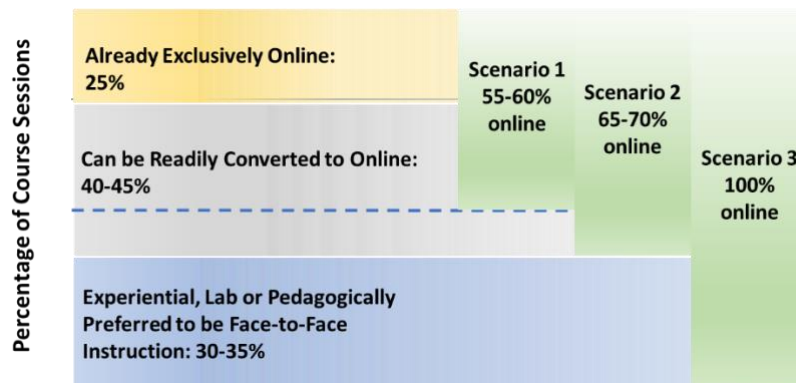# Fall 2020 Plan

SUNY POLY

EXECUTIVE SUMMARY

SUNY Polytechnic Institute's ("SUNY Poly") Fall 2020 Campus Planning Task Force includes three working groups: Academic Operations, Research Operations, and Campus Operations. The Vice President for Human Resources, Senior Associate Vice President for Finance and Associate Counsel serve as advisors for the Task Force to address relevant personnel, financial, and legal issues. See Appendix B for Task Force details.

The Task Force observes the following key principles: (1) prioritize the safety and wellness of the SUNY Poly community; (2) provide a high-quality learning experience to our students; (3) continue research and scholarly activities; and (4) strive for agility in both academic and campus operations. The Task Force has explored various options assuming vaccines for COVID-19 will not be widely available in fall 2020. In order to resume face-to-face instructions at SUNY Poly in a safe manner, the major limiting factors are reduced classroom capacity to ensure social distancing and the percentage of course sessions that are preferred to be taught through face-to-face instruction. According to the above principles and limiting factors based on preliminary analysis, we have three scenarios for Fall 2020 as shown in below schematic chart. We plan to resume research activities gradually during Summer 2020 and fully resume in Fall 2020.

The SUNY Poly Fall 2020 plan is based on the best available information as of the date of this draft. It includes current guidance provided by federal, state and local agencies, including SUNY System Administration and prioritizes the health and safety of the SUNY Poly community while providing a high quality education for our students. This plan will evolve as the institution receives additional input from faculty, staff, students and our host communities as well as when new guidance and/or regulations are promulgated. This document will be updated as needed on the SUNY Poly website.

ACADEMIC OPERATION

Teaching Modalities

SUNY Poly has approximately 700 classes scheduled in the Fall 2020 semester: 425 in Utica, 100 in Albany, and 175 online. Using a detailed analysis of classes at both sites, the course schedule will offer on campus/classroom-based instruction, as well as online synchronous and asynchronous instruction. These scenarios were developed in collaboration with faculty and are briefly described below.

For the Utica location, faculty have identified approximately 150 course sessions that require campus-based instruction for experiential and/or pedagogical reasons. Efforts are under way to evaluate available laboratories and experiential spaces for these courses given density limitations. Faculty also identified approximately 275 course sessions currently scheduled for on campus that are pedagogically

appropriate to teach online. Preliminary analysis suggests offering about 50-60 of these course sessions on campus to ensure that we can limit the number of online classes each student will take as below. SUNY Poly undergraduates typically take four 4-credit classes.

- Opportunities for first-year and new transfer residential students to attend on-campus or on-campus versions of dual-modality classes in at least ¾ of their courses.
- Opportunities for returning undergraduate students to attend on-campus or on-campus versions of dual-modality classes in at least half of their courses.
- Significant opportunities for on-campus tutorials to supplement synchronous online and asynchronous online classes.

For the Albany location, the majority of courses are graduate level with guidance through the research laboratory protocols. Graduate seminars will be taught either online synchronously or through campus/classroom-based instruction, depending on density and campus accessibility. For the approximately 25 undergraduate courses, faculty anticipate offering courses through a blend of three modalities (online, in-classroom or hybrid). Students will be scheduled for campus/classroom-based instruction to the greatest extent possible, with an emphasis on first-year students having not more than one class online.

Due to reduced classroom capacity for social distancing and above academic considerations, we have the following three scenarios listed as below. Scenarios 2 and 3 are contingency plans for Scenario 1 in case a local outbreak or a sizable second wave of the pandemic occurs. For planning purpose, we focus on the operations and resources needed to enable Scenario 1.

- Scenario 1: 55-60% online or distance learning; and 40-45% face-to-face instruction.
- Scenario 2: 65-70% online or distance learning; and 30-35% face-to-face instruction.
- Scenario 3: 100% online or distance learning.

Academic Calendar for Fall 2020 Semester
In order to maximize students' on-campus experience and minimize the risks of viral transmission due to Thanksgiving traveling by students, faculty, and staff, we have evaluated the option to start the Fall 2020 semester one week earlier and offer classes 100% through distance learning after Thanksgiving. While the proposed change of academic calendar will introduce more complications to the planning, our preliminary analysis showed that it is a viable option. Our tentative plan for Fall 2020 academic calendar is presented in Appendix A.
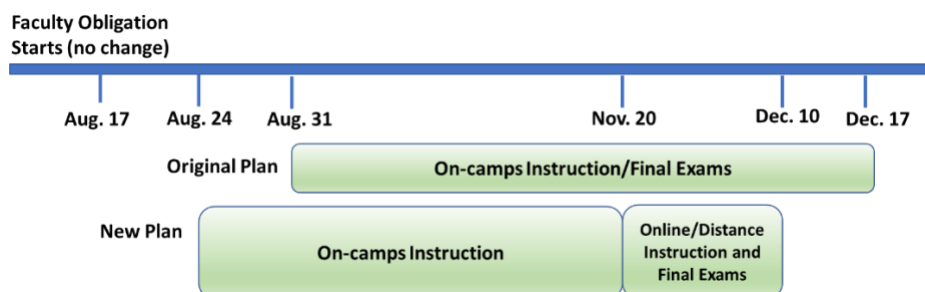
Student Accommodations
The Office of Disability Services will proactively and collaboratively work with other University departments as appropriate to ensure individuals with compromised immune systems or other health-related needs return to campus and/or are able to complete their academic coursework (e.g., on-

campus or via distance learning) safely and comfortably. Other departments may include, but will not be limited to, the Wellness Center, Residential Life and Housing, and varying areas of Academic Affairs. In many cases, students will be issued an individualized adjustment plan to address their specialized needs related to COVID-19.

Virtual programming will allow vulnerable populations to participate safely in extracurricular and educational activities.

RESEARCH OPERATION

The SUNY Poly-Albany Research working group has developed a set of Guiding Principles with detailed, phased re-opening stages and disseminated it to all faculty; created a survey to collect information; and provided a bi-weekly open forum for Q&As to address concerns and questions from faculty and staff; using the same set of guiding principles, Poly-Utica Research working group will develop a similar phased re-opening that is specific to the research labs on the Poly-Utica site.

Guiding Principles
- Follow the relevant local, state, and national public health authority directives.
- Protect the health and safety of the research workforce, emotional as well as physical.
- Protect the careers of early-career researchers for progression or tenure review.
- Undergraduates are students first, researchers second.
- Implement a fair and transparent process for granting access.
- Ensure as rapid a research restart as the public health conditions permit.

Research Labs
- At the Poly-Albany location, coordinate with NY CREATES on plans. All personnel will be required to enter through the NFE building for daily temperature checks.
- All personnel will be required to complete the EHS COVID-19 Training and Self-Certification.
- Faculty will develop staggered schedules for lab personnel and maintain social distancing in labs.
- During the initial phase, office-only work should continue to be done remotely, where possible.
- All Ph.D. students and postdocs will be permitted access to the site during the initial phase as needed. Faculty will be on campus as needed.
- A survey was developed to collect information from faculty on the number of persons and preferred schedule when lab access is needed.
- A bi-weekly open forum featuring Q&As with faculty to address concerns and questions will continue to be provided.

CAMPUS OPERATION
Classroom and Instruction Lab Population Density
The SUNY Poly Campus Operation working group reviewed all current and potential instructional spaces to meet academic needs while maximizing social distancing. The team utilized a baseline social distancing tenet of 6ft of minimum spacing between classroom occupants, as well as a 6ft instructional zone. Based on this model, the team recommended the following:
- Discontinuing use of small classrooms that are unable to meet baseline distancing requirements in order to maintain a reasonable class size and justify cleaning cost.
- Some multi-purpose spaces will be converted into classroom spaces to increase capacity.
- Pedestrian traffic flows in each instructional space have been taken into the consideration.
- Signage and labeling will serve to reinforce social distancing and best practices.
- Where the 6ft social distancing cannot be used (e.g., in highly used laboratories), plastic shielding will be installed to separate occupants.

See Appendix C & D for classroom and laboratory capacity before and after social distancing. With extended hours and class scheduling efforts, it is expected that the classroom and lab capacity will roughly match the needs of Scenario 1.

Classroom Technology

With the decrease in the classroom occupancy due to social distancing requirements (6ft space), SUNY Poly is developing a number of classrooms with HyFlex capabilities on both campuses. HyFlex is a course design model that provides components of hybrid learning in a flexible course structure providing the option of attending sessions in the classroom, participation online, or both. Information Technology Services, the Instructional Resource Center, and Facilities are working with members of the Academic Operations Committee to provide the technological infrastructure necessary to allow for both synchronous and asynchronous learning as appropriate. Classrooms designed for HyFlex capabilities can be found in Appendix C.

Residence Halls

SUNY Poly - Utica Campus

SUNY Poly's Utica campus has the residential capacity to provide up to 837 single and double spaces on campus for Fall 2020. It is anticipated that room demand may be lower than last year, and the current plan is to utilize vacancies to further reduce the number of students sharing suite bathrooms. Disability Services will recommend single rooms in support of medical requests through the existing housing accommodations process. The current plan for Fall 2020 is detailed below:

- Oriskany Hall: 72 resident rooms and bathrooms; space will be reserved for isolation and quarantine of residential students.
- Adirondack Complex: 288 singles; 54 doubles in 4 person suites with bathroom (max. 4 people/bathroom). Use for single or double occupancy.
- Mohawk Complex: 184 singles in four person suites with bathroom (max. 4 people/bathroom). Use for single occupancy.
- Hilltop Hall: 21 Singles; 118 doubles with private bathroom by room (max. 2 people/bathroom). Use for single or double occupancy.
- All residential bathrooms on campus will be private to the students in the unit and will not require entry by facilities staff for cleaning.

Social distancing efforts for residential living are detailed below:
- No guests (including other residential students).
- No open kitchens.
- No open lounges. Lounges will be used only for appropriately socially distanced activities planned and hosted by SUNY Poly and, where required, PPE will be provided by SUNY Poly staff (all lounges will be secured).
- Students residing in Mohawk and Adirondack will be housed in suites creating family units.
- Staggered and scheduled residential move-in will begin up to 3 weeks before the semester begins to ensure social distancing at arrival (early move-ins will allow for personal items to be dropped off before departure until classes begin).
- The Student Code of Conduct has been updated to accommodate Executive Orders.
- Expectations (face coverings, physical distancing, screening, etc.) will be clearly noted and communicated regularly to students.

SUNY Poly - Albany Campus
- Residential students will continue to be housed at Freedom Apartments through the University at Albany (UAlbany) and will follow UAlbany's residential protocol.
- Additional services provided through UAlbany include: dining, health and wellness services (including counseling), recreation, and on-campus transportation (residential students only).
- UAlbany/Poly will remain in close communication to educate/reinforce protocols.

Dining Services
Dining services at SUNY Poly's Utica location are offered by Sodexo which has a 3-step approach to a safe return to campus.

Health and Safety Focus
- Accelerated depth of cleaning & disinfection
- Utilize best sanitation practices
- Increase service protocols including PPE, masks, and gloves
- Staff training with a new culture of service and strong focus on handwashing
- Staff health monitoring

Environmental Focus
- Install social distancing measures, such as floor markers & signage, in all food units
- Control high-traffic flow
- Promote contactless transactions & cashless payments
- Utilize safety glass at register stations
- Implement distance seating in dining halls, with a new configuration for safety

New Menu Design
- Eliminate self-service practices
- Food pick-up as new normal
- Maintain quality of products and menu
- Implement online ordering for retail items and expanded carry-out options
- Increase food service technology and student communication
- Flexibility in student feeding to include an option for delivery in isolated areas

Campus Space
SUNY Poly will not generally provide campus space for external events in fall 2020. An exception for academic <u>mission-critical</u> events will require a review process and will include the ability to meet physical distancing and all other applicable safety standards as specified with reference to federal, state and local guidelines and directives.

Events
SUNY Poly will not host in-person events that are open to the public during the fall 2020 semester. Large event spaces typically used for large gatherings and activities will be used to support core academic activities. Co-curricular gatherings and student organization meetings require participants to wear face coverings. All departments and programs are encouraged to host virtual events. Campus events that cannot be done virtually or within applicable federal, state and local social distancing guidelines will be postponed to a time when guidance permits these types of events.

Student Affairs is establishing a working group involving Residential Life/Student Involvement, Facilities, Athletics, and the Student Government (SGU, USGA, GSGA) to develop virtual student life events,

student club meetings, and activities. Some small gatherings of clubs and their members will be scheduled during the fall semester to augment the largely virtual club meetings and events.

Visitor policy
SUNY Poly discourages non-essential visitors from accessing campus to enter buildings and meet with or interact with students, faculty, and staff. Virtual visits and appointments should be used to transact business whenever possible. Visitors will not be allowed in the residence halls. Those who must make in-person visits (deliveries, inspections, contractors, etc.) will be required to be pre-screened, wear masks, and practice social distancing.

Intercollegiate athletics
The fall semester athletics schedule is still to be determined based upon NCAA, state and local governance guidelines. The SUNY Poly Athletics Department is working with the North Atlantic Conference (NAC) to identify various scheduling models and safety protocols to safely resume competitive sports. At this time, attendance at athletics events will be limited to participants, game management and institutional personnel.

Personal Protective Equipment (PPE)
Ordering
- The ordering of PPE and related materials in response to COVID-19 will be a coordinated effort between the Procurement Office, EHS, Facilities, Wellness, Nursing, and Athletics.
- Existing supply chains/distributors vendors under contract or currently using product lines that meet specific needs will be prioritized if in-house purchasing is used. SUNY Poly plans to participate, when possible, with group or SUNY system-wide bulk purchasing.
- Participation will be evaluated based on products offered and comparable costs to existing suppliers.
- Requests will be submitted to NYS for additional items when needed (e.g. NYS Clean Hand Sanitizer).
- A Master Inventory List is maintained by EHS and Facilities with specific offices maintaining additional inventory (Wellness Center, the College of Nursing, Athletics, etc.)

Distribution
- Distribution is based on risk and participation in specific activities (e.g. handling contaminated materials, disinfecting surfaces, using specialized equipment).
- General distribution of hand sanitizer is expected for employees and students by EHS & Facilities, which will be notified when the supply is depleted or dispensers require replenishment.
- Distribution of face coverings will be prioritized for employees and available to students.

Employees, Students and Vendors/Visitors/Tenants
- All employees, students, and vendors/visitors/tenants are expected to follow NYS guidelines and requirements, as well as SUNY Poly policies regarding face coverings, use of PPE, social distancing, and screening.
- Plans are underway to obtain face coverings for all employees on campus.
- Specific activity-based PPE or related materials will be provided as needed.
- SUNY Poly is evaluating the feasibility of providing each student with up to two reusable masks upon the start of the fall semester.
- Provisions will be in place to ensure all employees and students have required PPE to be present on campus (e.g. classrooms, labs), or alternative arrangements will be provided.

- Host departments must ensure vendors/visitors/tenants are provided with the applicable guidelines, policies, procedures, and any other required materials to ensure a safe environment.
- Efforts are underway to develop an electronic screening tool that all employees, students, and vendors/visitors/tenants will complete prior to/upon arrival to campus.

Custodial Services

Daily Cleaning

Regular cleaning and disinfection are critical to reducing the risk of exposure to COVID-19. The Facilities Department is utilizing current public health guidance to develop best practices for cleaning and disinfection in coordination with EHS. Custodial staff will be assigned to increase frequency of cleaning in high-traffic locations, such as classrooms, hallways, restrooms, public reception areas (to include common areas in residence halls), and elevators. Custodial staff will disinfect frequently touched surfaces at a minimum of twice per day, typically in the early morning and mid-day, including:

- Bathroom faucets, fixtures, and towel dispensers;
- Classroom tables and lecterns;
- Public reception area countertops;
- Door handles and push plates;
- Elevator touchpads;
- Water fountains;
- Stair railings;
- Light switches;
- Vending machine buttons; and
- Laundry rooms

Products used for disinfection routines must be EPA/NYSDEC-approved to be effective against COVID-19. Custodial staff will be trained on the appropriate use of cleaning and disinfection chemicals, wear appropriate PPE, and practice appropriate social distancing guidelines.

Cleaning after Suspected or Confirmed COVID Cases

If an individual with a suspected or confirmed COVID case is found to be on campus, the campus will collaborate closely with the Local County Health Department (LCHD) before proceeding with cleaning and disinfection of the area. Procedures for cleaning and disinfection of the visited area include:

- Closing off the areas used by the individual with a suspected or confirmed COVID case.
- Opening outside doors and windows to increase air circulation in the area.
- Waiting 24 hours before cleaning or disinfecting the closed-off area. When possible, a wait period of 7-days or more will be applied.
- Cleaning and disinfecting all areas and equipment used by the individual.
- Once the area has been appropriately disinfected, it can be opened for use.
- If more than 7 days have passed since the individual visited or used an area, additional cleaning and disinfection is not necessary. Normal cleaning and disinfecting will be performed.
- PPE such as gloves, gowns, and masks will be used in accordance with the local and NYSDOH recommendations.
- All potentially contaminated trash will be placed in a plastic bag that can be tied closed before disposing with other waste.

Screening, Testing, Contact Tracing & Quarantine

Screening

- Students and employees returning to campus must complete an electronic screening form on a daily basis (sunypoly.edu/covid-screener). The screening includes questions about whether a person:
  - has come into close contact with anyone who, in the past 14 days, may have COVID-19 or been exposed to COVID-19;
  - has been tested or is awaiting testing results within the past 14 days;
  - is currently experiencing or has within the past 14 days exhibited COVID-19 symptoms.
- Students who are not approved through the screening process will be notified to remain in their residence hall room and/or not come to campus until contacted by the Wellness Center for follow-up.
- At the Albany campus, temperature checks are conducted for everyone onsite by NY CREATES. At the Utica location, the campus does not anticipate performing temperature checks of employees arriving on campus, but self- temperature monitoring may be requested of employees.
- On-going health promotion, such as social media campaigns, text messages, etc., will be utilized to prompt students and staff to self-assess for COVID-19.

Surveillance Testing

- To help avoid symptomatic confusion between flu and COVID-19, all students and employees will be strongly encouraged to have flu vaccines.
- All residential and non-residential students as well as SUNY Poly employees may be asked to conduct a 5-7 days precautionary quarantine at home prior to returning to campus. If COVID-19 symptoms develop, refer to below procedures for testing, contact tracing and quarantine. If asymptomatic, the individuals can return to campus following the guidance below.
- If resources permit, pooled testing will be provided to students and employees as groups, with about 25 people in each group (the group size may vary based on local infection rate at the time of campus re-opening).
- Residential students can be grouped based on living arrangements such as living in the same suite or on the same floor. Non-residential students can be grouped based on both living arrangements and class arrangements such as living in the same apartment or being in the same study groups. Employees can be grouped based on office locations, work duties, and schedules.
- If a group has tested negative, the entire group can return to campus. If a group tests positive, each member in the group should be tested individually. For details, see Appendix A under "Surveillance Testing."

Utica Residential Students Moving In

- Prior to arrival, residential students will receive information regarding pre-screening, including the electronic screening form to be utilized for an appointment-based move-in process.
- Each student will be allowed to bring a maximum of two move-in assistants. Within 24 hours of arrival, students and their move-in assistant(s) will complete the electronic screening form.
- The Wellness Center team will review and follow up where appropriate. The student and their move-in assistant(s) must pass the screening process to be allowed to continue the move-in process.
- If the COVID-19 screening criteria are not met, the student will not be allowed to move-in on that day to their assigned housing, and will be asked to either return home or stay in precautionary quarantine housing on campus.
- The Wellness Center team will provide follow-up with any affected student.

Employees Returning to Work
- Essential employees (and all employees when applicable) will be encouraged to participate in the NYS COVID-19 testing program.
- Following current NYS guidance and requirements regarding COVID+ and suspect COVID+ symptomatic employees, employees will be expected to stay home if they do not meet daily self-monitoring requirements and must report to the Human Resources Office.
- If symptomatic, employees will be encouraged to be tested, start precautionary quarantine, and see their healthcare providers.
- If tested positive, employees must follow guidelines and quarantine for at least 14 days.
- The LCHD will conduct contact tracing to ensure close contacts are sent home for precautionary quarantine and to be tested if needed. SUNY Poly will coordinate with the LCHD when appropriate.
- Employees may return to work when released from isolation/quarantine by the local health department or as indicated in the SUNY Poly Return to Work Policy.

COVID-19 Testing for Students
- At the Utica location, a discrete testing site is in the process of being identified.
- Wellness Center staff will assess, test, and provide medical guidance for students who report COVID-19 symptoms.
- Initial assessment will occur through a phone triage process. All students who call the Wellness Center for an illness will be asked specific COVID-19-related questions. Pre-appointment information, including medical insurance, will be obtained from the student.
- Students that report COVID-19 like symptoms are referred to the medical clinical staff to determine the need for testing. When needed, students will be provided an appointment for testing and/or informed of off-campus testing sites.
- Any test by medical staff will follow CDC/LCHD COVID-19 Policies and Procedures for:
    - Viral testing to diagnose active disease (PCR test)
    - Antibody testing to confirm previous infection (blood sample)
- In full personal protective equipment (PPE), the medical staff will obtain the specimen and make arrangements for processing, including transportation.
- Specimens may be sent to LabCorp, a NYSDOH-approved laboratory, or done via a CLIA waived rapid test under the auspices of the Limited Laboratory Services of Wadsworth Center.
- For tests submitted to LabCorp, students will complete and sign LabCorp's specimen submission form, including health insurance, which will be billed by LabCorp.
- All county laboratories, including LabCorp, are mandated to report positive COVID-19 test results to LCHD.
- Students will be encouraged to utilize their campus address for testing. This will allow the LCHD to be notified with results and subsequently shared with the Wellness Center.
- Utilizing electronic screening forms and testing results, the campus will provide consistent data to the LCHD, allowing for early detection of potential spikes in positive cases. Mohawk Valley area campuses are also working closely and cooperatively with the area hospitals and LCHD to monitor for increases across the region.

Contact Tracing
- Contact tracing will be initiated, implemented, and managed by the LCHD with support from SUNY Poly. The Wellness Center Director is serving as the liaison with the LCHD. Wellness Center staff (and others if necessary) will have completed certification training prior to campus re-opening.

- To effectively mitigate the risk of spreading the virus on campus, contact tracing must be done *rapidly*.

<u>Quarantine/Isolation (Oriskany Hall)</u>
- <u>For all symptomatic and suspected cases, until test results are confirmed, the individuals should start precautionary quarantine *immediately*.</u>
- All known close contacts of the symptomatic individual will be in precautionary quarantine *immediately* pending results; if the test result is negative, the symptomatic individual and close contacts will be released from precautionary quarantine.
    - In the event that a residential student tests positive for COVID-19, the campus will consult and follow the guidance of local health departments in order to stop the spread
    - Students will be isolated immediately on-campus in Oriskany Hall and remain isolated for 14 days or until released by authorities.
- The student and Wellness Center staff will work collaboratively with the LCHD and other health care authorities to follow all guidelines and procedures.
- Utilizing the SUNY Poly Influenza Follow-up Procedure and in collaboration with Residential Life, dining services, academic support, and other services will be provided to students in quarantine or isolation on campus.

Student Health Services
Medical and psychological services for SUNY Poly Albany students are provided through a contract with UAlbany. The SUNY Poly Wellness Center in Utica provides medical, counseling, and health promotion services to students. The Wellness Center will work collaboratively with the Oneida County Health Department (OCHD), New York State Department of Health (NYSDOH), and other authorities on the following.

<u>Decreasing the Risk of Exposure</u>
- Counseling and Health Promotion Services has been moved to an alternative location and will continue for Fall 2020 to reduce the risk of exposure by co-locating with the Student Health Services Center.
- Work spaces will follow 6ft social distancing guidelines, as will waiting room seats. Plexi-glass will be installed at all service counters.
- Appointments are required and must be scheduled by phone. The phone triage process includes COVID-19-related questions. Students without an appointment will be directed to the triage room to decrease office/waiting room exposure.
- Students will be instructed to arrive no earlier than 5 minutes before their scheduled appointments.
- For appointments related to respiratory symptoms, appropriate PPE by medical personnel is required and specific guidance to disinfect the room after the appointment must be adhered to.

<u>Medical, Psychological Support and Health Promotion</u>
- Health Promotions will provide continuous health education utilizing phone, tele-medicine, tele-counseling, and email options.
- Clinical Staff will determine/provide students with appropriate follow-up, including medical/psychological evaluation, treatment, and support on an individual basis.
- Students exhibiting unstable or severe clinical symptoms will be transported to the hospital for treatment.

<u>Transportation, Mail, and General Delivery Services</u>

SUNY Poly's mail and general delivery services will minimize the duration and frequency of in-person interactions, maximize social distancing, and increase the cleaning and disinfection of frequently used items. To accomplish this goal, the following measures will be employed:

- Placing signage at delivery locations to instruct delivery drivers on receiving and PPE protocols;
- Review the feasibility of 24-72 hour package resting zones;
- Use of gloves, masks, and disinfectant for receiving and delivery staff;
- Delivery of mail and packages to central locations using mail tubs;
- Installing plexiglass and hand sanitizer at service windows;
- Providing signage and markings to maintain social distancing while standing in line; and
- Placing plastic guards on PIN and signature pads to allow for frequent disinfection.

CAMPUS AND LOCAL COMMUNITIES ("Town and Gown" Interactions)

Efforts are underway to establish communication protocols with Oneida & Albany County Health Departments (LCHD) regarding planning efforts and response to any COVID+ employees, students, and tenants. These communications will ensure the proper and quick handling of suspected and positive COVID cases that may impact our communities. SUNY Poly Wellness Center, EHS, and HR will all work with the LCHD as needed.

Communications with the campus community regarding proper behaviors (e.g. masks, social distancing, hygiene, etc.) when in public (Town) will be part of continuous education. SUNY Poly will reach out to the entire SUNY Poly community including faculty, staff, residential students, as well as non-residential/commuter students living in the surrounding area.

As a service to the community, should the LCHD desire to provide testing or vaccination activities, the campus will work closely with associated agencies (e.g. Red Cross, National Guard) to assist as needed. Key contacts include:

- Albany County/Oneida County Health Department
- New York State Department of Health – COVID Hotline
- Mohawk Valley Regional Control Room/Capital Region Regional Control Room

COMMUNICATION AND OUTREACH PLAN

Clear, concise, and timely communications efforts are critical to ensure knowledge of on-campus procedures. All relevant updates, especially as procedures are modified due to changing conditions, will be communicated through multiple communication channels including:

- A *Return to Campus (RTC)* Webpage similar to the COVID-19 resource webpage will be established before the start of fall 2020. It will include resources, communications, and safety information. This site will be easily accessible from SUNY Poly homepage and news section.
- A dedicated RTC email address to funnel inquiries from faculty, students/parents, and staff will be established with a web button where the community can submit questions.
- As appropriate, social media channels will be utilized to share urgent information, updated procedures, and health/wellness guidelines. Alumni and friends of SUNY Poly will also be contacted as necessary via the Raiser's Edge platform.
- Email messages will be tailored to the relevant groups; messages to the campus will include relevant links to information. These emails will be shared by the appropriate office (President for overarching updates/messages; HR for employment protocol updates; Student Affairs for residential life/student life updates; Communications for others, etc.)
- In the event of a positive COVID-19 case, appropriate information will be shared with the campus site where the incident occurred, utilizing current notification templates and incorporating patient privacy, location impacted, cleaning efforts, etc. and will be shared via e-mail and web site.

- All social media channels will be monitored in real-time to understand, address and respond, as appropriate, to concerns, successes, and questions.
- Graphics and videos will be developed to promote social distancing and other protective measures in a fun and easy way, both as signage and social media posts.

RETURN TO REMOTE OPERATIONS

In the event the campus is required to ramp down or close operations due to future pandemic outbreaks, the following procedures will be implemented.

Operational Activity
- Academic operations will be moved to a remote (online) environment.
- All personnel will be moved to work from home (WFH) model with the exception of:
  - Essential personnel (Facilities, University Police, Information Technology Services, etc.).
  - Non-Essential Personnel needing to access campus sporadically to fulfill an essential function (Payroll, EHS, etc.).
  - Where possible, essential personnel will be divided into cohorts to reduce on-campus density and limit human interaction.
  - Any personnel on campus will be required to follow all NYS DOH and CDC essential personnel guidelines including PPE, social distancing, and access to testing as available.
- Facilities will be closed wherever possible, maintained at base operational levels, and only accessible to essential personnel.

Shutdown of Residential Life Operation

Students will be notified prior to their arrival to campus that an emergency shutdown of Residential Life Operations may require them to make a *complete* residential move out, and that they should pack for the fall semester by taking that into consideration.

Move-Out Process
- Students will be notified of the necessity to check out via SUNY Poly email and "call them all" text/phone notification.
- Checkout will be handled using a socially distanced structure, appropriate distancing and masks will be required.
- All students must vacate the residential complex within 48 hours of notification that there is an emergency shutdown of Residential Life Operations.
- Students will utilize a form to confirm their knowledge of the shutdown and to indicate their departure time. The same form will be used for students who are unable to depart to request an extended stay.
- Students requiring move out assistance will be limited to two assistants; assistants will complete the SUNY Poly screening prior to being allowed to participate in move-out.
- Students are expected to depart campus immediately upon completion of move-out process.
- Accommodations will be made for international students or those with special needs to remain on-campus.
- Within 48 hours of move-out process completion, Residence Life staff with conduct a visual inspection for confirmation.
- After 72 hours, facilities staff can begin the full disinfection process.

Medically Isolated or Quarantined Students

- Students isolated or quarantined at the time of shutdown will remain in their assigned quarantine or isolation location until the Wellness Center and/or Oneida County DOH determine it to be safe for them to move out.
- All services will remain in place for isolated or quarantined students during shut down.

Communications

In the event of ramp down or closure of operations, the following communications strategies will be deployed.

Internal
- Email communications to all impacted students, faculty and staff with up-to-date information including moving out procedures for residential students, work from home procedures for personnel, and migration to online instruction for academic operations.
    - Messages will be tailored to the relevant groups with links to appropriate information.
    - Parents of residential students will receive email notification to assist in the shutdown and move out process.
- Re-deployment of the RTC webpage with resources, communications, and safety information. The site will be easily accessible from the SUNY Poly homepage and news section.
- Utilization of social media channels to share urgent information, updated procedures, and health/wellness guidance. All channels will be monitored in real-time to understand, address and respond, as appropriate, to concerns, successes, and questions.
- LiveChat and ChatBot functions will be deployed to handle inquiries from student oriented operations in a remote environment.

External

The campus will communicate with the following external organizations (identified lead) as follows:
- SUNY System Administration (Campus President or designee)
    - SUNY Communications (Director of Communications)
- Local Regional Control Room (Chief Operating Officer/VP of Student Affairs)
- Local Department of Health (EHS Director/Director of Student Wellness Center)
- Regional Media (Director of Communications)

RESOURCES REQUIRED FOR FALL 2020

The impact from the pandemic, will include a reduction in the campus population density and an expected reduction in enrollment. There are two primary financial impacts; there are a negative impact on revenue generation for both tuition and residence halls; and an increase in operational costs to meet social distancing and required health and safety guidelines. At this time, SUNY Poly has estimated projections for the Fall 2020 semester. The residence halls are impacted not only with the limitations in room availability imposed, but are also by the number of students and days students will be on campus. Operational costs include, but are not limited to, direct costs for providing testing, surveillance, classroom refitting for online capabilities, HVAC filtering, cleaning, cleaning supplies and PPE. These operational costs for the Fall 2020 semester is estimated at a cost of more than $400k. Due to the decrease in population density on campus, however, some of these costs may be offset by a cost savings of approximately $50k.

Appendix A: CHECKLIST for Restarting On-Campus Activities and Operations

1. Repopulation of the Campus planning should include:

√ **Capacity to maintain social distancing.** Phasing and quantity of student, faculty, and staff repopulation factors such as ability to maintain social distancing in public spaces and residence halls, Personal Protective Equipment (PPE) availability, and availability of safe transportation;
- Faculty, staff, students and visitors are required to wear facial coverings on campus.
- All classrooms, dining halls, common areas and offices will maintain 6' of distance between individuals. For any location where it is not possible to maintain 6' of distance, the campus will work with individuals to allow remote working, reduction of personnel on shift, or other accommodations as appropriate.
- PPE will be provided to all employees based on DOH and CDC guidance.
- SUNY Poly is evaluating providing each student with two reusable masks upon the start of the fall semester.
- The University does not provide transportation.

√ **PPE.** Plans should be to obtain and provide acceptable facial coverings to all employees of the institution. State whether the institution will provide re-usable facial coverings to students; will there be disposable masks be available for students and employees as needed? What PPE is required when and where (i.e. outside, classrooms, lecture halls);
- SUNY Poly will provide acceptable facial coverings to all employees and is working with SUNY System Administration, regional colleges and universities, and Oneida County to maintain adequate stockpile of PPE.
- SUNY Poly is does plan to provide two reusable facial coverings to students. An emergency stockpile of disposable masks will be made available in high risk areas.
- All employees will be required to wear a mask when interfacing with students, other employees and the general public.

√ **Screening and testing.** Plan should discuss how campus will screen and/or test students and employees and what actions will be taken if students and employees test positive;
- SUNY Poly is deploying a daily prescreening for all faculty, staff and students re-entering campus, available here: https://webapp.sunypoly.edu/covid-screener/.

Students:
- Students not approved through the screening process will be notified by the Wellness Center for follow-up.
- During the move-in process, all students not approved through the screening process will not move-in on that day to their assigned housing, and will be asked to either return home or stay in precautionary quarantine housing on campus.
- Wellness Center staff will assess, test, and provide medical guidance for students who report COVID-19 symptoms.
- In the event that a residential student tests positive for COVID-19, the campus will consult and follow the guidance of local health departments in order to stop the spread
- Students will be isolated immediately on-campus in Oriskany Hall and remain isolated for 14 days or released by authorities.
- The student and Wellness Center staff will work collaboratively with the LCHD and other health care authorities to follow all guidelines and procedures.

- COVID+ and suspect COVID+ symptomatic employees will be expected to stay home if they do not meet daily self-monitoring requirements and must report to the Human Resources Office and to their supervisor.
- If symptomatic, employees are encouraged to be tested, start precautionary quarantine and contact their healthcare providers.
- If tested positive, employees must follow guidelines and quarantine for at least 14 days.
- Local County Health Department (LCHD) will conduct contact tracing to ensure close contacts are sent home for precautionary quarantine and tested if needed. SUNY Poly will coordinate with the LCHD as appropriate.
- Employees may return to work when released from isolation/quarantine by the LCHD as indicated in the SUNY Poly Return to Work Policy.

√ **Residential living:** Residential living plans should include capacity limits, enhanced cleaning and disinfection, social distancing, and guidance on whether facial coverings are required in common areas and restrictions on gatherings and activities. Will access by students to other dorms be limited? And state whether special housing considerations for students with medical conditions, separate spaces for persons undergoing isolation or quarantine, and a modified code of conduct will be put in place;

- Residential capacity is limited to 837 single and double spaces. Lower room demand may allow further reduction in the number of students sharing suite bathrooms. All residential bathrooms will be private to the students in the unit (max. 4)
- Face coverings are required in all common areas with limited and predominantly virtual activities.
- Access to each residence hall will be limited to that hall's residents, with no guests, including other residential students.
- Medical singles will be available for students requiring accommodation through Disability Services.
- Oriskany Hall will be reserved exclusively for quarantine or isolation.
- The Student Code of Conduct has been updated to accommodate Executive Orders and expectations will be clearly communicated to students.
- Facilities is utilizing current public health guidance for best cleaning practices and will increase frequency of cleaning in high-traffic locations in residential facilities. Products used for disinfection routines are EPA/NYSDEC-approved to be effective against COVID-19. Custodial staff will wear appropriate PPE and practice appropriate social distancing guidelines throughout all facilities.

√ **Operational activity:**

With the decrease in the classroom occupancy due to social distancing requirements (6ft of space per person), SUNY Poly is developing a number of classrooms with capabilities to deliver dual-modality instruction: in-class for a number of students, and live-stream to other students. We expect that our residential students will largely fill the seats in classrooms, and commuter students will live-stream the classes. Information Technology Services, the Instructional Resource Center, and Facilities are working with members of the Academic Operations Committee to provide the technological infrastructure necessary to allow for both on-campus and off-campus/live-stream learning. This infrastructure will also support the seamless transition to all online learning should that be necessary.

Current efforts focus on the following learning spaces:

Utica Campus
Kunsela
- · A112 (Auditorium) (24)
- · A129 (MPR) (30)
- · A133 (16)
- · A135 (16)

Donovan
- · G152 (14)

Cayan
- · L128 (20 to 30)

Campus Center
- · 0124 (Gym) (60)

Student Center
- · Small MPR (14)
- · Large MPR (25)

Albany Campus
- · NFE 4437 (13)

A second aspect of operations involves the academic calendar. As noted in the Plan, SUNY Poly has modified the calendar to begin on August 24 and reduced in-semester vacation days to a single day – Wednesday, October 7—to limit long weekends available to students for travel. The post-Thanksgiving schedule includes two days of online instruction, and an online final exam period.

Exams taken online can be proctored using the Respondus, a solution embedded in SUNY Poly's learning management system, which records the student taking the exam (recorded from their laptop) and allows the video to be reviewed by faculty if necessary.

√ **Restart operations:** Identify plans to reopen buildings such as cleaning and disinfection, and restarting ventilation, water systems, and other key components (as needed);
- • All buildings on campus have operated at minimum levels and have been maintained by essential employees throughout the pandemic.
- • Ventilation and water systems have been maintained and disinfection procedures continue to be followed.
- • As additional population density is added to the campus, the Facilities Department will increase frequency of cleaning in high-traffic locations, such as classrooms, hallways, restrooms, public reception areas, and elevators. Custodial staff will disinfect frequently touched surfaces at a minimum of twice per day, typically in the early morning and mid-day.
- • Products used for disinfection routines will be EPA/NYSDEC-approved to be effective against COVID-19.
- • Custodial staff are trained on the appropriate use of cleaning and disinfection chemicals, wear appropriate PPE, and practice appropriate social distancing guidelines.

√ **Extracurricular activities including intramurals and student performances:** Identify policies regarding extracurricular programs and which activities will be allowed, taking social distancing and risk of viral transmission into consideration;
- • Student Affairs has established a working group involving Residential Life/Student Involvement, Facilities, Athletics, and the Student Government (SGU, USGA, GSGA) to develop virtual student life events and student club meetings and activities.

- Small gatherings of clubs may be scheduled during the fall semester to augment the virtual club meetings and events; in person meetings require appropriate social distancing (at least 6 ft. of space per participant) and will require participants to wear masks.
- All departments and programs are encouraged to host virtual events.

√ **Vulnerable Populations:** Include considerations for vulnerable populations on campus and individuals who may not feel comfortable returning to campus, to allow them to safely participate in educational activities;

Employees:
- Considerations for vulnerable populations of employees will be handled through the Office of Human Resources. Employees who have concerns are encouraged to reach out to human resources as soon as possible concerning any individualized needs.

Students:
- The Office of Disability Services is collaboratively working with other departments to ensure individuals with compromised immune systems or other health-related needs return to campus and/or academic coursework (e.g., on-campus or via distance learning) safely and comfortably.
- As needed, students will be issued individualized adjustment plans to address specialized needs related to COVID-19.
- Virtual programming will allow vulnerable populations to participate safely in extracurricular and educational activities.

√ **Hygiene, cleaning and disinfection:** Include campus-wide cleaning and disinfection protocols for classrooms, residence halls, restrooms, and other facilities, consistent with CDC guidance as communicated by SUNY System Facilities management.

The Facilities Department is utilizing current public health guidance to develop best practices for cleaning and disinfection in coordination with EHS. Custodial staff will be assigned to increase frequency of cleaning in high-traffic locations, such as classrooms, hallways, restrooms, public reception areas (to include common areas in residence halls), and elevators. Custodial staff will disinfect frequently touched surfaces at a minimum of twice per day, typically in the early morning and mid-day, including:
- Bathroom faucets, fixtures, and towel dispensers;
- Classroom tables and lecterns;
- Public reception area countertops;
- Door handles and push plates;
- Elevator touchpads;
- Water fountains;
- Stair railings;
- Light switches;
- Vending machine buttons; and
- Laundry rooms

Products used for disinfection routines must be EPA/NYSDEC-approved to be effective against COVID-19. Custodial staff will be trained on the appropriate use of cleaning and disinfection chemicals, wear appropriate PPE, and practice appropriate social distancing guidelines.

2. Monitoring includes policies to track health conditions on campus:

√ **Testing responsibility.** Do you plan to test all students or residential students only, and employees before and/or during the semester? Will the testing for surveillance, event-driven, or a combination of both? If you plan to test employees and students, identify who is responsible for purchasing and administering testing; plans should offer contingencies for continual screening for symptoms and/or temperature checks.

- SUNY Poly does not plan on testing any students or employees prior to return to campus.
- Students and employees will complete a daily screening process with results being forwarded to Human Resources (employees) and the Wellness Center (students) in the event of a "yes" response to the questionnaire.

Student Testing:
- Students who are symptomatic will be referred to the medical clinical staff to determine the need for testing. When needed, students will be provided an appointment for testing and/or informed of off-campus testing sites.
- Any test by medical staff will follow CDC/LCHD COVID-19 Policies and Procedures; currently for on campus testing, medical insurance will be billed.
- Students will be encouraged to utilize their campus address for testing so that the LCHD will be notified with results.

Employee Testing:
If symptomatic, employees will be encouraged to be tested, start precautionary quarantine, and see their healthcare providers.
- If tested positive, employees must follow guidelines and quarantine for at least 14 days.
- Local County Health Department ("LCHD") will conduct contact tracing to ensure close contacts are sent home for precautionary quarantine and be tested if needed. SUNY Poly will coordinate with the LCHD when appropriate.
- Employees may return to work when released from isolation/quarantine by the local health department or as indicated in the SUNY Poly Return to Work Policy.

Surveillance Testing:
- To help avoid symptomatic confusion between flu and COVID-19, all students and employees will be strongly encouraged to have flu vaccines.
- All residential and non-residential students as well as SUNY Poly employees may be asked to conduct a 5-7 days precautionary quarantine at home prior to returning to campus.
- If resources permit, pooled testing may be provided to students and employees as groups (approx. 25 ppl/group) based on local infection rate at the time of re-opening.
- Residential students can be grouped based on living arrangements (same suite or floor). Non-residential students can be grouped based on both living and class arrangements (same apartment, same study group, etc.). Employees can be grouped based on office locations, work duties and schedules.
- If a group has tested negative, the entire group can return to campus. If a group tests positive, each member should be tested individually.

Event-Driven Testing:

- SUNY Poly is working with the LCDH on developing strategies for event-driven testing for students should the number of symptomatic cases increase beyond the daily capacity of the Wellness Center (approx. 30 per day).

√ **Testing frequency and protocols:** Determine testing frequency and process which may include plans to test for cause (e.g. symptomatic individuals, close or proximate contacts, international travel), plans for surveillance to proactively monitor for symptoms of COVID-19 and influenza-like illness, as well as protocols around group testing, if applicable;
- Students and employees will complete a daily screening process with results being forwarded to Human Resources (employees) and the Wellness Center (students) in the event of a "yes" response to the questionnaire.

Student Testing:
- Students who are symptomatic, have had close contact with someone who has tested positive, or who have traveled internationally within the last 14 days will be referred to the medical clinical staff to determine the need for testing.
- Students will be provided an appointment for testing and/or informed of off-campus testing sites.
- Any test by medical staff will follow CDC/LCHD COVID-19 Policies and Procedures; currently for on campus testing, medical insurance will be billed.
- Students will be encouraged to utilize their campus address for testing so that the LCHD will be notified with results.

Employee Testing:
If symptomatic, employees will be encouraged to be tested, start precautionary quarantine, and see their healthcare providers.
- If tested positive, employees must follow guidelines and quarantine for at least 14 days.
- Local County Health Department ("LCHD") will conduct contact tracing to ensure close contacts are sent home for precautionary quarantine and be tested if needed. SUNY Poly will coordinate with the LCHD when appropriate.
- Employees may return to work when released from isolation/quarantine by the local health department or as indicated in the SUNY Poly Return to Work Policy.

√ **Early warning signs:** Plan should have a process for monitoring early warning signs of an outbreak including increasing rates of positive infections and hospitalizations and communicating these data to local health department officials;
- Mohawk Valley area campuses are working closely and cooperatively with the area hospitals and LCHD. The Wellness Center and EHS Directors will monitor early warning signs and share data with the LCHD on an ongoing basis.

√ **Tracing:** Institutions may choose to develop plans for contact tracing in close coordination with state and local health departments;
- Wellness staff will have completed and/or are in the process of being certified in contact tracing. This initiative is in cooperation with the LCHD; the Wellness Center Director is the liaison with the LCHD.

√ **Screening:** Develop plans for regular health screening of employees, students and visitors.

- Students and employees will complete a daily screening process with results being forwarded to Human Resources (employees) and the Wellness Center (students) in the event of a "yes" response to the questionnaire.

Student Testing:
- Students who are symptomatic will be referred to the medical clinical staff to determine the need for testing.
- Students will be provided an appointment for testing and/or informed of off-campus testing sites.
- Any test by medical staff will follow CDC/LCHD COVID-19 Policies and Procedures; currently for on campus testing, medical insurance will be billed.
- Students will be encouraged to utilize their campus address for testing so that the LCHD will be notified with results.

Employee Testing
If symptomatic, employees will be encouraged to be tested, start precautionary quarantine, and see their healthcare providers.
- If tested positive, employees must follow guidelines and quarantine for at least 14 days.
- Local County Health Department ("LCHD") will conduct contact tracing to ensure close contacts are sent home for precautionary quarantine and be tested if needed. SUNY Poly will coordinate with LCHD when appropriate.
- Employees may return to work when released from isolation/quarantine by the local health department or as indicated in the SUNY Poly Return to Work Policy.

Visitor Screening
- All vendors/visitors/tenants are expected to follow NYS guidelines and requirements, and SUNY Poly policies regarding face coverings, use of PPE, social distancing and screening.
- Host departments must ensure vendors/visitors/tenants are provided with the applicable guidelines, policies, procedures, and any other required materials to ensure a safe environment.

3. Containment plans should address response to positive or suspected cases as well as preventative policies and practices, including:

√ **Isolation:** Plan to isolate symptomatic individuals, both residential and non-residential (as applicable), while waiting for test results. Plans must identify where individuals will reside during isolation (e.g., residence halls, hotels, home);
- For all symptomatic and suspected cases, until test results are confirmed, the individuals should start precautionary quarantine *immediately*. All residential students in isolation will be housed in Oriskany Residence Hall. Students residing off campus will start precautionary quarantine at home and not travel to campus.
- All known close contacts of the symptomatic individual will be in precautionary quarantine *immediately* pending results; if the test result is negative, the symptomatic individual and close contacts will be released from precautionary quarantine.

√ **Quarantine:** Identify how exposed persons (residential and non-residential) will be quarantined away from others, including the system of quarantine supports that will be provided including food, medicine, psychosocial and academic supports;

- In the event that a residential student tests positive for COVID-19, the campus will consult and follow the guidance of local health departments in order to stop the spread
- Students will be isolated immediately on-campus in Utica in Oriskany Hall for isolation and remain isolated for 14 days or until released by authorities.
- The student and Wellness Center staff will work collaboratively with LCHD and other health care authorities to follow all guidelines and procedures.
- Utilizing the SUNY Poly Influenza Follow-up Procedure and in collaboration with Residential Life, dining services, academic support and other services will be provided to students in quarantine or isolation on campus.
- Non-residential students will be provided academic and psychosocial support.

√ **Students confirmed or suspected to have COVID-19:** Residential institutions need to include plans for serving students who are awaiting test results and are in isolation, or tested positive. SUNY System recommends that students who test positive be sent home, unless they are not able to travel home (i.e., international students or those with extenuating circumstancing that prohibit a safe return home);

- If a student tests positive, they will be advised to return home unless they are unable to (i.e., international students or those with extenuating circumstancing that prohibit a safe return home). On the Utica campus, The Wellness Center Staff will assist in making arrangements where appropriate.
- Students unable to return home will be isolated immediately on-campus in Oriskany Hall and remain isolated for 14 days or released by authorities.
- The student and Wellness Center staff will work collaboratively with the Oneida County Health Department and other health care authorities following the most recent guidelines including tracing.
- Utilizing the SUNY Poly Influenza Follow-up Procedure and in collaboration with Residential Life, dining services, academic support and other services will be provided to students in quarantine or isolation on campus.
- Non-residential students will be provided academic and psychosocial support.

√ **Hygiene, cleaning and disinfection:** Develop strategies for cleaning and disinfection of exposed areas;

Cleaning after Suspected or Confirmed COVID Cases
If an individual with a suspected or confirmed COVID case is found to be on campus, the campus will collaborate closely with the Local County Health Department (LCHD) before proceeding with cleaning and disinfection of the area. Procedures for cleaning and disinfection of the visited area include:
- Closing off the areas used by the individual with a suspected or confirmed COVID case.
- Opening outside doors and windows to increase air circulation in the area.
- Waiting 24 hours before cleaning or disinfecting the closed-off area. When possible, a wait period of 7-days or more will be applied.
- Cleaning and disinfecting all areas and equipment used by the individual.
- Once the area has been appropriately disinfected, it can be opened for use.
- If more than 7 days have passed since the individual visited or used an area, additional cleaning and disinfection is not necessary. Normal cleaning and disinfecting will be performed.
- PPE such as gloves, gowns, and masks will be used in accordance with the local and NYSDOH recommendations.
- All potentially contaminated trash will be placed in a plastic bag that can be tied closed before disposing with other waste.

√ **Communication:** Develop plans to share protocols and safety measures taken by the institution

Clear, concise, and timely communications efforts are critical to ensure knowledge of on-campus procedures. All relevant updates, especially as procedures are modified due to changing conditions, will be communicated through multiple communication channels including:

- A *Return to Campus (RTC)* Webpage similar to the COVID-19 resource webpage will be established before the start of fall 2020. It will include resources, communications, and safety information. This site will be easily accessible from the SUNY Poly homepage and news section.
- A dedicated RTC email address to funnel inquiries from faculty, students/parents, and staff will be established with a web button where the community can submit questions.
- As appropriate, social media channels will be utilized to share urgent information, updated procedures, and health/wellness guidelines. Alumni and friends of SUNY Poly will also be contacted as necessary via the Raiser's Edge platform.
- Email messages will be tailored to the relevant groups; messages to the campus will include relevant links to information. These emails will be shared by the appropriate office (President for overarching updates/messages; HR for employment protocol updates; Student Affairs for residential life/student life updates; Communications for others, etc.)
- In the event of a positive COVID-19 case, appropriate information will be shared with the campus site where the incident occurred, utilizing the current notification template and incorporating patient privacy, location impacted, cleaning efforts, etc., and will be shared via e-mail and the web site.
- All social media channels will be monitored in real-time to understand, address and respond, as appropriate, to concerns, successes, and questions.
- Graphics and videos will be developed to promote social distancing and other protective measures in a fun and easy way, both as signage and social media posts.

4. Return to remote operations ("Shutdown") includes contingency plans for ramping down and/or closing the campus:

√ **Operational Activity:** Include which operations will be ramped down or shutdown and which operations will be conducted remotely; include process to conduct orderly return to remote instruction and which may include phasing, milestones, and key personnel;

- Academic operations will be moved to a remote (online) environment.
- All personnel will be moved to work from home (WFH) model with the exception of:
    o Essential personnel (Facilities, University Police, Information Technology Services, etc.).
    o Non-Essential Personnel needing to access campus sporadically to fulfill an essential function (Payroll, EHS, etc.).
    o Where possible, essential personnel will be divided into cohorts to reduce on-campus density and limit human interaction.
    o Any personnel on campus will be required to follow all NYS DOH and CDC essential personnel guidelines including PPE, social distancing, and access to testing as available.
- Facilities will be closed wherever possible, maintained at base operational levels, and only accessible to essential personnel.

√ **Move-out:** For residential colleges and universities, plans should address how students safely depart campus and policies for students who may not be able to depart campus quickly (e.g. international students or those with extenuating circumstancing that prohibit a safe return home);

- Students will be notified prior to their arrival to campus that an Emergency Shutdown of Residential Life Operations will require them to make a *complete* residential move out and that they should pack for the fall semester accordingly.

Move-Out Process:

- Students will be notified of the necessity to check out via SUNY Poly email and "call them all" text/phone notification.
- Checkout will be handled using a socially distanced structure, appropriate distancing and masks will be required.
- All students must vacate the residential complex within 48 hours of notification that there is an Emergency Shutdown of Residential Life Operations.
- Students will utilize a form to confirm their knowledge of the shutdown and to indicate their departure time. The same form will be used for students who are unable to depart to request an extended stay.
- Students requiring move out assistance will be limited to two assistants; assistants will complete the SUNY Poly screening prior to being allowed participate in move-out.
- Students are expected to depart campus immediately upon completion of the move out process.
- Accommodations will be made for international students or those with special needs to remain on-campus.
- Within 48 hours of move-out process completion, Residence Life staff will conduct a visual inspection for confirmation.
- After 72 hours, facilities staff can begin the full disinfection process.

Medically Isolated or Quarantined Students:
- Students isolated or quarantined at the time of shutdown will remain in their assigned quarantine or isolation location until the Wellness Center and/or Oneida County DOH determine it to be safe for them to move out.
- All services will remain in place for isolated or quarantine students during shut down.

√ **Communication:** Develop plans to communicate internally and externally throughout the process. In the event of ramp down or closure of operations, the following communications strategies will be deployed.

Internal:
- Email communications to all impacted students, faculty, and staff with up-to-date information including moving out procedures for residential students, work from home procedures for personnel, and migration to online instruction for academic operations.
    - Messages will be tailored to the relevant groups.
    - Parents of residential students will receive email notification to assist in the shutdown and move out process.
- Redeployment of the RTC webpage with resources, communications, and safety information. Site will be easily accessible from the SUNY Poly homepage and news section.
- Utilization of social media channels to share urgent information, updated procedures, and health/wellness guidelines. All channels will be monitored in real-time to understand, address and respond, as appropriate, to concerns, successes, and questions.
- LiveChat and ChatBot functions will be deployed to handle inquiries from student-oriented operations in a remote environment.

External:
The campus will communicate with the following external organizations (identified lead) as follows:
- SUNY System Administration (Campus President or designee)
    - SUNY Communications (Director of Communications)

- Local Regional Control Room (Chief Operating Officer/VP of Student Affairs)
- Local Department of Health (EHS Director/Director of Student Wellness Center)
- Regional Media (Director of Communications)

Appendix B: SUNY Poly Campus Re-Opening Task Force

The SUNY Poly Campus Restarting Task Force includes three working groups: Academic Operation, Research Reopening, and Campus Operation. The Working Group chairs and members are listed below. The Task Force is chaired by Interim President Grace Wang with following advisors:

   Rhonda Haines, Vice President of Human Resources
   Susan Head, Senior Associate Vice President for Finance
   Mark Lemire, Associate Counsel

Campus Operations Working Group
Michael Frame, Chief Operating Officer, Chief of Staff (Co-Chair)
Marybeth Lyons, Vice President for Student Affairs & Enrollment Management (Co-Chair)

   Jennifer Adams, AVP for Student Affairs, Director of Residential Life
   Michael Aiello, Marketing Coordinator
   Patrick Baker, Sports Information Director
   Gary Bean, University Police Chief
   Andrew Bellinger, Chief Information Officer
   Lynne Browne, Web Coordinator
   Al Calogero, Fitness Director
   Sean Clive, Environmental Health and Safety Director
   Kelly Colbert, Assistant Athletic Director, Student Success Coordinator
   Michael DeCicco, Director of Publications
   Michael Durr, Facilities Liaison
   Rebecca Duszak, Athletic Trainer
   Kevin Edick, Associate Athletic Director
   Steve Ference, Director of University Communications
   Stacey Genther, Health Promotions Coordinator
   Kristin Haacker, Director of Marketing and Digital Strategy
   Susan Head, Associate Vice President for Business Affairs
   Matthew Kopytowski, Graphic Designer
   Andrea LaGatta, Assistant Vice President of Development
   Mark Lemire, SUNY Poly Counsel
   Evelyn Lester, Disability Services Director
   Briana Lewis, Counselor
   Michael Lusk, Sodexo Food Service Director
   Sandra Mizerak, Sr. Counselor
   Steve Perta, Associate Engineer, Instructional Resources
   Matthew Putnam, Director of Facilities
   John Reale, Auxiliary Services Executive Director
   Melissa Renzi, Director of Community Engagement and Outreach
   Josephine Ruffrage, Wellness Center Director
   Steve Schneider, Interim Provost
   Richard Shelton, Director of Distance Learning
   Tracy Stein, NP
   Meghan Treacy, Web Architect
   Tim Scee, Public Affairs Specialist
   Robert Stapf, Infrastructure Support Manager

Academic Operation Working Group
Steve Schneider, Interim Provost (Chair)
 Jennifer Adams, AVP for Student Affairs, Director of Residential Life
 Hassam Bakhru, Distinguished Service Professor, Nanoscience
 Jayne Baran, Associate Professor, Mechanical Engineering Technology
 Dan Benincasa, Associate Professor, Electrical and Computer Engineering
 Matthew Brigida, Associate Professor, Finance; Member, Utica Planning & Budgeting (PB&B)
 Tim Busch, Associate Prof., Electrical and Computer Eng.; Co-Chair, Joint Governance; Chair, Utica PB&B
 Mike Carpenter, Interim Dean, College of Engineering
 Roger Cavallo, Professor, Computer Science; Member, Utica PB&B
 Amos Confer, Associate Professor, Computer and Information Sciences
 Louise Dean-Kelly, Associate Professor, Nursing; Member, Utica PB&B
 Lynn Decker, Associate Registrar
 Doreen Decorah, Clinical Assistant Professor, Nursing; Member, Utica PB&B
 Doug Eich, Learning Center Director
 Alison Feigel, Library Services and Resources Supervisor
 Valerie Fusco, Assistant Vice President, Institutional Research
 Meghan Getman, Registrar
 Brittany Hale, Assistant Registrar
 Giovani Harvey, President-elect, Utica Student Government
 Rebecca Hewitt, Associate Librarian
 Lori Kane, Associate Professor, Health Information Management
 Peter Karl, Professor, Accounting
 Michelle Kent-Landes, Director of Student Academic Success and Advising
 Evelyn Lester, Disability Services Director
 Ryan Lizardi, Assistant Professor, Digital Media Design and Humanities
 Lynne Longtin, Assistant Professor, Nursing
 Arthur Lu, Dean, College of Business Management
 John Marsh, Associate Professor, Network and Computer Security
 Andre Melendez, Interim Dean, College of Nanoscale Science and Engineering
 Sam Nesbitt, Public Services Librarian
 Benjamin Osenbach, Lecturer; Member, Utica PB&B
 Argirios Papagianis, SGU Representative, Joint Governance Council
 Steve Perta, Instructional Resources; Member, Utica PB&B
 Carlie Phipps, Associate Professor, Biology
 Maryrose Raab, Associate Vice President, Enrollment Management
 Francia Reed, Clinical Assistant Professor, Nursing
 Rafael Romero, Associate Professor, Finance
 Kathleen Rourke, Interim Dean, College of Health Sciences
 Edmond Rusjan, Associate Professor, Math
 Andy Russell, Dean, College of Arts & Sciences
 Unni Pillai, Associate Professor, Nanoscience; Co-Chair, Joint Governance PB&B
 Denise Savoy, Assistant Director, Student Academic Success
 Kathleen Sellers, Associate Professor, Nursing
 Rick Shelton, Director of Distance Learning
 Ronni Tichenor, Professor, Sociology
 William Thistleton, Associate Professor, Math; Member, Utica PB&B
 Beth Tolman, User Services Manager
 Michelle Tucker, Video Producer, Instructional Resources

Kevin Volo, Instructional Technologist
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Appendix C: SUNY Poly Classroom Seating with Social Distancing
* Indicates HyFlex Classrooms (also Albany Campus NFE 4437)

Building	Room	Space Name	Distancing Seats	Normal Seats
Kunsela	A131	Classroom	6	24
Kunsela	C002	Distance Learning	9	20
Kunsela	A112*	Auditorium	24	241
Kunsela	A133*	Classroom	16-18	52
Kunsela	A135*	Classroom	16	58
Kunsela	A129*	MPR Room	30	140
Kunsela	C104/106	Classroom	15	50
Kunsela	B117	Classroom	9	25
Kunsela	C102	Classroom	9	24
Kunsela	C006	Classroom	15	42
Kunsela	C108	Classroom	15	56
Kunsela	C112	Classroom	15	48
Kunsela	C212	Classroom	15	42
Donovan	1106	Classroom	6-8	30
Donovan	1107	Classroom	9	40
Donovan	1146	Writing/Gen Ed	12	24
Donovan	1242	Classroom	9	77
Donovan	G101	Classroom	9	37
Donovan	G102	Classroom	9	24
Donovan	G103	Classroom	9	39
Donovan	G104	Classroom	12	35
Donovan	G105	Classroom	15	54
Donovan	G140	Classroom	15	66

Donovan	G144	Classroom	12	56
Donovan	G152*	Classroom	12	61
Donovan	G244	Classroom	11	25
Student Ctr	S112*	Small MPR	14	
Student Ctr	S113*	Large MPR	25	
Field House	F204	MPR	12-15	
Campus Ctr	0124*	Gym	60	
Library	L128*	Computer Area	20-30	No projector/walls
Library	L200	Mele Room	12	
Library	L201	Lanigan Room	9	
Oriskany	R-131	Classroom	9-10	
Oriskany	R-161	Classroom	9-10	

- SUNY Poly Albany campus' classrooms have also been evaluated and social distancing can be maintained.

- Propose 1 cleaning/disinfection early morning and 1 cleaning/disinfection mid-day (11 a.m. to 2 p.m.)

- 15-20 seat rooms will require 15 minutes to clean with 2 person crew

- Larger rooms will require 30 minutes with larger crew size.

Appendix D: SUNY Poly Laboratory Seating with Social Distancing

Building	Room	Space Name	Distancing Seats	Normal Seats
Kunsela	C003	NCS Lab/Cyber Security	12-14 class/6 stations	
Kunsela	C012	Linux Lab	10 - 12	23
Kunsela	C014	Windows Lab	8 - 11	22
Kunsela	C201	EET Design & Analysis	9	17
Kunsela	C203	Adv Micro Processing	9 class/7 stations	30 class16 stations
Kunsela	C206	Control Syst	9	24
Kunsela	C212A	Communications Lab	8	12
Donovan	G143	Mech. Tech CAD Lab	14	24
Donovan	1140	Nursing Lab	6	12 - 14
Donovan	1146	Writing/Gen Ed Lab	12	24
Donovan	1157	PC Lab	14	28
Donovan	1159	Civil Tech CAD Lab	12	25
Donovan	1240	IMGD Lab	10	24
Donovan	2105A	Physics Lab	8	21
Donovan	2105B	Physics Lab	9	25
Donovan	2144	Biology Lab	10	20
Donovan	2147	Mac Lab	9 class/12 stations	39
Donovan	2151	Biology Lab	12	24
Donovan	2157	Chemistry Lab	18 [*]	20

[*] Plexiglass should be installed atop each island (~3-5, 4' x 8' sheets).

- SUNY Poly Albany Campus' instruction labs have also been evaluated and social distancing can be maintained.

- When classroom seating is listed with station seating, the seating is mutually exclusive.

- Propose 1 cleaning/disinfection early morning and 1 cleaning/disinfection mid-day (11 a.m. to 2 p.m.).

- 15-20 seat rooms require 15 minutes to clean with 2-person crew.

- Larger rooms will require 30 minutes with larger crew size.

- Lab spaces should be cleaned by lab technicians.

Appendix E. Procedures for students coming from highly infected states and countries

In order to follow New York State public health guidelines, SUNY Polytechnic Institute developed the following plan for out-of-state / international students who are required to quarantine for 14 days upon arrival to New York State. Students who are residents of/or have traveled to one of these states or territories https://coronavirus.health.ny.gov/covid-19-travel-advisory must complete a 14-day quarantine prior to moving into their campus residence hall or returning to campus if residing off-campus.

All students coming from one of the high-risk locations listed on the New York State website are required to quarantine for 14 days after entering New York State. The 14 day quarantine will not occur on-campus. Students residing off-campus but attending courses and/or activities on-campus are also required to complete the 14 day quarantine, complete the online health form (below) required by New York State and submit a screen shot of the completed form to SUNY Poly.

International students who have been traveling out of state or internationally must follow up with Tze Teck Sim, Deputy Director, International Admissions and Student Services at TSim@sunypoly.edu to discuss individual circumstances. International students who have traveled to one of the designated states with travel restrictions for New York State are required to quarantine for 14 days in New York or another state not on the restricted list prior to campus and complete the required process noted below.

Currently, residential students in this situation have three options:

1) Complete the required quarantine in New York state (or another location not subject to the quarantine requirement) independently prior to move-in day.
2) Enroll in online course instruction for the fall term. A room will be guaranteed for the spring semester for those who remain out of state for the entirety of the semester.
3) Enroll in online course instruction for the fall term and upon release of travel restrictions for individual states, move on-campus for the remainder of the semester. Room and board will be prorated to accommodate this situation based on arrival dates.

All students (on or off-campus) who are required to quarantine must complete the New York State Traveler Health Form in advance of the 14-day quarantine period. Find the form and more information online (https://forms.ny.gov/s3/Welcome-to-New-York-State-Traveler-Health-Form). Students must then forward a screen shot of the completed New York State Traveler Health Form. Residential students submit their forms to reslife@sunypoly.edu in advance of move-in. Students not residing on-campus must submit their forms to studentaffairs@sunypoly.edu.

Students unable to quarantine off campus prior to arrival are encouraged to reach out for assistance with altering their academic schedule to an online format and to discuss options for returning to campus in the spring term.

To complement these efforts, all SUNY Poly students living in New York State or any state not listed under a current New York State travel advisory are requested to conduct a seven day precautionary quarantine before coming to campus. This is a critical additional protective measure to reduce the risks of viral transmission.

Based on guidance provided by SUNY System Administration, the student and employee COVID-19 pooled surveillance testing plans below have been updated as indicated to comply with the pre-Thanksgiving break testing requirement, which seeks to mitigate the potential spread of SARS-CoV-2. Protocols to comply with these requirements are detailed for both SUNY Polytechnic Institute's Albany and Utica campuses.

Utica Campus

(For Albany campus see page 37)

NOTICE: Beginning September 28, the testing location is taking place in the Campus Center on the upper level walking track. Be sure to fill out the testing app prior to coming to take part in pooled testing at https://www.suny-covid-test.com/. As a reminder:

1. **Within the three hours before the test, you cannot brush your teeth or use mouthwash.**
2. **Within 30 minutes before the test you cannot eat or drink anything, including mints, gum, or lozenges.**
3. **Within 30 minutes before the test you cannot smoke or use smokeless tobacco products or e-cigarettes.**

All students planning to be on SUNY Poly's Utica campus for the fall 2020 semester are required to be tested in a "pooled" capacity. This testing will be done through Upstate Medical University's SARS-CoV-2 Surveillance testing program. For more information on this testing process, please visit https://www.upstate.edu/emergencymgt/trending/coronavirus/pooled-testing/index.php, https://www.suny.edu/suny-news/press-releases/09-2020/9-4-20-testing/covid-testing-program.html, and https://vimeo.com/447268833/5229da41b6.

All residential students on the Utica campus were required to participate in the Upstate testing program during move-in weekend, August 21-23. Residential students who did not participate in the Upstate testing program were required to provide a negative Nasal SARS-CoV-2 PCR test to the Wellness Center, dated no earlier than August 17th. All commuter students (those identified as taking one or more classes on campus or any student planning on utilizing campus facilities (library, dining hall, computer labs, athletic facilities) were also required to participate in the Upstate testing program over 6 sessions between August 20 and September 2. Commuter students who did not participate in the Upstate testing program were required to provide a negative Nasal SARS-CoV-2 test to the Wellness Center, dated no earlier than August 17th.

On September 10th, all Utica residential students were required to participate in another round of the Upstate testing program.

Starting on September 21st, SUNY Poly requires all residential/commuter students to participate in the Upstate testing program every two weeks. Testing is taking place on Mondays and Tuesdays from 12-

7pm in the Campus Center on the upper level walking track. The week of September 21st, all residential/commuter students with last names beginning with A-K were required to test. The week of September 28th, all residential/commuter students with last names beginning with L-Z were required to test. This is alternated throughout the rest of the semester until students return home.

All Utica campus students who reside on campus or require access to campus need to participate in surveillance testing every other week. Testing will take place in **Campus Center on the upper level walking track**. Please view the testing schedule below, **including information about final testing before departure for the semester.**

Prior to Departure Before Thanksgiving Break

Please note that in order to support and comply with SUNY's pre-Thanksgiving break testing requirements to help fight the potential spread of COVID-19, **all Utica residential and commuter students, as well as those who needed access to campus,** are required to take part in additional pooled COVID-19 testing before departing for Thanksgiving break. Any student who is 100% remote is not included in this expectation, and students who provide a negative PCR test result dated no earlier than Nov. 16, 2020, from another source will not need to take part in this pooled testing requirement. Please see below for further information about the pooled testing procedures and dates/times.

For those students who are approved to remain on campus after the Thanksgiving break, they must be tested in the Campus Center on the upper level walking track according to the following testing schedule:
- November 30/December 1—noon to 2 p.m.
- December 14/15—noon to 2 p.m.
- December 28/29—noon to 2 p.m.

Please note that Albany campus-based end-of-semester student testing information follows underneath.

Surveillance Testing Dates

DATE	POPULATION	TIME	PCR TEST**
September 21 (Monday)	Last Names A-K: Hilltop/Commuter/Online Needing Access	12 - 7 p.m.	9/21-9/24
September 22 (Tuesday)	Last Names A-K : Adk & Mohawk/Commuter/Online Needing Access	12 - 7 p.m.	9/22-9/25
September 28 (Monday)*	Last Names L-Z: Hilltop/Commuter/Online Needing Access	12 - 7 p.m.	9/28-10/1
September 29 (Tuesday)	Last Names L-Z : Adk & Mohawk/Commuter/Online Needing Access	12 - 7 p.m.	9/29-10/2
October 5 (Monday)	Last Names A-K: Hilltop/Commuter/Online Needing Access	12 - 7 p.m.	10/5-10/8

DATE	POPULATION	TIME	PCR TEST**
October 6 (Tuesday)	Last Names A-K : Adk & Mohawk/Commuter/Online Needing Access	12 - 7 p.m.	10/6-10/9
October 12 (Monday)*	Last Names L-Z: Hilltop/Commuter/Online Needing Access	12 - 7 p.m.	10/12-10/15
October 13 (Tuesday)	Last Names L-Z : Adk & Mohawk/Commuter/Online Needing Access	12 - 7 p.m.	10/13-10/16
October 19 (Monday)	Last Names A-K: Hilltop/Commuter/Online Needing Access	12 - 7 p.m.	10/19-10/22
October 20 (Tuesday)	Last Names A-K : Adk & Mohawk/Commuter/Online Needing Access	12 - 7 p.m.	10/20-10/23
October 26 (Monday)	Last Names L-Z: Hilltop/Commuter/Online Needing Access	12 - 7 p.m.	10/26-10/29
October 27 (Tuesday)	Last Names L-Z : Adk & Mohawk/Commuter/Online Needing Access	12 - 7 p.m.	10/27-10/30
November 2 (Monday)	Last Names A-K: Hilltop/Commuter/Online Needing Access	12 - 7 p.m.	11/2-11/5
November 3 (Tuesday)*	Last Names A-K : Adk & Mohawk/Commuter/Online Needing Access	12 - 7 p.m.	11/3-11/6
November 9 (Monday)	Last Names L-Z: Hilltop/Commuter/Online Needing Access	12 - 7 p.m.	11/9-11/12
November 10 (Tuesday)	Last Names L-Z : Adk & Mohawk/Commuter/Online Needing Access	12 - 7 p.m.	11/10-11/13
November 16 (Monday)	**Last Names A-K: Hilltop/Commuter/Online Needing Access/Adirondack & Mohawk**	**12- 7 p.m.**	**11/16-11/19**
November 17 (Tuesday)	**Last Names L-Z: Hilltop/Commuter/Online Needing Access/Adirondack & Mohawk**	**12 – 7 p.m.**	**11/16-11/19**

If you are unable to get tested because of the holiday associated with this date, you may get tested on the alternate date during that same week (ex: someone who lives in Hilltop with the last name of Smith may get tested on 9/29 instead of 9/28. Please note that classes are still in session on these dates.

*** If a student cannot attend one of the scheduled sessions, they must submit a negative SARS-CoV-2 (COVID-19) PCR test result. See above chart for the dates when the test must occur. Results must be forwarded to the Wellness Center within 24 hours of receipt.*

Before the testing process, please review all of the testing procedures:

1. Because it includes new/additional questions, **you must fill out the testing app prior to coming to take part in pooled testing at https://www.suny-covid-test.com/**. The web application

requires providing your health insurance information; if you do not have health insurance or do not have this information, please let the staff at the testing site know and they will provide you with further instructions. Your health insurance will only be charged if reflex testing is completed (see below FAQ: What is reflex testing and when will it be completed)

1. Review detailed app instructions in the SUNY COVID-19 Web App Overview (pdf)
2. Please use your U# for "Institutional ID"

2. The day of the test, complete your Daily Health Screening online: (https://webapp.sunypoly.edu/covid-screener/)
   1. If you are experiencing COVID-19 symptoms, please do not come to campus; contact the Wellness Center at 315-792-7172 to arrange for alternate testing and further instructions

3. Arrive at the Campus Center and park in the parking lot
   1. Bring your SUNY Poly Photo ID and Cell Phone or similar device (e.g. tablet) with WIFI or Cellular capability
   2. Wear your face covering

4. Follow signs for Testing – Ensure social distancing by standing on noted locations

5. Here is a helpful video of the process: https://vimeo.com/447270240

6. Go to "Registration Table 1" for Registration:
   1. **You will show your ID and on your device go to https://www.suny-covid-test.com/ and login.**
      1. **Your registration will include questions about eating, drinking, or other recent activities. Please note:**
         1. **Within the three hours before the test, you cannot brush your teeth or use mouthwash.**
         2. **Within 30 minutes before the test you cannot eat or drink anything, including mints, gum, or lozenges.**
         3. **Within 30 minutes before the test you cannot smoke or use smokeless tobacco products or e-cigarettes.**
      2. Your registration will also include questions about any symptoms you are experiencing (If you indicate you are experiencing any of the symptoms listed below, you will be directed to stop, and you must not continue with the process. You will also be directed to contact the Wellness Center at 315-792-7172:
         1. Fever or chills
         2. Cough
         3. Shortness of breath or difficulty breathing
         4. Fatigue
         5. Muscle or body aches
         6. Headache
         7. New loss of taste or smell
         8. Sore throat
         9. Congestion or runny nose
         10. Nausea or vomiting
         11. Diarrhea
      3. You will be asked to use hand sanitizer before being given a test kit.
      4. You will scan or be provided a bar code number to enter into the log-in screen
      5. Once this is complete, you will be given your test vial and you can go to the next table when available.

7. Go to Testing Table 2 to Begin the sample process.
   1. At this point you can take off your face covering for testing
   2. Open the vial to expose the swab

3. Following the instructions, rub the swab inside your mouth for 10-15 seconds along your gum lines and under your tongue (sample collection video can be found here: https://vimeo.com/447268833/5229da41b6).
4. Insert the swab into the tube and screw the cap on tightly
5. Replace your face covering
6. Shake the vial vigorously 15 times
7. Give the vial to the attendant who will place it in the sample rack
8. You can then use hand sanitizer and follow the directional arrows out of the building and return home.
9. Following testing, you should limit your exposure to others and continue to follow social distance, face covering, and hygiene requirements in a temporary precautionary quarantine until your pooled results are presumed negative.

8. Pooled sample results:
    1. If results are presumed negative, you can continue to attend classes on campus. *After the tests taking place Nov. 16/17, once results are presumed negative, you will be able to depart from campus.* See below if results are not presumed negative.
    2. If results require further testing, (including for the Nov. 16/17 testing period) you will be informed and provided with directions related to follow-up testing and quarantine/isolation. Those who test positive within 14 days of fall closing must follow the guidance of the local health department for the length of isolation/quarantine and release protocols.

For more information and answers to frequently asked questions, visit our Pooled Testing FAQs page.

Albany Campus

Albany Campus Students - Updated Weekly Testing Second Message (pdf) - October 23, 2020

SUNY Poly, in partnership with the University at Albany, launched a pooled surveillance testing program, and weekly participation by all students who spend time on the SUNY Poly Albany campus is now required. The non-invasive test, developed by the University at Albany's RNA Institute and School of Public Health, will measure the presence of the virus using a saliva sample.

Test kits are available to all students living off campus beginning Tuesday, September 8. The test kit includes three sample collection tubes that students will use, when notified, to submit their samples over the course of the fall semester. Residential students living at Freedom Apartments received their kits from Residential Life staff.

The University at Albany Student Health Services will be notified of "presumed positives"; the SUNY Poly Wellness Center will work collaboratively with UA's Student Health Services and Albany County Health Department should a SUNY Poly student produce a positive result.

In addition to pooled surveillance testing, SUNY Poly Albany campus students were required to provide a negative PCR test during the re-opening process and participate in daily screening and temperature checks upon arrival to campus.

Prior to Departure Before Thanksgiving Break

Please note that for Albany campus-based students, weekly pooled COVID-19 testing through the University at Albany will meet the requirement of pre-Thanksgiving break testing. All students, except those who provide a negative COVID-19 PCR test dated no earlier than Nov. 16, 2020 or those who are 100% online, must take part in this testing before departing for the remainder of the semester.

For those students who are approved to remain on campus, they must continue to be tested weekly through the University at Albany.

Based on guidance provided by SUNY System Administration, the student and employee COVID-19 pooled surveillance testing plans below have been updated as indicated to comply with the pre-Thanksgiving break testing requirement, which seeks to mitigate the potential spread of SARS-CoV-2. Protocols to comply with these requirements are detailed for both SUNY Polytechnic Institute's Albany and Utica campuses.

Utica Campus

NOTICE: Beginning September 28, the testing location is taking place in the Campus Center on the upper level walking track. Be sure to fill out the testing app prior to coming to take part in pooled testing at https://www.suny-covid-test.com/. As a reminder:

1. **Within the three hours before the test, you cannot brush your teeth or use mouthwash.**
2. **Within 30 minutes before the test you cannot eat or drink anything, including mints, gum, or lozenges.**
3. **Within 30 minutes before the test you cannot smoke or use smokeless tobacco products or e-cigarettes.**

Based on the agreements between SUNY System Administration and UUP, CSEA, PEF, and PBANYS, SUNY Polytechnic Institute will begin surveillance testing of Utica-based employees on September 21, 2020 (September 28 for CSEA-represented employees, September 29 for PEF-represented employees, and October 5 for PBANYS-represented employees), and will continue testing through December 31, 2020. Testing will be conducted on all UUP-, CSEA-, PEF-, and PBANYS-represented employees who are required to report in person to campus to conduct some or all of their work obligation. Those UUP-, CSEA-, PEF-, and PBANYS-represented employees who are 100% remote for the Fall 2020 semester are not required to be tested. All employees should speak with their supervisor/Dean to discuss any needs to be on campus going forward and should consider that if they must be on campus, they must be tested. *Please also see below for information related to **voluntary** COVID-19 testing for M/C employees and NYSCOPBA-represented employees on the Utica campus.*

All UUP-, CSEA-, PEF-, and PBANYS-represented employees on campus for the Fall 2020 semester, and also through the end of the year, will be ***required to participate*** in surveillance testing every other week. If you are unable or do not wish to take part in the pooled testing, you will need to submit proof of a negative SARS-CoV-2 (COVID-19) PCR test result to Human Resources (results should be emailed directly to Audra Cornelius at cornelal@sunypoly.edu). The test must be a PCR molecular test or an antigen test; antibody tests will not be accepted. Any employee who does not participate in the pooled testing will need to provide their own test results each time a pooled test is run for such employee's cohort. For example, if you are scheduled for September 21/22, you will be required to take a negative PCR test dated no earlier than September 21 and no later than September 24 and provide an electronic copy of the results within 24 hours of receiving them to Human Resources; if you are scheduled for another

pooled test again for October 5/6, you will be required to provide a negative PCR to Human Resources dated no earlier than October 5 and no later than October 8 and provide an electronic copy of the results within 24 hours of receiving them to Human Resources; and moving forward. Anyone not participating in the pooled testing would be responsible for scheduling and paying the cost associated with their own tests.

As part of the multipronged approach to support the health of our campuses, SUNY Poly is allowing M/C Employees and NYSCOPBA-represented employees based at the Utica campus to participate in COVID-19 testing on a *voluntary* basis beginning October 2.

The pooled testing will be done through Upstate Medical University's SARS-CoV-2 Surveillance testing program. For more information on this testing process, please visit: https://www.upstate.edu/emergencymgt/trending/coronavirus/pooled-testing/index.php, https://www.suny.edu/suny-news/press-releases/09-2020/9-4-20-testing/covid-testing-program.html, and https://vimeo.com/447268833/5229da41b6.

Prior to Departure Before Thanksgiving Break

All UUP-, CSEA-, PEF-, and PBANYS-represented employees on campus for the Fall 2020 semester are *strongly encouraged to participate* in surveillance testing which is scheduled for Nov. 16/17 (M/C and NYSCOPBA employees may participate on a voluntary basis) to comply with SUNY's effort to test those on campus before departure for the Thanksgiving break. This means that those employees with last names L-Z will have an additional week of testing so that all required tests can take place Nov. 16/17. Those employees with *last names A-K are required to participate* in surveillance testing scheduled for Nov. 16/17.

If you are unable or do not wish to take part in the pooled testing, you will need to submit proof of a negative SARS-CoV-2 (COVID-19) PCR test result to Human Resources (results should be emailed directly to Audra Cornelius at cornelal@sunypoly.edu). The test must be a PCR molecular test or an antigen test; antibody tests will not be accepted.

Beginning September 28, testing is taking place in the **Campus Center on the upper level walking track**. The testing schedule for the remainder of the year is below:

Employee Last Name A-K	Employee Last Name L-Z
• September 21/22 (noon to 7pm) • October 5/6 (noon to 7pm) • October 19/20 (noon to 7pm) • November 2/3* (noon to 7pm) • November 16/17 (noon to 7pm) • November 30/December 1 (noon to 2pm) • December 14/15 (noon to 2pm)	• September 28*/29 (noon to 7pm) • October 12*/13 (noon to 7pm) • October 26/27 (noon to 7pm) • November 9/10 (noon to 7pm) • November 16/17 (noon to 7pm) • November 30/December 1 (noon to 2pm) • December 14/15 (noon to 2pm)

Employee Last Name A-K	Employee Last Name L-Z
• December 28/29 (noon to 2pm)	• December 28/29 (noon to 2pm)

* If you are unable to get tested because of the holiday associated with these dates, you may get tested on the alternate date during that same week. Please note that classes are still in session on these dates.

Testing Protocol:

1. **You must fill out the testing app prior to coming to take part in pooled testing at https://www.suny-covid-test.com/.** The web application requires providing your health insurance information.
    1. Review detailed app instructions in the SUNY COVID-19 Web App Overview (pdf)
    2. Please use your U# for "Institutional ID"
2. The day of the test, complete your Daily Health Screening online: https://sunypoly.edu/covid19/screening.html
    1. If you are experiencing COVID-19 symptoms, do not come to campus; contact Human Resources at 315-792-7191 to arrange for alternate testing and further instructions.
3. Arrive at the Campus Center and park in the parking lot.
    1. Bring your SUNY Poly Photo ID and Cell Phone or similar device (e.g. tablet) with WIFI or cellular capability.
    2. Wear your face covering.
4. Follow signs for Testing – Ensure social distancing by standing on noted locations.
5. Here is a helpful video of the process: https://vimeo.com/447270240
6. Go to "Registration Table 1" for Registration:
    1. **You will show your ID and on your device go to https://www.suny-covid-test.com/ and login.**
        1. **Your registration will include questions about eating, drinking, or other recent activities. Please note:**
            1. **Within the three hours before the test, you cannot brush your teeth or use mouthwash.**
            2. **Within 30 minutes before the test you cannot eat or drink anything, including mints, gum, or lozenges.**
            3. **Within 30 minutes before the test you cannot smoke or use smokeless tobacco products or e-cigarettes.**
        2. Your registration will also include questions about any symptoms you are experiencing:
            1. Fever or chills
            2. Cough
            3. Shortness of breath or difficulty breathing
            4. Fatigue
            5. Muscle or body aches
            6. Headache
            7. New loss of taste or smell
            8. Sore throat
            9. Congestion or runny nose
            10. Nausea or vomiting
            11. Diarrhea

3. If you indicate you are experiencing any of these symptoms, you will be directed to stop, and you must not continue with the process. If so, you will be directed to contact Human Resources at 315-792-7191.

2. You will be asked to use hand sanitizer before being given a test kit.
3. You will scan or be provided a bar code number that you will enter into the log-in screen.
4. Once this is complete, you will be given your test vial and you can go to the next table when it is available.

7. Go to Testing Table 2 to Begin the sample process.
    1. At this point you can take off your face covering for testing.
    2. Take the vial you have and open the vial to expose the swab.
    3. Following the instructions, rub the swab inside your mouth for 10-15 seconds– along your gum lines and under your tongue (sample collection video can be found here: https://vimeo.com/447268833/5229da41b6).
    4. Insert the swab into the tube and screw the cap on tightly.
    5. Replace your face covering.
    6. Shake the vial vigorously 15 times.
    7. Give the vial to the attendant who will place it in the sample rack.
    8. You can then use hand sanitizer and follow the directional arrows out of the building and return home.
    9. Following testing, you should limit your exposure to others and continue to follow social distance, face covering, and hygiene requirements in a temporary precautionary quarantine until your pooled results are presumed negative.

8. Pooled sample results:
    1. If results require further testing, you will be informed by Human Resources and provided with directions related to follow-up testing and quarantine/isolation requirements. Those with presumed negative test results will not be contacted.

For more information and answers to frequently asked questions, visit our Pooled Testing FAQs page.

Albany Campus

NOTICE: The testing location is in NFE-1 (to enter the space, walk straight past the NFE first floor elevators after receiving your temperature screening and follow signs to the testing area - view map). Be sure to fill out the testing app prior to coming to take part in pooled testing at https://www.suny-covid-test.com/. As a reminder:

1. **Within the three hours before the test, you cannot brush your teeth or use mouthwash.**
2. **Within 30 minutes before the test you cannot eat or drink anything, including mints, gum, or lozenges.**
3. **Within 30 minutes before the test you cannot smoke or use smokeless tobacco products or e-cigarettes.**

Based on the agreements between SUNY System Administration and UUP, CSEA, and PBANYS, SUNY Polytechnic Institute began surveillance testing of Albany-based employees on Friday, September 25, 2020. Testing has been conducted on all UUP-, CSEA-, and PBANYS-represented employees who are required to report in person to campus to conduct some or all of their work obligation. Those UUP-,

CSEA-, and PBANYS-represented employees who are 100% remote for the Fall 2020 semester are not required to be tested. All employees should speak with their supervisor/Dean to discuss any needs to be on campus going forward and should consider that if they must be on campus, they must be tested.

All UUP-, CSEA-, and PBANYS-represented employees on campus for the Fall 2020 semester will be required to participate in surveillance testing every other week. If you are unable or do not wish to take part in the pooled testing, you will need to submit proof of a negative SARS-CoV-2 (COVID-19) PCR test result to Human Resources (results should be emailed directly to Audra Cornelius at cornelal@sunypoly.edu). The test must be a PCR molecular test or an antigen test; antibody tests will not be accepted. Any employee who does not participate in the pooled testing will need to provide their own test results each time a pooled test is run for such employee's cohort. For example, if you are scheduled for September 25, you will be required to take a negative PCR test dated no earlier than September 25 and no later than September 28 and provide an electronic copy of the results within 24 hours of receiving them to Human Resources; if you are scheduled for another pooled test again for October 9, you will be required to provide a negative PCR to Human Resources dated no earlier than October 9 and no later than October 12 and provide an electronic copy of the results within 24 hours of receiving them to Human Resources; and moving forward. Anyone not participating in the pooled testing would be responsible for scheduling and paying the cost associated with their own tests.

The pooled testing will be done through Upstate Medical University's SARS-CoV-2 Surveillance testing program. For more information on this testing process, please visit: https://www.suny.edu/suny-news/press-releases/09-2020/9-4-20-testing/covid-testing-program.html and https://vimeo.com/447268833/5229da41b6.

For convenience and schedule flexibility, COVID-19 saliva testing kits will be provided to all SUNY Poly-Albany UUP-, CSEA-, and PBANYS-represented employees (voluntary for M/C employees). You can pick up your test kit from the Office of the President, Thursday-Friday between 11:00 a.m.-2:00 p.m. Follow the online instructions for use of the kit: https://sunypoly.edu/covid19/pooled-testing-faqs. For the Nov. 30/Dec. 1 testing period, test kits can be picked up Monday Nov. 30 and returned the same day or they can be returned by noon Tuesday (to the President's suite). If you are unable to pick up your testing kit at the indicated times please make arrangements with Carmen Gero (cgero@sunypoly.edu) for test kit pick up.

All tests will need to be dropped off on Monday, Nov. 16:

- If between 8:30 a.m.-11:30 a.m., drop off is in President's suite
- If between 11:30 a.m.-2:30 p.m., drop off is in NFE-1
- If between 2:30 p.m.-5:00 p.m., drop off is in the President's suite

After the Nov. 16 sample submission, to comply with testing for the remainder of the year, you should pick up your test kit from 11 a.m. and 2 p.m. every other Thursday or Friday before you submit your sample according to the dates below, subject to the following:

- Please note that because of the Thanksgiving holiday, for the Nov. 30/Dec. 1 testing period only, test kits can be picked up Monday, Nov. 30 and returned the same day or they can be returned by noon Tuesday (to the President's suite).
- Please note that because of the Christmas holiday, for the Dec. 28 testing period only, pickup for that week will be on Wed., Dec. 23 (11 a.m. to 2 p.m).

On-site testing will also be available for those who prefer in **NFE-1 (to enter the space, walk straight past the NFE first floor elevators after receiving your temperature screening and follow signs to the testing - view map)**, *every other Monday through Nov. 23, in addition to the Nov. 16 testing date*. Please reach out to Stephanie Lee (slee@sunypoly.edu) as soon as possible, if you prefer an on-site test. Pooled testing is made possible via Upstate Medical University's SARS-CoV-2 Surveillance testing program.

The schedule is as follows:

- Mon., Nov. 9—11:30 a.m. to 2:30 p.m.
- Mon., Nov. 16—11:30 a.m. to 2:30 p.m.
- Mon., Nov. 30—11:30 a.m. to 2:30 p.m., or by noon Tuesday.
- Mon., Dec. 14—11:30 a.m. to 2:30 p.m.
- Mon., Dec. 28—11:30 a.m. to 2:30 p.m.

Prior to Departure Before Thanksgiving Break

All UUP-, CSEA-, and PBANYS-represented employees on campus for the Fall 2020 semester should plan on participating in surveillance testing which is scheduled for Nov. 16 (M/C employees may participate on a voluntary basis) to comply with SUNY's effort to test those on campus before departure for the Thanksgiving break. Those who are 100% online are not required to take part. See schedule above.

If you are unable or do not wish to take part in the pooled testing, you will need to submit proof of a negative SARS-CoV-2 (COVID-19) PCR test result to Human Resources (results should be emailed directly to Audra Cornelius at cornelal@sunypoly.edu). The test must be a PCR molecular test or an antigen test; antibody tests will not be accepted.

Testing Protocol:

1. **You must fill out the testing app prior to coming to take part in pooled testing at https://www.suny-covid-test.com/.** The web application requires providing your health insurance information.
   1. Review detailed app instructions in the SUNY COVID-19 Web App Overview (pdf)
   2. Please use your U# for "Institutional ID"
2. The day of the test, complete your Daily Health Screening online: https://sunypoly.edu/covid19/screening.html
   1. If you are experiencing COVID-19 symptoms, do not come to campus; contact Human Resources at SUNYPOLYHR@sunypoly.edu to arrange for alternate testing and further instructions.
3. Arrive at NFE-1.
   1. Bring your SUNY Poly Photo ID and Cell Phone or similar device (e.g. tablet) with WIFI or cellular capability.

      2. Wear your face covering.
4. Follow signs for Testing – Ensure social distancing by standing on noted locations.
5. Here is a helpful video of the process: https://vimeo.com/447270240
6. Go to "Registration Table 1" for Registration:
   1. **You will show your ID and on your device go to https://www.suny-covid-test.com/ and login.**
      1. **Your registration will include questions about eating, drinking, or other recent activities. Please note:**
         1. **Within the three hours before the test, you cannot brush your teeth or use mouthwash.**
         2. **Within 30 minutes before the test you cannot eat or drink anything, including mints, gum, or lozenges.**
         3. **Within 30 minutes before the test you cannot smoke or use smokeless tobacco products or e-cigarettes.**
      2. Your registration will also include questions about any symptoms you are experiencing:
         1. Fever or chills
         2. Cough
         3. Shortness of breath or difficulty breathing
         4. Fatigue
         5. Muscle or body aches
         6. Headache
         7. New loss of taste or smell
         8. Sore throat
         9. Congestion or runny nose
         10. Nausea or vomiting
         11. Diarrhea
      3. If you indicate you are experiencing any of these symptoms, you will be directed to stop, and you must not continue with the process. If so, you will be directed to contact Human Resources at SUNYPOLYHR@sunypoly.edu.
   2. You will be asked to use hand sanitizer before being given a test kit.
   3. You will scan or be provided a bar code number that you will enter into the log-in screen.
   4. Once this is complete, you will be given your test vial and you can go to the next table when available.
7. Go to Testing Table 2 to Begin the sample process.
   1. At this point you can take off your face covering for testing.
   2. Take the vial you have and open the vial to expose the swab.
   3. Following the instructions, rub the swab inside your mouth for 10-15 seconds– along your gum lines and under your tongue (sample collection video can be found here: https://vimeo.com/447268833/5229da41b6).
   4. Insert the swab into the tube and screw the cap on tightly.
   5. Replace your face covering.
   6. Shake the vial vigorously 15 times.
   7. Give the vial to the attendant who will place it in the sample rack.
   8. You can then use hand sanitizer and follow the directional arrows out of the building and return home.
   9. Following testing, you should limit your exposure to others and continue to follow social distance, face covering, and hygiene requirements in a temporary precautionary quarantine until your pooled results are presumed negative.

8. Pooled sample results:
    1. If results require further testing, you will be informed by Human Resources and provided with directions related to follow-up testing and quarantine/isolation requirements. Those with presumed negative test results will not be contacted.

For more information and answers to frequently asked questions, visit our [Pooled Testing FAQs](#) page.

Appendix H. Code of Student Conduct and COVID-19 – October 1, 2020

In accordance with the Emergency Uniform SUNY-Wide Safety Protocols, SUNY Polytechnic Institute has updated their Sanction Guidelines as it relates to COVID-19 violations. You are encouraged to read the full policy, which can be found here.

All students alleged of violating COVID-19 related policies, per the Code of Student Conduct, have the right to due process through a hearing. Due to the urgency and safety repercussions of these violations, temporary directives may be used and we will endeavor to proceed with the conduct process in an expedited manner.[1]

A student who is reported for an alleged violation of a failure to comply with COVID-19 directives, will have their case heard under Category 1: General Student Conduct and based on the allegations, will be assigned a Level 1 or Level 2 status.

A conduct case in which potential sanctions do not include suspension, expulsion or removal from College housing will be designated as a **Level I case**. Level I cases are resolved through an Administrative Hearing.

A conduct case in which potential sanctions include, but are not limited to, suspension, expulsion or removal from College housing will be designated as a **Level II case**. Level II may be resolved through an administrative hearing if the student takes responsibility. When the student does not take responsibility, Level II cases are resolved through a Board Hearing.

Sanctioning:

If the student is found responsible, the following sanction guidelines will be in place. SUNY Poly recognizes that not all violations of the Student Code of Conduct are the same. As a result, SUNY Poly reserves the right to impose differing sanctions consistent with these guidelines.

When considering appropriate sanctions the conduct officer or the Board will consider the following information: the nature and severity of the conduct; the respondent's prior conduct history; the impact of the conduct; how the College has sanctioned similar incidents in the past; and whether the respondent has accepted responsibility.

Educational sanctions may include: a decision making virtual workshop, conversations around community mapping and tracing, loss of privileges, and community restitution. Additionally, students may be required to complete a 4-hour free Coursera Course entitled "COVID-19: What You Need to Know."

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[1] Where the alleged violation(s) is determined to be a danger to the health and/or safety to the campus community, a temporary directive may be used to suspend or remove the student from campus immediately, pending the resolution of an administrative or board hearing.

Additionally, a student dismissed or suspended from SUNY Poly after being found responsible for a COVID-19 positive intentional violation or failure to self-isolate shall be ineligible for admission to any other SUNY institution during the pendency of their sanction.

Guests and Visitors Policies:

For the purposes of the fall 2020 semester and until further written notice, neither guests nor visitors are permitted entry into the residence halls. No resident student is permitted to have a guest or visitor in their Hilltop bedroom nor in their Adirondack or Mohawk Suites, as the rooms and suites are expected to be treated as "family units," without presence of non-occupants of that space present at any time. Roommates and suitemates are unable to grant permission to their roommates or suitemates to invite guests or visitors to the room or suite.

A "guest" is defined as a currently enrolled SUNY Poly student who is not a resident student of the building they are visiting. A "visitor" is defined as an individual who is not a SUNY Poly student who is visiting a current student of SUNY Poly. Formerly enrolled students of SUNY Poly, alumni of SUNY Poly, family members and friends, including students of other colleges and universities are considered non-student "visitors."

Directives	Action #1 Available sanctions shall include the following	Action #2 Available sanctions shall include the following	Action #3 Available sanctions shall include the following
COVID-Positive Intentional violations and intentionally exposing other students by any means.	- Suspension from academic access (including distance learning) and housing for no less than one calendar year for residential students and final probation with educational sanctions. - Permanent Dismissal[2]		
Failure to Self-Isolate on/off campus when directed by SUNY Poly or State/local Department of Health and engage in any conduct that would violate such isolation order	- Suspension from academic access and housing for no less than one calendar year for residential students and final probation with educational sanctions. - Permanent Dismissal		

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[2] Permanent dismissal shall have the same meaning as expulsion in the SUNY Poly Code of Conduct.

Directives	Action #1 Available sanctions shall include the following	Action #2 Available sanctions shall include the following	Action #3 Available sanctions shall include the following
Failure to Quarantine on campus when directed by SUNY Poly or State/local Department of Health and engage in any conduct that would violate such isolation order (Residential Students)	- Suspension from academic access to campus with continued access to their academic program via remote learning only (if available and as subject to campus policy and process) and final probation with educational sanctions. - An academic and housing suspension and final probation with educational sanctions. - Permanent Dismissal		
Failure to Quarantine off campus when directed by SUNY Poly or State/local Department of Health and engage in any conduct that would violate such isolation order (Non-Residential Students)	- Suspension from academic access to campus of at least one year with continued access to their academic program via remote learning only (if available and as subject to campus policy and process) and final probation with educational sanctions. - Suspension from academic access to campus with continued access to their academic program via remote learning only (if available and as subject to campus policy and process) and final probation with educational sanctions. - An academic and housing suspension and final probation with educational sanctions. - Permanent Dismissal		
Failure to comply by hosting an on-campus gathering in a residential hall, campus building (Residential Student)	- Suspension from housing of at least one year with continued access to their academic program via remote learning only (if available and as subject to campus policy and process) and final probation with educational sanctions. - Academic and housing suspension of at least one year and final probation with educational sanctions. - Permanent Dismissal		

Directives	Action #1 Available sanctions shall include the following	Action #2 Available sanctions shall include the following	Action #3 Available sanctions shall include the following
Failure to comply by hosting an on-campus gathering in a residential hall, campus building (Non-Residential Student)	- Suspension from academic access to campus of at least one year with continued access to their academic program via remote learning only (if available and as subject to campus policy and process) and final probation with educational sanctions. - Permanent Dismissal		
Failure to comply by hosting an off-campus gathering (Residential Student)	- Suspension from housing of at least one year with continued access to their academic program via remote learning only (if available and as subject to campus policy and process) and final probation with educational sanctions. - Academic and housing suspension of at least one year and final probation with educational sanctions. - Permanent Dismissal		
Failure to comply by hosting an off-campus gathering (Non-Residential Student)	- Suspension from academic access to campus of at least one year with continued access to their academic program via remote learning only (if available and as subject to campus policy and process) and final probation with educational sanctions. - Permanent Dismissal		
Failure to comply by attending an on-campus or off-campus gathering (Residential Student)	- Suspension from housing with continued access to their academic program via remote learning only (if available and as subject to campus policy and process) and final probation with educational sanctions. - Academic and housing suspension and final probation with educational sanctions. - Permanent Dismissal		

Directives	Action #1 Available sanctions shall include the following	Action #2 Available sanctions shall include the following	Action #3 Available sanctions shall include the following
Failure to comply by attending an on-campus or off-campus gathering (Non-Residential Student)	- Suspension from academic access to campus of at least one year with continued access to their academic program via remote learning only (if available and as subject to campus policy and process) and final probation with educational sanctions. - Permanent Dismissal		
Failure to comply with the use of face covering in a public setting as directed by SUNY Poly and New York State in an intentional manner	- Suspension from academic and/or housing access with continued access to their academic program via remote learning only (if available and as subject to campus policy and process) and final probation with educational sanctions. - Academic and/or housing suspension and final probation with educational sanctions. - Permanent Dismissal		
Failure to comply with social distance requirements as directed by SUNY Poly and New York State in an intentional manner	- Suspension from academic and/or housing access with continued access to their academic program via remote learning only (if available and as subject to campus policy and process) and final probation with educational sanctions. - Academic and/or housing suspension and final probation with educational sanctions. - Permanent Dismissal		

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Directives	Action #1 Available sanctions shall include the following	Action #2 Available sanctions shall include the following	Action #3 Available sanctions shall include the following
Failure to comply with the revised occupancy limits within the Residence Hall lounges or community spaces	- Disciplinary Warning - Disciplinary Probation - Final Probation - 1-2 Educational Sanctions	- Suspension from academic and/or housing access with continued access to their academic program via remote learning only (if available and as subject to campus policy and process) and final probation with educational sanctions. - Academic and/or housing suspension and final probation with educational sanctions. - Permanent Dismissal	
Failure to comply with the use of face covering in a public setting as directed by SUNY Poly and New York State	- Letter of Notice with a reminder of the directive and consequences of continuing to not follow guidelines - Disciplinary Warning	- Disciplinary Probation - Final Probation - Deferred Residential Hall Suspension - Suspension	- Suspension from academic and/or housing access with continued access to their academic program via remote learning only (if available and as subject to campus policy and process) and final probation with educational sanctions. - Academic and/or housing suspension and final probation with educational sanctions. - Permanent dismissal

Directives	Action #1 Available sanctions shall include the following	Action #2 Available sanctions shall include the following	Action #3 Available sanctions shall include the following
Failure to comply with social distancing requirements as directed by SUNY Poly and New York State	- Letter of Notice with a reminder of the directive and consequences of continuing to not follow guidelines - Disciplinary Warning - 1-2 Educational Sanctions	- Disciplinary Probation - Final Probation - Deferred Residential Hall Suspension - Suspension - 1-2 Educational Sanctions	- Suspension from academic and/or housing access with continued access to their academic program via remote learning only (if available and as subject to campus policy and process) and final probation with educational sanctions. - Academic and/or housing suspension and final probation with educational sanctions. - Permanent dismissal
Failure to comply with contract tracing efforts	- Disciplinary Probation - Final Probation - Deferred Residential Hall Suspension - Suspension - 1-2 Educational Sanctions	- Suspension from academic and/or housing access with continued access to their academic program via remote learning only (if available and as subject to campus policy and process) and final probation with educational sanctions. - Academic and/or housing suspension, and final probation with educational sanctions. - Permanent Dismissal	

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Directives	Action #1 **Available sanctions shall include the following**	Action #2 **Available sanctions shall include the following**	Action #3 **Available sanctions shall include the following**
Failure to Comply with Campus Health Protocols by missing two or more scheduled appointments without sufficient excuse, to obtain diagnostic or surveillance COVID-19 testing under the institution's published protocol[3]	- Disciplinary Probation - Final Probation - 1-2 Educational Sanctions	- Suspension from academic and/or housing access with continued access to their academic program via remote learning only (if available and as subject to campus policy and process) and final probation with educational sanctions. - Academic and/or housing suspension and final probation with educational sanctions. - Permanent Dismissal	
Failure to Comply with Campus Health Protocols by not submitting your daily health screening via SUNY Poly's supplied portal for at least three consecutive days, without sufficient excuse.*[4]	- Disciplinary Probation - Final Probation - 1-2 Educational Sanctions	- Suspension from academic and/or housing access with continued access to their academic program via remote learning only (if available and as subject to campus policy and process) and final probation with educational sanctions. - Academic and/or housing suspension and final probation with educational sanctions. - Permanent Dismissal	

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[3] Due to the need to protect the health and safety of all members of the SUNY Poly community, a student alleged to have violated one or more COVID-19 directives may also be subject to one or more temporary directives {e.g., temporary suspension (campus and/or housing)) and/or administrative measures. Administrative measures may include, but shall not be limited to, electronically deactivated card access (or equivalent) and restricted access to any buildings pending the resolution of an administrative or board hearing. For students whose access has been restricted through administrative measures, they shall be ineligible to attend live classes (though they may continue in remote coursework only, if available and as subject to campus policy and process), and their parking privileges on campus may be temporarily revoked such that their car may be ticketed or towed if parked on campus. Students may have the administrative measures lifted by complying with the appropriate SUNY Poly directive(s).

[4] See previous footnote

Directives	Action #1 Available sanctions shall include the following	Action #2 Available sanctions shall include the following	Action #3 Available sanctions shall include the following
Failure to comply with following classroom and laboratory social distancing	- Letter of Notice with a reminder of the directive and consequences of continuing to not follow guidelines - Disciplinary Warning - 1-2 Educational Sanctions	- Disciplinary Probation - Final Probation - 1-2 Educational Sanctions	- Suspension from academic and/or housing access with continued access to their academic program via remote learning only (if available and as subject to campus policy and process) and final probation with educational sanctions. - Academic and/or housing suspension and final probation with educational sanctions. - Permanent Dismissal

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