEC) and the Environmental Protection Agency (EPA) have compiled lists of approved disinfectants that are effective against many infectious agents (see www.dec.ny.gov and www.epa.gov/pesticide-registration/selected-eparegistered-disinfectants).

The designated response compliance manager (John D. Puglisi - Associate Vice President, Facilities Management) will review and adopt industry, NYSDOH and CDC guidance on selection of surface disinfectants, and disinfectant methods.

B. Adjustments to Normal Housekeeping Procedures Normal housekeeping duties and schedules will continue to be followed during an airborne infectious disease outbreak, to the extent practicable and appropriate consistent with NYSDOH and/or CDC guidance in effect at the time. However, routine procedures may need to be adjusted and additional cleaning and disinfecting may be required. Housekeeping staff may be at increased risk because they may be cleaning many potentially contaminated surfaces. Some housekeeping activities, like dry sweeping, vacuuming, and dusting, will re-suspend into the air particles that may be contaminated with the infectious agent. The designated response compliance manager (John D. Puglisi - Associate Vice President, Facilities Management) will determine if normal housekeeping will pose a risk, and what alternative methods and/or increased levels of protection will need to be adopted.

IV. INFECTION RESPONSE DURING A DESIGNATED OUTBREAK

If an employee develops symptoms of the infectious disease at work, it is ideal to isolate the area in accordance with guidance issued by NYSDOH or the CDC, before cleaning and disinfecting the sick employee’s work area. This delay will allow contaminated droplets to settle out of the air and the space to be ventilated. The designated response compliance manager (John D Puglisi - Associate Vice President, Facilities Management) will verify appropriate measures are put in place to isolate and manage cases of illness at Fordham properties.

In the event of an outbreak, the University will communicate the infection response guidance on its website and as well via email to all employees.

V. TRAINING AND INFORMATION DURING A DESIGNATED OUTBREAK

The EPP Coordinator (Marco A Valera - Vice President of Administration), will verbally inform all employees of the existence and location of this Plan, the circumstances under which it can be activated, the infectious disease standard, Fordham University policies, and employee rights under the HERO Act. A copy of the HERO Act will be shared with employees electronically and made available on the Fordham website.
B. When this plan is activated, all personnel will receive training which will cover all elements of this plan and the following topics:
  • The infectious agent and the disease(s) it can cause;
  • The signs and symptoms of the disease;
  • How the disease can be spread;
  • An explanation of this Exposure Prevention Plan;
  • The activities and locations at our worksite that may involve exposure to the infectious agent;
  • The use and limitations of exposure controls;
  • A review of the standard, including employee rights provided under Labor Law, Section 218-B.

C. The training will be:
  • Provided at no cost to employees and take place during working hours. If training during normal work hours is not possible, employees will be compensated for the training time (with pay or time off);
  • Appropriate in content and vocabulary to your educational level, literacy, and will be provided in the employee’s preferred language; and
  • Verbally provided in person or through telephonic, electronic, or other means.
  (Note: Fordham will not provide training to the following individuals: any individuals working for staffing agencies, contractors or subcontractors on behalf of Fordham University at any individual worksite, as well as any individual delivering goods or transporting people at, to or from the worksite on behalf of Fordham University, where delivery or transport is conducted by an individual or entity that would otherwise be deemed an employer under this chapter).

VI. PLAN EVALUATIONS DURING A DESIGNATED OUTBREAK

The Fordham University Exposure Prevention Plan (EPP) for Infectious Disease Working Group includes the following University leaders, who will review and revise the plan periodically, upon activation of the plan, and as often as needed to keep up-to-date with current requirements.

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<th>Department</th>
<th>Name</th>
<th>Title</th>
<th>Email</th>
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<tbody>
<tr>
<td>Administration</td>
<td>Marco Valera</td>
<td>VP for Administration</td>
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<td>Department</td>
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VIII. RETALIATION PROTECTIONS AND REPORTING OF ANY VIOLATIONS

Fordham University, nor its agent(s), or person(s) acting as or on behalf of a hiring entity, or the officer or agent of Fordham University shall discriminate, threaten, retaliate against, or take adverse action against any employee for exercising their rights under this plan, including reporting conduct the employee reasonably believes in good faith violates the plan or airborne infectious disease concerns to Fordham University, government agencies or officials or for refusing to work where an employee reasonably believes in good faith that such work exposes him or her, other workers, or the public to an unreasonable risk of exposure, provided the employee, another employee, or representative has notified Fordham University verbally or in writing, including electronic communication, of the inconsistent working conditions and Fordham University’s failure to cure or if the employer knew or should have known of the consistent working conditions.

Notification of a violation by an employee may be made verbally or in writing, and without limitation to format including electronic communications. To the extent that communications between Fordham University and employee regarding a potential risk of exposure are in writing, they shall be maintained by the Fordham University for two years after the conclusion of the designation of a high risk disease from the Commissioner of Health, or two years after the conclusion of the Governor’s emergency declaration of a high risk disease. The following Fordham University contact information will be used by employees to report violations of this
plan and retaliation during regular business hours and for weekends/other non-regular business hours when employees may be working: compliance@Fordham.edu.