

To our Contractors, Consultants, Vendors, and Visitors –

In order to enhance the SUNY Polytechnic Institute Utica Campus efforts in minimizing community spread of the COVID-19 virus, and as required by the Centers for Disease Control and Prevention (CDC), New York State Department of Health (NYSDOH), and New York State Governor's Office, we will be enforcing the same screening policies for contractors, consultants, vendors, and visitors as apply to the employees, students, and tenants of SUNY Poly's Utica campus.

This Visitor Screening is necessary to help maintain a safe campus for all. Your cooperation is greatly appreciated.

SUNY Poly must be aware of the presence of individuals within its facilities, including: for whom they work; where they are working; with whom they are working; the purpose of their presence; and what they are doing.

Who Must Complete Visitor Screening

This Visitor Screening must be completed by all contractors, consultants, vendors, and visitors who will have a physical presence on the SUNY Poly Utica campus inside buildings or working on facilities / grounds with SUNY Poly community members (e.g., employees, students, tenants). This includes subcontractors, suppliers, service personnel, guest speakers, accommodation assistants, tour participants, etc.

Visitors (e.g., family) who plan to meet regularly with individual students will need to be approved by Administration by submitting a written request to fall2020plan@sunypoly.edu. Please include the reasons for, frequency, and location of the visit(s).

This form should not be completed by residential or commuter students or employees, who should instead use the Daily Screening form before campus arrival - <https://webapp.sunypoly.edu/covid-screener/>).

Please also note, this procedure and form submission do not apply to personnel providing deliveries only (e.g. UPS, FEDEX, USPS), or service contractors providing routine services where activities occur on the exterior of the buildings, and interactions with on-campus personnel and students or others do not occur (e.g. waste removal, exterior pest control).

Visitor Screening Process

The sponsor / host must be an office or official at SUNY Poly and cannot be a student.

The visitor must contact the sponsor / host in advance of the visit to coordinate the visit and obtain contact information (e.g., sponsor / host email).

This screening must be completed the day of the scheduled visit before arrival on campus. The sponsor / host will be notified of the screening completion via an official, required "@sunypoly.edu" email. Upon arrival, the sponsor / host will verify the visitor's current status with regard to the screening (any changes). All visitors will be required to sign in and out at the sponsor / host office (if open during the time of visit), or University Police Office (B126 Kunsela Hall). Check-in and meeting locations will be coordinated with the sponsor / host.

This process will be used to verify visitors' presence on campus and ensure awareness of the COVID-19 restrictions. Contact tracing will also be possible using the information provided in this form.

Further, please be aware that in accordance with the "New York State Forward" process and associated executive orders, social distancing of at least six feet and the wearing of appropriate face coverings to ensure source control and reduce the potential spread of COVID-19, will be required throughout SUNY Poly's Utica campus.

After Visiting

Please notify the sponsor / host if your health status changes following your visit (e.g., within 2 days of the visit COVID+ test result, COVID symptoms appear).

Our efforts to address the issues related to the pandemic are likely to evolve. Changes to policies may occur with little notice. Everyone's cooperation is greatly appreciated as we work together to reduce the spread of COVID-19.

Thank you for your anticipated cooperation.

SEE REVERSE / PAGE 2 FOR QUESTIONNAIRE FORM

CORONAVIRUS (COVID-19) QUESTIONNAIRE & ATTESTATION (SUNY Poly – Utica)

ALL CONTRACTORS, VENDORS, CONSULTANTS, AND VISITORS ARE REQUIRED TO COMPLETE THIS QUESTIONNAIRE.

If the online Screener is unavailable, this questionnaire / attestation must be completed the day of the scheduled visit and presented to the Sponsor / Host with a copy sent to the Office of Environmental Health & Safety (EHS) (clives@sunypoly.edu) and University Police (UPolice@sunypoly.edu). When visiting the campus, construction contractors and subcontractors are required to sign-in/-out at the Facilities Service Complex. Others are required to sign-in/-out with the Sponsor / Host or the University Police (Kunsela Hall room B126).

Please also note, this procedure and form submission do not apply to personnel providing deliveries only (e.g. UPS, FEDEX USPS), or service contractors providing routine services where activities occur on the exterior of the buildings, and interactions with on-campus personnel does not occur (e.g. waste removal, pest control). Social distancing and face coverings are still expected where required.

Company / Organization Name:			
Your Name:		Phone:	
Email Address:			
Purpose of Visit:			
Date of Visit:			
TIME IN:		TIME OUT:	
Location(s) Visited at SUNY Poly (building(s), room(s)):			
Host or Sponsor at SUNY Poly coordinating your visit:			
Close or Proximate contacts on campus (who did you spend time with?):			

In order to safeguard the SUNY Poly campus and prevent community spread of the novel coronavirus, there are a few questions that all employees, students, visitors, vendors and contractor personnel should ask themselves prior to working on the SUNY Poly campus:

1. Have you knowingly been in close contact, within 6 feet for a cumulative total of 15 minutes or more (in a 24-hour period) in the past 14 days, with anyone who has tested positive or who has or had symptoms of COVID-19, or who has been in mandatory isolation as ordered by New York State or the local health department? Yes No

2. Have you been tested following a known COVID exposure or at the request of your health care provider, and are awaiting results, or have tested positive for COVID-19 in the past 14 days? Yes No

3. Are you coming from, or have you traveled to a country outside the U.S. in the past 14 days? Yes No

4. Are you currently in mandatory quarantine required by your local health department? Yes No

5. Have you traveled out of New York State to a state other than Vermont, Connecticut, Massachusetts, Pennsylvania, or New Jersey in the past 14 days (<https://coronavirus.health.ny.gov/covid-19-travel-advisory>)? (The requirements of the travel advisory do not apply to any individual passing through designated states for a limited duration (i.e., less than 24 hours) through the course of travel.): Yes No

6. If you answered “yes,” to #5, have you completed the required Traveler Health Form (<https://forms.ny.gov/s3/Welcome-to-New-York-State-Traveler-Health-Form>) and have you been released by the Health Department following the required quarantine period and negative COVID diagnostic test(s)? Yes No
 N/A

7. Are you currently experiencing or have you experienced any COVID-19 symptoms in the past 14 days that cannot be attributed to other known medical conditions like asthma, migraine headaches, allergies, etc.? - <https://www.cdc.gov/coronavirus/2019-ncov/symptoms-testing/symptoms.html> Yes No
 - Fever or chills
 - Muscle or body aches
 - Congestion or runny nose
 - Cough
 - Headache
 - Nausea or vomiting
 - Shortness of breath or difficulty breathing
 - New loss of taste or smell
 - Diarrhea or unexplained rash
 - Fatigue
 - Sore throat
 - *(CDC listed symptoms @ 6/8/2020)

If any of your answers to any of these questions are “YES,” then you should not be present or working upon SUNY Poly – Utica property, and are expected to leave immediately. Also, if you begin to have any of the noted symptoms while on campus, please leave immediately. Please discuss this situation with your host/sponsor. You are encouraged to contact your health care provider for assessment and testing.

Please note, ALL members of the SUNY Poly – Utica campus community including vendors, tenants, visitors, and contractors, are expected to follow the NYS Executive Order 202.17 regarding the use of social distancing and face coverings as source control to prevent the spread of COVID-19. **When social distancing criteria (at least 6-foot separation) is not possible, face coverings shall be worn.** Additional health and safety behaviors and measures should also be in place (e.g. hand washing, hand sanitizers, glove use, covering coughs and sneezes, do not touch face, wear masks properly, etc...).

Acknowledgement, Attestation, and Certification - Please acknowledge your understanding of the aforementioned requirements, by signing your name below. If your information or health status changes (before, during, or within 2 days after your time at SUNY Poly - Utica - for instance if you suddenly develop COVID-19 symptoms), please contact your host / sponsor and the SUNY Poly Office of Environmental Health and Safety at (315) 792-7101 to report the change.

Signed: _____ Date: _____
 Please submit the completed form to your SUNY Poly project, contract, or program manager, host, or sponsor, and the EHS Office (clives@sunypoly.edu) and University Police (UPolice@sunypoly.edu). Keep a copy of the questionnaire for your information and to self-report any changes.

- Online Visitor COVID Screener is available at <https://webapp.sunypoly.edu/covid-screener/>.