

Welcome back!

We hope that your summer has been enjoyable as flexible hours have come to an end, and a new semester is about to begin. Please note the following information for your reference.

ICYMI ('In Case You Missed It)

New Guidance was communicated by the Chancellor last Thursday afternoon (excerpts):

New Temporary Mask Mandate

Due to the current rate of the coronavirus transmission, we are enacting a new temporary mask mandate as of today (Monday, August 16). For the time being, everyone, regardless of vaccination status, must:

- Wear a face mask inside all CUNY campuses and office buildings.
- Wear a mask outdoors on campus when unable to maintain physical distance from others (for example, while attending a CUNY gathering or sporting event).

The only exception to wearing a mask inside is if a fully vaccinated person is in a classroom, dorm room, office, or other enclosed space, or is at a workspace/desk and is socially distanced from any other occupied workspace/desk.

To be clear, anyone who is not yet fully vaccinated must wear a mask indoors and outdoors at all times while on campus, including in enclosed spaces, except when eating (in which case they must maintain strict social distancing from other individuals).

Vaccinated or Tested

As of today, anyone entering a CUNY facility for any reason will need to be fully vaccinated (defined as 14 days beyond the last vaccination shot) or show proof of a negative COVID-19 test taken within the past seven days.

Uploading Proof of Vaccination

Vaccinated faculty and staff members can upload their vaccination verification documents to [CUNYfirst](#). These voluntary submissions will facilitate your access to a campus or office throughout the Fall, and will also remove you from the need to participate in CUNY's weekly testing program that launched on Monday. For a guide to submitting your information to CUNYfirst, please visit [here](#).

Everbridge CUNY VaxPass

CUNY employees and students who have provided proof of vaccination using the Vaccine Verification Registration Form in CUNYfirst and who have been verified by the Human Resources office (for employees) or Location Vaccine Authority (LVA) (for students) as having been vaccinated.

A simple one-time VaxPass setup guide is available at [VaxPass User Setup Guide](#). Any technical issues in setting up the Everbridge VaxPass should be referred to the college's IT Help Desk.

Cleared4

All members of the CUNY community who are unvaccinated or choose not to reveal their vaccination status will be required to test through CUNY ADCL. You can go to any CUNY campus for testing (at York, the testing center is in HPE (lower level)). Test results will be processed within 24 hours (48 hours on weekends) and can be accessed by computer or smartphone.

ADCL has retained [Cleared4](#) health verification management system to provide the platform through which participants can register for the program, schedule a test appointment, receive test results, and display proof of testing. Once registered, participants will receive an overview of the program and instructions on how to proceed. Appointment scheduling, negative test results, and other communications will all flow through the Cleared4 platform. Again, at York the testing center is located in the lower level of HPE but you can go to any CUNY campus to obtain a test.

All faculty and staff members who have not provided proof of vaccination in CUNYfirst or who chose not to disclose their vaccination status need to enroll in CUNY's testing program and should have received an email with a link to enroll on Monday. [Testing sites will operate](#) at 18 colleges and at two Central locations. For more details of CUNY's testing program go here: [recent letter](#) or here: [Testing FAQ](#).

HR Office Operations

Please note that although we are unable to accommodate walk-in service at this time, we are prepared to serve your needs via phone, and by appointment via ZOOM and in-person.

- **If you were newly-hired during the time of full remote work**, you will be required to present your identification documents in person in order to maintain employment. We will be in contact to schedule a time to do so;
- **Onboarding for all new hires will be by appointment.** The appropriate HR team member will be in touch to schedule;
- **Documents can still be uploaded to our Secure Document Portal** (recommended) or dropped off at the new HR drop-box which will be available soon.
- **Virtual Office Hours** will be held every Friday via ZOOM. These visits are purely online visits. You will be ushered into a waiting room and directed to the best team member to address your inquiry. Hours will be held in the following manner:
 - **10 am to 12 pm HRIS TEAM**
CUNY-FIRST, PR-ASSIST, HR-ASSIST and AEMS questions, appointment information, increments, etc.). **Onboarding questions/issues will be handled separately.**

General Inquiries
 - **2 pm to 4 pm PAYROLL & BENEFITS TEAM**

Paycheck questions, direct deposit, time and leave, health benefits, pension and retirement, etc.)

General Inquiries

Finally, **HR is introducing its Intranet**, which is a site on the college webpage that will be accessible only to active employees. Our hope is that it will make it a bit easier to identify the best person to contact to meet your needs, and find information. It is currently under construction; details to come soon.

For now, here is a link to the HR Team introduction page (<https://www.york.cuny.edu/human-resources/whos-who-draft-public-facing-page>). Please use it to identify the appropriate team member to answer questions or conduct business.

On behalf of the entire HR Team, wishing you a safe and productive Fall semester.

Sabrina Johnson Chandler, SHRM-SCP
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