



## A MESSAGE FROM THE HUMAN RESOURCES OFFICE

### **THREE MANDATORY STEPS REQUIRED BY ALL STAFF & FACULTY PRIOR TO COMING ONSITE**

Safeguarding the health of our staff and faculty is a priority for the College. We are currently **limiting how many people are permitted in our buildings at any given time**. In order to keep everyone safe and healthy, all individuals coming onsite to work—even for one day **MUST follow the three steps below PRIOR to coming on campus:**

1. **CONTACT PUBLIC SAFETY FOR AUTHORIZATION:** You must email Public Safety at [CampusVisit@hostos.cuny.edu](mailto:CampusVisit@hostos.cuny.edu) with advance notice (at least 2 days) in order to receive authorization to access the campus for any reason. You must copy your supervisor (or Dept. Chair for faculty) on the request. If Public Safety has approved your request to work onsite for 1 or more days a week on a regular basis, you do not have to submit any additional request for access UNLESS it is for a day outside of the approved schedule.
2. **COMPLETE MANDATORY COVID-19 TRAINING ON BLACKBOARD:** All individuals working on site even for one day MUST complete the mandatory New York State COVID-19 Response-Return to Work Training PRIOR to coming on campus. This COVID-19 Training is on Blackboard under “My Organizations.” Contact the IT Service Desk at x6646 or at (718) 518-6646 if you are having technical difficulty or Annie Pena in HR at x6817 or at (718) 518-6817 if you are unable to see or access the training on Blackboard. You are only required to complete the training ONCE—it is not necessary to repeat the training every time you come on campus. See attachment for more detailed instructions.
3. **COMPLETE MANDATORY HEALTH SCREENING on EVERBRIDGE APP:** Every single day you come on campus you MUST use the app to answer 5 quick health screening questions. While you may complete the screening on the app upon arrival, we encourage you to answer the

questions PRIOR to traveling to the campus, preferably 1-2 hours in advance. No one will be permitted on campus without first using the app to take a Wellness Check Survey--See attachment for more detailed instructions on how to download and use the app. Based on the answers provided, you will receive confirmation on your phone or email that clears you to enter the College. Those not cleared to enter will be given additional guidance on what they should do next. If you still have difficulty after following the attached instructions, call the IT Service Desk at x6646 or at (718) 518-6646.

**If you follow all 3 steps and receive authorization to work onsite, once on campus, please remember to follow mandatory safety protocol in place including:**

- **Wearing a Mask:** Every person must wear a mask while on campus. Please consult the [University Guidance on Cloth Face Coverings](#) and additional guidance [from the CDC](#).
- **Maintaining Social Distancing—6 feet**—always maintain a distance of at least 6 feet from others when on campus.
- **Elevators & Bathrooms**—no more than 2 at a time—must wear mask and stand apart.
- **Washing Your Hands** regularly with soap and water for at least 20 seconds.
- **Using Hand Sanitizer** (alcohol based) when soap and water are unavailable.

**Thank you for helping us protect the health of our community!**

**Human Resources Office**  
**Division Of Administration and Finance**  
**Hostos Community College**  
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718-518-6650



# INSTRUCTIONS for New York State COVID- 19 Response: Return to Work Training

This training is provided **via CUNY Blackboard under “My Organizations”** similar to ESPARC and Workplace Violence Prevention Training.

In order to do the training you will need a CUNYfirst account. If you do not already have one please follow the instructions to “Claim your Account.” If you already have a CUNYfirst account, skip to “Start the Training in Blackboard.”

## **CLAIM (“get”) Your CUNYfirst Account:**

In order to claim your account: click on the following link <http://www.hostos.cuny.edu/first/> or the following link for a narrated tutorial: <http://www.hostos.cuny.edu/Administrative-Offices/Information-Technology/CUNYfirst/Staff/Video-Tutorials> If you are having difficulty, you may contact the IT Help Desk at x6646 for assistance.

## **START THE TRAINING IN BLACKBOARD:**

1. In order to login to the CUNY Blackboard you will need your CUNYfirst user ID and password. See above instructions. When logging into the CUNY Blackboard, **please use a laptop, desktop or tablet with Chrome or Microsoft Edge browsers due to compatibility issues with Firefox and Safari. You will not be able to view these videos on a cellphone.**
2. To **login to the CUNY Blackboard**, click on the following link: <http://www.cuny.edu/> then on the top right hand side click “**Login**” and select “**Blackboard**”. After using your CUNYfirst credentials to **login**, go to the right side of the Blackboard home page and you will see “**My Organizations**”. Click on “**New York State COVID-19 Response: Return to Work Training**” to start the training. It may take a few minutes for the “My Organizations” module to load.