



WE ARE NEW YORK'S LAW SCHOOL

New York Law School Policy Related to COVID-19

The top priority of New York Law School (“NYLS” or the “Law School”) is the health, safety, and well-being of our community and visitors. In order to maintain a campus that is as safe as possible, and in accordance with applicable public health guidelines regarding COVID-19, NYLS has implemented the following policy. All members of the NYLS community—which includes students, faculty, staff, trustees, alumni, tenant organization personnel, contract personnel working at the Law School, and clients—and visitors to the Law School are expected to fully comply with the procedures outlined in this document. Failure to do so may result in disciplinary action and/or being asked to leave campus.

Because of the evolving medical and epidemiological understanding of the novel coronavirus, NYLS will continuously monitor all relevant public health guidelines, executive orders, state and local health codes, legislation, and rulemaking, as well as the status of the epidemic in New York City and neighboring areas, and will update this policy accordingly. NYLS will also conduct trainings and provide written guidance for community members on aspects of this policy where necessary. In addition, NYLS has created protocols to provide more detail on elements of this policy.

I. Guiding Principles and Plan Development

The Law School’s development of this policy was an intensive, months-long process. The planning process engaged many members of the campus community, both formally and informally, including students, faculty, staff, administrators, alumni, and trustees. To guide its work, the Law School established a re-opening task force consisting of the Dean and President, senior administrators, and faculty, with overall responsibility for re-opening planning. This task force appointed subject matter-specific working groups to address the academic program, student life, human resources, facilities and security, legal issues, communications, and other areas of the Law School’s operations. The task force’s work also benefitted from significant input from external public health experts hired by the Law School for that purpose.

Each working group’s efforts were guided by the following common principles established by the Dean and President, in consultation with the Law School’s Board of Trustees

- Take all appropriate steps, consistent with all government regulations and the best available medical advice, to ensure the health, safety, and peace of mind of all community members and visitors to the Law School.
- Deliver excellence and opportunity, as always, to our students in every aspect of their academic program, academic and bar success, professional development, and the support services we provide them.
- Seize every appropriate opportunity to innovate in the above areas, both as contemplated in our 2020 Strategic Plan to advance the institution, and as dictated by the times in which we live.
- Foster a warm, welcoming, supportive, engaging, collegial, and adaptable learning environment, both in-person and online, and with particular regard for the needs of first-year students, who will be new to our community and have no pre-existing relationships.

In line with these principles, members of the NYLS community will have the option of working or studying remotely based on personal health concerns.

This baseline policy will remain in effect for however long the following conditions apply: New York City remains in “Phase IV” (or a less restrictive phase) of the State’s re-opening plan, there is a stable and low COVID-19 community transmission rate, and, in particular, there is an absence of COVID-19 case clusters associated with presence at the Law School. The Law School will provide all community members with training on this policy, as well as related safety protocols. Maintaining a safe, healthy, and strong community depends on the cooperation of all community members and visitors in this effort.

II. Policy Overview

NYLS has taken important steps to reduce the potential for exposure of our community members and visitors to COVID-19. These steps include, but are not limited to, monitoring the health and safety of the community; administering temperature checks and health screenings for anyone seeking entry to the campus; prohibiting those who are experiencing any symptoms of COVID-19 or who have been exposed to someone with COVID-19 from entering or remaining on campus; requiring all community members and visitors to wear face coverings at all times (with limited exceptions); limiting occupancy on campus to essential staff; reconfiguring classrooms, the library, and other public campus spaces to facilitate social distancing; upgrading the building's ventilation and air-filtration systems; enhancing building cleaning procedures; establishing unidirectional traffic flow in stairwells; limiting elevator capacity; establishing a process for potential closure of all or part of the campus in response to health conditions; and developing protocols to implement all of the aforementioned steps.

Under this policy, all community members and visitors must:

- A. Adhere at all times to social distancing requirements consistent with local, state, and national guidance.** The community is urged to avoid travel outside the New York Metropolitan area and the Northeast states that are operating under the equivalent of New York's Phase IV level of COVID-19 response. Community members and visitors are urged to refrain from large group gatherings where social distancing may not be maintained and where masks are not universally worn.
- B. Monitor their health for any COVID-19-like symptoms and possible exposure to COVID-19 on a continuous basis and before traveling to campus. *Anyone with symptoms consistent with COVID-19 must report them to the Law School, regardless of whether the community member was on campus or plans to come to campus.*** Monitoring should include use of the health screening survey application referenced in Section III.A. COVID-19 symptoms include, but are not limited to, fever or chills, cough, shortness of breath or difficulty breathing, fatigue, muscle or body aches, headaches, new loss of taste or smell, sore throat, congestion or runny nose, nausea or vomiting, and diarrhea. Community members and visitors with such symptoms must contact their medical provider for appropriate guidance regarding self-isolation and medical care. Those who have any COVID-19 symptoms, have been diagnosed with COVID-19, or have been in close contact with someone with these symptoms or who has been diagnosed with COVID-19 must not come to the Law School.
- C. Refrain from coming to the Law School if they are coughing or sneezing frequently from known non-COVID-19 causes, such as seasonal allergies or reactive airway syndrome.** This is to avoid the potential for droplet spread and creating discomfort in others.
- D. Show Security personnel their health screening survey results for each day they come to the Law School and have their temperature taken each time they reenter the Law School.** (See details in Section III below).
- E. Maintain social distance from others (at least 6 feet away) at all times on campus.** This includes avoiding handshaking and other similar close physical contact.
- F. Cover their mouth and nose with a cloth face cover or any type of facemask without valves, including a surgical mask.** This applies when commuting on mass transit and when on campus at all times, except when consuming food or beverages, or alone in private offices that will not be occupied by anyone else for the remainder of the day. Community members and visitors should consider wearing KN-95 or similar facemasks, if available, when commuting to campus. NYLS will provide training on proper mask use.
- G. Upon arrival, and frequently throughout the day, wash their hands with soap and water for 20 seconds and use hand sanitizer containing at least 60 percent alcohol.** *Note: Wearing gloves is not necessary in most situations.* (See Section VII.C.)
- H. Cover coughs and sneezes with a tissue or use the inside of their elbow when coughing or sneezing.** They must throw used tissues in an appropriate trash receptacle and immediately wash their hands or use hand sanitizer if soap and water are not immediately available.

- I. **Minimize sharing of any objects with others and be prepared to bring their own supplies, such as pens and notebooks.**
- J. **Follow instructions for cleaning and disinfecting surfaces when directed to do so.**
- K. **Do not come to campus if they have tested positive for COVID-19, whether they have symptoms (are “symptomatic”) or not (are “asymptomatic”). Everyone must report positive COVID-19 viral or antigen test results to NYLS.** Students must report such results to Sally Harding, Assistant Dean for Student Life. Faculty and staff must report such results to Jody Pariente, Vice President for Human Resources. Contractor personnel and tenant organization personnel must report such results to their supervisor, who in turn will report them to Jody Pariente, Vice President for Human Resources. Visitors must report such results to Paul Repetto, Chief of Building Operations and Security. Positive tests must be reported to NYLS as soon as possible, and reporting must include, if applicable, the dates the affected person was on campus and specific locations in which they were present for 15 minutes or more.
- L. **Leave campus immediately if they experience any symptoms of COVID-19 (see list of symptoms in Section II.B), or believe they may have been exposed to someone with COVID-19.** Students must report such symptoms to Sally Harding, Assistant Dean for Student Life. Faculty and staff must report such symptoms to Jody Pariente, Vice President for Human Resources. Contractor and tenant organization personnel must report such symptoms to their supervisor, who in turn will report them to Jody Pariente, Vice President for Human Resources. Visitors must report such symptoms to Paul Repetto, Chief of Building Operations and Security. Symptoms must be reported as soon as possible, and reporting must include the dates the affected person was on campus and specific locations in which they were present. For community members and visitors who report symptoms or exposure while on campus, the Law School will verify that they are able to leave campus on their own. If they cannot, they will be escorted to a private area, and will be provided with guidance on obtaining appropriate medical treatment, advice, and transportation, including EMS.

If a community member or visitor has tested positive for COVID-19, is experiencing symptoms of COVID-19, or has been exposed to someone with COVID-19, the Law School will make efforts to identify those most likely to have been in contact with the affected person. These efforts will include cooperation with local health authorities for contact tracing purposes, ensuring that community members and visitors are advised on where to obtain COVID-19 testing, and providing information on appropriate next steps, such as monitoring for symptoms, the need to quarantine, etc.

III. Health Screening and Temperature Checks

Before arriving at the Law School, and ideally before beginning their commute to campus, community members and visitors will be required to self-complete a daily health screening survey. The survey application, hosted by LiveSafe, may be **downloaded and accessed on a phone or tablet** or **completed on a computer**.

- A. All community members and visitors must use the LiveSafe application (if they have access to a device that will support it). The LiveSafe application includes directions on how to complete the survey, and the Law School will provide training on its use. Hard copies of an equivalent survey instrument will be available for community members and visitors who do not have access to such a device. **Those seeking entry to the Law School need only complete the survey once per day.**
 - 1. If their survey result is “Feeling OK,” community members and visitors may proceed to Security, where they will show their date- and time-stamped results, or, for those completing hard copy surveys, will hand the results to Security. They must show Security their results **each time** they seek to enter the building.
 - 2. If the survey indicates that a community member or visitor should not proceed to the Law School, he or she should follow guidance in the survey results.
- B. In addition to completing the health screening survey, everyone who seeks to enter the Law School will have their body temperature recorded by a contactless thermal scanning device or thermometer. Temperature screening will take place at the building entrance **each time** anyone seeks to enter the building.

IV. Failing a Health Screening; Quarantine Requirements

- A.** Anyone (a) whose body temperature is recorded by the thermal scanning device to be at or above 100.4 degrees Fahrenheit (the CDC definition of a fever), (b) who fails to complete the health screening, (c) whose survey responses suggest that they have symptoms consistent with COVID-19 or may have been exposed to others infected with COVID-19, or (d) who meets the criteria for quarantining set forth in Section IV.B, will **not** be permitted to enter the Law School. The Law School will provide these individuals with information on the next steps they should take.
- B.** Community members and visitors must remain off-campus if, in the prior 14 days, they have experienced symptoms of COVID-19 (see Section II.B for a list of symptoms), or have been in close contact (i.e., less than 6 feet away for longer than 15 minutes) with anyone who has had such symptoms and/or who has been diagnosed with COVID-19. (Close contact might include residing with a significant other or providing direct care to another.) This 14-day period will remain in effect even if no symptoms occurred and even if there is a subsequent negative antigen test result, and community members are expected to conduct all activities remotely during that time.
- C.** Community members and visitors must remain off-campus for 14 days following their return to New York State from a state designated for required quarantine by the New York Governor's Executive **Order 205** or from a foreign country designated for required quarantine by the **CDC**.

V. Entrances and Exits

- A.** The 185 West Broadway entrance will be the only means of ordinary entry and egress to the Law School. Emergency exits throughout the campus will continue to operate as normal for evacuation purposes; however, staircases will be designated for unidirectional (up or down only) use.

VI. Social Distancing

- A.** All members of the NYLS community and visitors must make every effort to maintain a distance of at least 6 feet from anyone present on campus, and must wear approved face coverings at all times (except when consuming food or beverages, or when alone in offices that will not be occupied by anyone else for the remainder of the day). (See Section VI.C). Community members and visitors must not congregate or create crowding in classrooms, the library, offices, hallways, stairwells, locker rooms, restrooms, break rooms, cafeterias, or other confined areas used by multiple people, and must adhere to seating charts, walking and stair-flow directions, bathroom restrictions, room and elevator capacities, and other facility safety instructions posted on signage. Community members and visitors are prohibited from moving chairs closer than 6 feet from another person or a designated chair location.
- B.** Elevator car capacity will be limited as posted, and social distancing will be required in elevator cars. While using the elevator, face coverings must be worn, and individuals should press elevator buttons with only their knuckle, elbow, or an object (e.g., the corner of a newspaper or magazine), if possible. Although elevators are an area designated for more frequent cleaning, everyone must wash hands or use hand sanitizer with at least 60 percent alcohol upon departing the elevator. To minimize elevator use, everyone is encouraged to use the stairs to the greatest extent possible (while following posted directional guidance for each stairwell).
- C.** Consumption of food and beverages is generally restricted to cafeteria seating areas while in the Law School building, or to outdoor spaces that allow for social distancing. Brief and occasional sips of water are permitted, if necessary, in areas other than the cafeteria. Community members and visitors are encouraged to take meal or refreshment breaks in open outside areas (for example, on the fifth-floor terrace or anywhere off-campus) whenever possible. In all instances, community members and visitors are required to maintain social distancing and to wear approved face coverings while on such breaks, except when eating or drinking. Faculty and staff may consume food and beverages in their own private offices with the door closed, so long as that office will not be used by any other member of the community or visitor for the entire day.

- D.** To the extent possible, locations for pick-up and delivery of mail, packages, and other items will be designated with the goal of minimizing foot traffic on campus by non-NYLS community members. All personal food deliveries must be accepted outside the doors of the Law School building and must be brought in and wiped down with disinfectant by the person who ordered such food. All routine vendor deliveries must be made via the 52 Leonard Street entrance, and delivery personnel will be subject to appropriate health and temperature screening requirements as set forth in Section III.A.
- E.** Classrooms and common areas will be arranged to allow students and faculty to meet the minimum 6-foot social distancing requirement and to allow safe and appropriate interaction. In addition, where possible, large classrooms with dual entrances will have one designated as an entrance and the other as an exit.
- F.** The sharing of books, papers, writing instruments, office equipment, electronics, food and beverages, and personal objects is strongly discouraged and should be avoided. To the extent that shared work or study areas, or shared surfaces such as classroom, library, cafeteria, or common area desks, tables, and chairs remain in use, they must be cleaned and disinfected with disinfectant wipes before and after use by the person using them, without exception. The Law School will provide disinfectant wipes and training on the appropriate use of such cleaning products, and will ensure that there is appropriate ventilation in all places where such products are in use. Self-policing and cleaning as described herein is required and essential regardless of frequent cleaning of these areas by maintenance staff.
- G.** All individual and group meetings involving NYLS faculty, student services, and administrative operations and services must take place via remote technology to the maximum extent possible. If an in-person meeting is necessary, appropriate face coverings must be worn, the meeting room must be arranged to meet the 6-foot social distancing requirement, and the meeting must last no longer than absolutely necessary.
- H.** In general, visitors to the NYLS campus are prohibited, except for a limited number of alumni studying for a bar exam or those conducting essential business with NYLS as authorized by the Dean or an Associate Dean. Members of the Law School's Board of Trustees may access campus at any time subject to the health screening procedures described in Section III. Any request for authorization of an essential visitor must be submitted by the NYLS host to the Office of Security and Life Safety via an online form. In addition, the NYLS host must transmit the link to the daily health screening to the visitor. Visitors are subject to the health screening and temperature check requirements set forth in Section III as a condition to entry. Visitors permitted entry must be escorted at all times by their NYLS host.

VII. Use of Personal Protective Equipment (PPE)

- A.** NYLS community members and visitors must wear approved face coverings at all times in accordance with CDC guidance, except when consuming food or beverages in designated areas, or alone in offices (so long as that office will not be used by any other member of the community or visitor for the entire day). Approved face coverings for COVID-19 include, but are not limited to, cloth-based face coverings and disposable masks that cover both the mouth and nose. Any face covering with an exhalation valve is prohibited, as an exhalation valve defeats the primary purpose of the mask: protecting others from the wearer. Reusable face coverings should be cleaned or replaced when damaged or soiled, should not be shared, should be properly stored when not in use, and should be safely discarded in a general trash receptacle when no longer usable. Anyone who sneezes or coughs into their mask, so that the mask becomes contaminated with mucus, should change the mask immediately and launder or discard it. (See Exhibit A, "Guidance on the Use of Personal Protective Equipment," for recommended steps for use and reuse of facemasks.) The use of face coverings is not a substitute for social distancing. The Law School will provide training on the appropriate donning (wearing) and doffing (removing) of face coverings. Face shields may not be used as a substitute for cloth face coverings or disposable masks, and the use of face shields is permitted only when wearing a mask, with the exception of onsite instructors in the classroom, so long as they maintain a distance of at least 12 feet from students in the classroom.
- B.** NYLS will provide community members with at least one reusable cloth facemask, at no cost, for their use on campus. Because NYLS's supply of facemasks is limited and may not allow for new masks to be issued daily, community members using NYLS-issued facemasks are expected to take proper care to allow for reuse of their mask to the fullest extent possible. Community members are permitted and encouraged to furnish and wear their own face coverings, consistent with this policy.

- C. Wearing gloves is not necessary in most situations. Rather, hand-washing and hand sanitizer that contains at least 60 percent alcohol are the best ways to safeguard against germs. The CDC does recommend wearing gloves when cleaning, disinfecting, or caring for someone who is sick. NYLS will maintain a supply of disposable gloves for use by community members in appropriate circumstances, and NYLS will provide training on proper glove use.

VIII. Hygiene, Cleaning, and Ventilation

- A. As a general matter, everyone should avoid touching their eyes, nose, and mouth. Frequent hand-washing and/or use of hand sanitizer that contains at least 60 percent alcohol is strongly encouraged, especially in these situations: after using mass transit or being in other public places; when hands are visibly soiled; when preparing to eat; after eating; after using the restroom; after sneezing, coughing, or blowing the nose; when entering and exiting campus; and when touching the face. Appropriate hand sanitizers will be available in dispensers throughout the campus.
- B. NYLS will provide hand hygiene stations, including hand-washing facilities with soap, tepid water, and disposable paper towels, and/or hand sanitizer containing 60 percent or more alcohol. Hand hygiene stations will be available in all campus facilities, particularly in high-traffic areas (such as building entrances, at elevator banks, and outside classrooms).
- C. Community members and visitors may be in private offices with the door closed without a face covering so long as that office will not be used by any other member of the community or visitor the entire day; however, under these circumstances, they should remember to always cover their mouth and nose with a tissue or use the inside of their elbow when coughing or sneezing. Used tissues should be thrown in the trash. After sneezing and/or handling used tissues, they should immediately wash their hands with soap and water for at least 20 seconds. If soap and water are not readily available, they should clean their hands with hand sanitizer that contains at least 60 percent alcohol.
- D. Water fountains, coolers, bottle-filling stations, shared microwaves, and refrigerators will not be available in NYLS facilities. Community members and visitors are encouraged to bring their own water, and the Law School will make bottled water available to faculty and staff.
- E. NYLS will supply campus work locations with appropriate cleaning and disinfection supplies for use in wiping down frequently touched surfaces, e.g., copiers, scanners, shared computer terminals and other shared workspaces, telephones, door handles, desk surfaces, chairs, etc. Everyone is encouraged to use these supplies liberally, and to wipe down all hard surfaces they touch prior to use and again when they are done. (See Section VI.F.)
- F. Law School maintenance staff will continue regular daily cleaning and disinfection of campus facilities, and will perform more frequent cleaning and disinfection on high-use areas and frequently touched surfaces.
- G. In the event of exposure of an area to a person testing positive for COVID-19, such cleaning and disinfection will include, at a minimum, the work area and all areas used by the affected person.
- H. NYLS will adjust its ventilation system to appropriately manage the percentage and frequency of fresh air exchange, install best available filters for the heating ventilation and air conditioning (HVAC) system, and continuously monitor its operations.

IX. Working From Home and Traveling

- A. As a general policy matter, employees who wish to work from home for health and safety reasons may do so. NYLS reserves the right, however, to deem "essential" those employees whose presence on campus is required, because their functions are necessary to operate the Law School's facilities and programs in a healthy, safe, and effective manner.
- B. NYLS will provide staff, in light of exceptional circumstances, with appropriate resources to fulfill unique job functions.
- C. Any staff or faculty members working from home must maintain the confidentiality of NYLS information and adhere to the electronic information security protocols mandated by NYLS's Office of Information Technology.

- D.** NYLS-related travel (in-town or out-of-town) will be limited to staff performing essential business activities (such as for procurement-related purposes) with prior approval. NYLS personnel traveling on such essential business are expected to observe the social distancing and PPE protocols set forth herein while traveling. *Note:* Those who may have been exposed to COVID-19 by virtue of their destination or manner of travel, and those subject to governmental travel-related requirements, may need to observe a 14-day quarantine.

X. Departing Campus Upon Development of COVID-19 Symptoms

- A.** Any member of the Law School community or visitor who develops any of the COVID-19 symptoms described in Section II must immediately leave campus (if on campus) following the process described below. Students must report such symptoms to Sally Harding, Assistant Dean for Student Life. Faculty and staff must report such symptoms to Jody Pariante, Vice President for Human Resources. Contractor and tenant organization staff must report such symptoms to their supervisor, who in turn will report them to Jody Pariante, Vice President for Human Resources. Visitors must report such symptoms to Paul Repetto, Chief of Building Operations and Security. Symptoms must be reported as soon as possible, and reporting must include the dates the affected person was on campus and specific locations in which they were present. For those who report symptoms while on campus, the Law School will verify that they are able to leave campus on their own. If they cannot, they will be escorted to a private area, and will be provided with guidance on obtaining appropriate medical treatment, advice, and transportation, including EMS. (See Sections II.L and IV.A.)

XI. Returning to Campus Following COVID-19 Symptoms, Positive Test, or Exposure

- A.** A community member or visitor who (1) has any COVID-19 symptoms and tests positive; (2) is asymptomatic and tests positive for COVID-19; (3) has close and extended contact with someone with COVID-19; or (4) has any COVID-19 symptoms, but does not get tested for COVID-19 (and is therefore deemed presumptively positive) must do the following: report their diagnosis, contact, or symptoms to NYLS; in accordance with Section IV, self-isolate for a minimum of 14 days by staying home, away from others and pets (in a separate room/bedroom, using a separate bathroom if possible, without sharing personal household items, and wearing a cloth face covering when around others); monitor their symptoms, including their temperature; and seek emergency medical care immediately if they develop an emergency warning sign (such as trouble breathing, persistent pain or pressure in the chest, new confusion, inability to wake or stay awake, bluish lips or face, or other concerns).
- B.** Notwithstanding the completion of a period of quarantine and/or a negative test result, any community member or visitor who has tested positive for COVID-19 may only return to NYLS if a licensed medical professional certifies in writing that they may safely return to campus.

XII. Signage and Other Safety Measures

- A.** NYLS will post appropriate signage throughout Law School facilities announcing health and safety warnings and protocols, such as the need to wear approved face coverings, practice social distancing, engage in frequent hand hygiene, and report symptoms of or exposure to COVID-19. Additional safety precautions utilized on the NYLS campus will include installation of plexiglass or other barriers; floor and other markings to denote traffic flow and proper social distancing; configuration of common areas such as classrooms, dining areas, library study areas, limited-use conference rooms, and workspaces to ensure adequate spacing; and other similar considerations. NYLS community members and visitors will be expected to follow all signage and guidance regarding safety measures.

XIII. COVID-19 Testing

- A.** NYLS does not offer onsite COVID-19 testing. Accordingly, NYLS will refer community members and visitors to an approved medical provider for testing. NYLS also asks that community members and visitors make use of the testing facilities of their state (see [New York State guidance](#)), county, and municipal agencies (see [New York City guidance](#)). The online health search engine Castlight Health has also created a [testing site locator](#).

XIV. On-Campus and Remote Standards of Behavior and Corrective Action

- A. On-Campus Activity:** Anyone engaging in in-person learning or working on-campus who violates this policy or its related protocols, or who otherwise engages in conduct that NYLS determines to be inconsistent with good health and safety practices, will be advised to follow the appropriate guidance and provided with educational material as indicated. Those who continue to violate the policy or related protocols may be asked to immediately leave campus and may be subject to appropriate student or employee discipline and to having their building access, including their NYLS OneCard, temporarily suspended and deactivated until violations are resolved.
- B. Remote Activity:** All who opt to engage in remote learning or working are expected to comport themselves with the same degree of professionalism and courtesy to others that is expected of them in the live classroom or office setting. The NYLS Student Code of Conduct and other Law School policies fully apply to the remote learning and working environment.
- C. Reporting for On-Campus and Remote Activity:** Anyone who wishes to report a concern about a potential violation of this policy or related protocols may alert Sally Harding, Assistant Dean for Student Life (for potential violations involving students); Jody Pariente, Vice President for Human Resources (for potential violations involving faculty or staff); or Paul Repetto, Chief of Building Operations and Security (for potential violations concerning visitors). Concerns about or reports of violations will be reviewed, and appropriate corrective actions, if warranted, will be taken.

XV. Confidentiality

- A.** NYLS will treat body temperature and health survey information with the utmost confidentiality; strictly limit the number of NYLS personnel with access to such information; and use such information only for the purposes of restricting access to the Law School, required reporting, and contact tracing (see Section II). NYLS will not retain survey information for longer than is required by law, regulation, or public health requirements.

NYLS reserves the right to modify the above-stated procedures, in whole or in part, subject to prevailing public health and safety guidelines and applicable law.

EXHIBIT A**Guidance on the Use of Personal Protective Equipment**

This Guidance supplements the “New York Law School Policy Related to COVID-19” regarding the use of personal protective equipment (PPE).

Pursuant to NYLS policy, anyone entering the Law School must cover their mouth and nose with a cloth facemask or any other type of facemask without valves that can provide a seal over the mouth and nose. Acceptable masks other than cloth facemasks include surgical masks, KN-95 masks, and N95 masks, but not bandanas. Masks must be worn when commuting on mass transit, and when on campus at all times, except when consuming food or beverages, or alone in private offices that will not be occupied by anyone else for the remainder of the day. When commuting to campus, community members should consider wearing KN-95 or similar facemasks, if available.

Wearing gloves is not necessary in most situations. Rather, frequent hand-washing and/or use of hand sanitizer that contains at least 60 percent alcohol are the best ways to safeguard against germs. The CDC does recommend wearing gloves when cleaning, disinfecting, or caring for someone who is sick. NYLS will maintain a supply of disposable gloves for use by community members in appropriate circumstances.

A. Rationale for PPE Guidance

This Guidance is designed to provide NYLS community members and visitors with the necessary information on proper PPE use, to ensure their maximum protection, and to ensure optimal use of the Law School's supply of PPE.

B. Distribution, Use, and Reuse of PPE

NYLS, under the direction of the Chief of Building Operations and Security, will regularly supply each community member who needs them with reusable facemasks and disposable gloves. Because NYLS's supply of masks is expected to be limited, all community members are asked to make every effort to store and reuse masks whenever possible—that is, whenever a worn mask has *not* become visibly soiled, damp, or damaged through extensive use during the day. Soiled, damp, or damaged masks should always be replaced by making a request to Paul Repetto, Chief of Building Operations and Security. Community members are also permitted and encouraged to provide their own face coverings that conform to NYLS's policy, including this guidance.

C. How to Put on a Facemask

1. Wash hands with soap and water, or disinfect them with hand sanitizer that contains at least 60 percent alcohol.
2. Make sure the mask is positioned correctly, with the outside of the mask away from the face.
3. Place the mask over the face:
 - For an ear-loop style mask, grab the mask by the ear loops and secure them behind the ears.
 - For a filtering mask with elastic straps, pull the bottom strap over the head first and secure it below the ears. Then pull the top band over the head and secure it above the ears at the crown of the head.
 - For a tie-back style mask, secure the upper ties first, behind the crown of the head and above the ears. Then secure the lower ties behind the head and below the ears.
 - If the mask has a nose-stay (usually an interior metal bendable band), pinch it against the bridge of the nose.
4. Wash or disinfect hands again.

D. How to Remove a Facemask

1. Wash hands with soap and water, or disinfect them with hand sanitizer.
2. Remove the mask:
 - For an ear-loop style mask, remove the mask by holding the ear loops. Because the mask front may be contaminated, remove it slowly and carefully, pulling it away from the face.
 - For a filtering mask with an elastic band, with both hands and from behind, pull the lower band over the head. Then with both hands and from behind, grasp the upper band and pull it over the head, bringing the mask away from the face.
 - For a tie-back style mask, remove the mask by untying the lower ties first and the upper ties second. Because the mask front may be contaminated, remove it slowly and carefully. Ensure that the ties do not fall into the clean interior side of the mask.
3. After removing the mask, visually inspect it for stains, contaminants, tears, or distortion in shape/form. If the mask is soiled, torn, or saturated, thoroughly clean or discard it.
4. If the mask is not visibly soiled, torn, or saturated, carefully store it in a brown paper (lunch) bag, or if a bag is not available, a paper envelope labeled clearly with the following information: "face mask," the date, and "front" and "back" on the two sides. Insert the mask so that the front of the mask faces the side of the bag/envelope labeled "front."
5. Wash or disinfect hands again.

A single mask can be safely worn during days when these procedures are followed.

E. Face Shields

Face shields may not be used as a substitute for cloth face coverings or other masks, and the use of face shields is permitted only when also wearing a mask, with the exception of onsite instructors in the classroom, so long as they maintain a distance of at least 12 feet from students in the classroom.

If an instructor uses a face shield without a cloth face covering or disposable mask in a classroom, the face shield must wrap around the sides of the wearer's face and extend below the chin. Disposable face shields should only be worn for a single use and discarded. Reusable face shields should be cleaned and disinfected after each use.

F. How to Remove Gloves

Because the outside of gloves can be contaminated, they must be removed carefully.

1. Using a gloved hand, grasp the palm area of the other gloved hand and peel off the first glove.
2. Hold the removed glove in the gloved hand.
3. Slide the fingers of the ungloved hand under the remaining glove at the wrist.
4. Peel off the second glove over the first glove. Community members should be sure not to touch their eyes, nose, or mouth while or immediately after removing gloves, and should finish the removal process by washing hands thoroughly with soap and water or, where hand-washing stations are not close, using hand sanitizer that contains at least 60 percent alcohol.

G. Disposing of Facemasks and Gloves

Following use (or, in the case of facemasks, final reuse), masks, gloves, and disinfectant wipes should be placed in the trash.

Questions about this guidance or PPE distribution and use, generally, should be directed to Paul Repetto, Chief of Building Operations and Security.