To the GCC Community:

All members of Senior Staff, HR leadership, Business Office leadership, and John Stroud, representing Information Services, met this morning to discuss Guttman preparedness, and this team will continue to meet on a daily basis. Also, you can trust our website to relate any definitive news or campus messages. There are many CUNY-wide meetings and communications scheduled for the next couple of days. Needless to say, the situation is evolving. Our goal with this email is to keep you informed as best as we can. We will write to the GCC community on a daily basis about any new developments or directives.

This is what we discussed at today’s meeting:

- What we need to do in relation to IT and PD to ensure the continuity of instruction if we need to move to online platforms for instruction. PD instruction will begin tomorrow. John Stroud will be sending out a message to the community by close of business today.
- The President’s Cabinet will discuss unit by unit needs and responsibilities tomorrow.
- Provost Howard Wach will be sending an email to faculty by 3:00 today.
- Dean Charles Pryor will be sending an email to students today.
- At this time, Guttman has no intention of closing the building.
- All services will remain open to students.
- Please see the information from last week’s Gazette about how cleaning is being upgraded. (See below for your convenience)
- CUNY-wide HR is planning to release a FAQ sheet today.
- Any Guttman faculty or staff member who is sick and has symptoms or who might be exposed to coronavirus are required to let HR know. Employees who are sick and exhibiting symptoms of acute respiratory illness are asked to stay home and not come to work until they are free of fever (100.4° F [37.8° C] or greater using an oral thermometer) and any other symptoms for at least 24 hours, without the use of fever-reducing or other symptom-altering medicines. Employees should notify their supervisor and keep them informed of their absence. For the health and safety of all employees, staff members who report to work exhibiting these symptoms may be sent home.

Please remember:

- The most up-to-date information for CUNY-wide information will be the CUNY website: cuny.edu/coronavirus
- The most up-to-date information for Guttman information will be our website: guttman.cuny.edu/coronavirus
- Our busiest campus spaces, all classrooms, Atrium, Info Commons, all lounges, restrooms, keypads on copiers, elevators are being cleaned and disinfected on a daily basis.

If you have any questions or concerns, please let me know.

Thank you,

Linda

This is what we published last week in the Gazette:

Coronavirus: CUNY Developments

A cross-divisional Coronavirus Task Force has been created at CUNY Central. Hector Batista, the Executive Vice Chancellor and Chief Operating Officer, is leading the Task Force. Its purpose is to support CUNY in formulating strategies to maximize the
health, safety, and well-being of our students, faculty, and staff. This body has created an email hotline that can be reached at: Coronavirus.taskforce@cuny.edu.

Please note a few important guidelines regarding this email hotline:

- We will do our best to respond to emails received in a timely manner. All persons sending an inquiry to this Email Hotline will receive an automated response noting the same and directing them to more appropriate outlets, should their concerns be outside the scope of this Email Hotline (as outlined above).

- We expect to receive campus-specific inquiries, such as requests to restock supplies at a College, through this Email Hotline. In those instances, we will direct such inquiries back to the appropriate staff member of your campus.

- This Email Hotline is just one of the ways in which questions and/or concerns can be shared with us. In the event that you have a very pressing matter, such as a staff member showing up to work with symptoms, do not hesitate to call us directly, rather than sending an inquiry through this Email Hotline.

Students, Faculty, and Staff are encouraged to direct any questions or concerns regarding the Coronavirus itself to the New York State Coronavirus health hotline (1-888-364-3065). The CUNY Email Hotline is meant for questions or concerns regarding CUNY’s readiness and response plan to the Coronavirus. This is a small but important distinction.

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**Coronavirus: Guttman Developments**

In relation to the coronavirus, the Guttman Gazette pledges to keep you informed about any CUNY guidelines or directives. On Tuesday, March 3, we created a website for coronavirus updates. Go to guttman.cuny.edu/coronavirus to stay informed. Also, be aware the CUNY Central created an extremely useful website as well: cuny.edu/coronavirus.

We are in the processing of laminating posters that will be hung in all restrooms and throughout the building. We have already posted the CoVid-19 flyers from the CDC on
bulletin boards. Also, Shirley Law and Michael Core, our partner from Allied Partners, have come up with a new maintenance schedule, which is implemented as of this morning (Thursday). The maintenance crew will be wiping down every door handle and faucet handle as they perform their everyday duties, and they will also be wiping down the railings in both stairwells. Further, they’ll be cleaning the elevator walls and buttons along with the keypads on the copy machines every day. They will be wiping down every desk and table in the classrooms, Atrium, Info Commons, and all the lounges with the disinfectant cleaner. We will be mounting Lysol wipes canisters by the elevators just in case someone wants to wash down their own desk or keyboard. Shirley and Michael welcome other suggestions. Please pass them to Shirley and Michael (mcore@alliedpartners.com).

To unsubscribe from the GCC-COMMUNITY list, click the following link: https://LISTSERV.CUNY.EDU/scripts/wa.exe?SUBED1=GCC-COMMUNITY&A=1