



# SUNY POLYTECHNIC INSTITUTE

## SUNY Polytechnic Institute Albany Campus College of Nanoscale Science and Engineering (CNSE) Return to Campus Guide

As we begin to welcome students back to campus for the fall 2020 semester, SUNY Poly would like to ensure that our Albany campus community has the information necessary for a safe return to classes and campus activities. While this semester will look a bit different than usual, the Office of Student Affairs is here to support you and help you succeed.

This guide will provide an overview of current policies for students returning to SUNY Poly's Albany campus and the University at Albany this fall. Note that these guidelines are subject to change based upon future guidance or mandates from SUNY or New York State. For the most current and updated information, please review SUNY Poly's Fall 2020 Plan at <https://sunypoly.edu/fall2020plan.html>.

SUNY Poly continues to monitor the Novel Coronavirus (COVID-19) situation with guidance from health experts at the Centers for Disease Control (CDC), as well as our local health departments and other state agencies. For the most current and updated COVID-19 information, please visit SUNY Poly's COVID-19 webpage at <https://sunypoly.edu/covid19.html> and the University at Albany's COVID-19 webpage at <https://www.albany.edu/covid-19>.

In order to facilitate our return to campus, we must emphasize the importance of our ***shared responsibility*** in maintaining a safe and healthy campus community, including pre-arrival testing, precautionary quarantine, mask wearing, and social distancing.

### Pre-Arrival Testing and Precautionary Quarantine

**Pre-Arrival Testing:** As a result of our partnership with the University at Albany, all students at SUNY Poly's Albany campus during the fall 2020 semester must follow the University at Albany's testing requirement and provide proof of a negative SARS-CoV-2 (COVID-19) PCR test result from July 26<sup>th</sup> or later. Meaning, the test results were normal and showed the virus was not detected. The test must be a PCR molecular test or an antigen test; antibody tests will not be accepted. This requirement is due prior to arrival to campus.

Given reported delays for COVID-19 test results and lack of testing availability in some areas, all students should be tested **as soon as possible** in order to have results prior to the beginning of fall classes.

All students, including those currently living in the Albany area, can visit the [New York State Department of Health's website](#) to find a nearby test site. Students are responsible for arranging for testing and paying associated costs, if applicable. If you go to a test site run by New York State, there is never any

charge for your test. Students living in New York State may also contact the New York State COVID-19 hotline to schedule a test by calling 1-888-364-3065.

**Securely Uploading Required Documentation to UA:** All documentation will be securely uploaded through your University at Albany account, using your UAlbany issued NETID / username & password. If you have not yet setup your UAlbany account, a standard PIN letter is being re-sent to all SUNY Poly Albany students via their sunypoly.edu email address.

If you do not receive a standard PIN letter, please contact the UA helpdesk at [askIT@albany.edu](mailto:askIT@albany.edu) or (518) 442-3700. Make sure to let them know that you are a SUNY Poly student.

Once you have your UAlbany NETID and setup your password, you may access your UAlbany account and submit documentation at the following links:

Student Health Screening:

[https://ps.itsli.albany.edu/psc/ps92prod/EMPLOYEE/SA/c/UA\\_SELF\\_SERVICE.UA\\_STUDENT\\_SCREEN.GBL](https://ps.itsli.albany.edu/psc/ps92prod/EMPLOYEE/SA/c/UA_SELF_SERVICE.UA_STUDENT_SCREEN.GBL)

Student Pledge:

[https://ps.itsli.albany.edu/psc/ps92prod/EMPLOYEE/SA/c/UA\\_SELF\\_SERVICE.UA\\_STUCOVID\\_DOCS.GBL](https://ps.itsli.albany.edu/psc/ps92prod/EMPLOYEE/SA/c/UA_SELF_SERVICE.UA_STUCOVID_DOCS.GBL)

For more information, please review the University at Albany's pre-arrival policy at <https://www.albany.edu/covid-19/planning-fall-2020/health-safety>. Links to upload required documentation are also located at the top of this webpage.

**Pre-Arrival Quarantine:** Students arriving anywhere in New York State from states designated under the Governor's Travel Advisory or from countries listed in the CDC's Level 3 Travel Advisory—regardless if they plan to live on or off campus—must self-quarantine for 14 days upon arrival in New York State. All students 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. Students residing in Freedom Apartments must follow guidance from the University at Albany. Students not residing on-campus must submit a copy of their screen shot to [studentaffairs@sunypoly.edu](mailto:studentaffairs@sunypoly.edu). (Please note that this information was also referenced in a communication dated July 31).

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](mailto:TSim@sunypoly.edu) to discuss individual circumstances.

***All other students are requested to complete a precautionary self-quarantine for 7 days before they arrive on campus.*** Taken together, the required pre-arrival testing and the precautionary pre-arrival quarantine will help facilitate a safe return to campus. (Note, UAlbany has established a 14 day quarantine for their students, therefore, **residents of Freedom apartments** have been asked to follow the 14 day pre-cautionary quarantine as UA residents.

### **Albany Campus Access – Training, Daily Online Screening & Daily Temperature Screening**

**Coronavirus Disease 2019 – Protecting the Safety and Health of Workers Training:** All students must complete a new site training and certification form in order to have badge access restored. The training,

certification form and instructions are included in the links below. ***It is highly encouraged that you complete this training at least one week in advance of your arrival to campus to prevent delays in processing your badge access.***

[Coronavirus Disease 2019 - Protecting the Safety and Health of Workers Training](#) (pdf)

- [Coronavirus Disease 2019 - Protecting the Safety and Health of Workers Training Certification](#) (pdf)
- [Instructions for submitting the certification](#)

**COVID Online Screening - NY CREATES/SUNY Poly Albany:** All personnel need to complete screening questions before coming to the site ***each day***. Here is the link to access the screening: <https://as-app-sunypoly covid.azurewebsites.net/>

How the online screening works:

- There is a limit of one (1) entry per day
- To Login, use your 5-digit site badge number. This is found on your employee badge – last 5 digits  
This screening can be done on any web connected device (computer, tablet or smart phone)
- Once you have logged in, you will be asked two (2) questions:
  - Have you had symptoms of or tested positive for COVID-19 in the last 14 days? (NO/YES)
  - Have you had close contact with anyone who has tested positive, and is still an active case for, COVID-19 in the last 14 days? (NO/YES)
- If you answer “NO” to both of those questions, you will see a Green Check on the results screen
- If you answer “YES” to either of those questions:
  - You will see a Red “X”
  - When this happens, HR and/or site security will be notified.
  - You will be instructed NOT to enter the site, your badge will be deactivated and you will be contacted by HR within 24hrs for follow up.

**Daily Temperature Screening:** All personnel, including students, will be required to enter through the NFE building daily for a temperature screening. Once screened, you will receive a sticker that will allow site access for that day. ***It is mandatory that all students proceed through the temperature screen every time they arrive on campus for the day.***

## Health and Safety Measures

**Face Coverings:** All students will be required to cover their nose and mouth with a mask or face covering inside all buildings and outside when distancing (at least six feet) cannot be achieved. This includes wearing a face mask/covering at all times while attending in-person classes.

The only exception to this is when students are inside their residence hall room, their private home, or designated eating areas at campus cafes and student lounges. Face coverings must be worn at all times in the student lounges, unless seated at a designated dining table to eat.

Students should bring cloth, reusable face coverings if they are able. We anticipate being able to provide two cloth, reusable face coverings to each student upon arrival to campus. We will be sharing tips and guidelines on how to take care of and wash face coverings regularly, which is an important part of infection mitigation.

**Physical Distancing:** Furniture in classrooms and student lounges will be spaced out to achieve at least six feet of physical distancing and tables will be marked off to show where it is permissible to sit. Signs directing traffic flow will be posted to ensure physical distancing in public areas. Please be respectful of these arrangements and of each other.

**Healthy Hygiene Practices:** Healthy hygiene practices, such as frequent handwashing and sanitizing, will be reinforced through campus signage, and additional hand sanitizer stations will be placed inside restrooms and public areas.

**Cleaning and Disinfection:** Cleaning and disinfection of surfaces and objects that are frequently touched will intensify. Disinfectant will be provided inside the designated eating areas in the student lounges so that students can clean dining tables before each use. Hand washing stations will be included in the student lounge eating areas. ***It is highly encouraged that students bring a supply of personal hand sanitizer for use on-campus.*** Sanitizer refill stations are located at various points throughout campus.

### Student Lounges

**Lounge Reopening:** Student Lounges on the 3<sup>rd</sup> floor of NFS will reopen with strict safety protocols in place. Student lounges will remain open during the semester ***pending student compliance of all health and safety measures.*** Therefore, it is extremely important that students adhere to all guidelines at all times:

- **Lounge usage:** lounges will serve as a place for students to study and work in-between their daily class and lab schedule. Game tables and other high touch surfaces (bean bag chairs, board games and other equipment) will be wrapped up and placed in storage. Students are highly encouraged to return to their residence hall or apartment as much as possible in order to reduce overall density of students in the lounges.
- **Face Covering Wearing:** **Face coverings are required in the student lounges at all times, including private study rooms.** *The only exception to this is if a student is seated at a table in a designated dining area.*
- **Physical Distancing:** Desk areas will be sectioned off so that all desk spaces are distanced six feet apart or greater. One chair will be placed at each available desk – chairs should not be moved from their position at any time.
- **Permitted Dining Spaces:** There will be one open dining room area inside each lounge. This is the only space where students will be allowed to eat while inside the lounge. Each dining area will have tables placed six feet apart with one chair per table. Tables and chairs are not to be moved at any time. Disinfectant spray and wipes will be placed in the sink area for student use prior to eating. Students are encouraged to disinfect their table and chair prior to sitting down and then wash their hands with soap at the sink after disinfecting their space. Once seated, students may remove their mask to eat.
- **Kitchen supplies:** The refrigerator, microwave, and coffee makers typically found in the lounge will not be available. If you plan to bring a lunch to campus, it is highly encouraged that you bring an insulated lunch bag / cooler pack with you each day.
- **On-Campus dining:** The dining cafes in NFE and ZEN will remain open with safety measures in place. Dining tables are setup with limited capacity in NFE and ZEN.
- **Signage:** These policies will be posted at the entrance to each student lounge and dining areas for student reference.

- **Inspections:** Members of EHS and Student Affairs will conduct random health and safety inspections to ensure compliance of all measures. Continued non-compliance will result in a loss of site access and could jeopardize the availability of lounge spaces for the remainder of the semester. Please be respectful of these measures and of each other.

### SUNY Poly Agreement

The **SUNY Poly Agreement** will ensure that all students agree to abide by the guidelines and important expectations established to foster a safe and healthy campus community. Each member of our community will be asked to affirm their commitment to support a safe and healthy campus environment through their behavior, consistent with public health guidance from state and federal authorities. The details of the agreement are being sent via email and the agreement can be found here:

<https://webapp.sunypoly.edu/covid-screener/suny-poly-agreement/>. **Please submit the Poly Agreement by August 17.**

### UAlbany Partnership - Health, Wellness and Counseling

**Student Health Services** at the University at Albany is virtually open and ready to answer questions and schedule telemedicine appointments for SUNY Poly Albany students. To contact SHS, call [518-956-8419](tel:518-956-8419). For more information, hours of operation, directions and to make an appointment, visit: [https://www.albany.edu/health\\_center/index.shtml](https://www.albany.edu/health_center/index.shtml).

**Counseling and Psychological Services (CAPS)** at the University at Albany is open for virtual appointments. SUNY Poly Albany students can contact CAPS to set up an appointment by email ([consultation@albany.edu](mailto:consultation@albany.edu)) or phone ([518-442-5800](tel:518-442-5800)). For more information, hours of operation, directions, and to make an appointment, visit: [https://www.albany.edu/counseling\\_center/](https://www.albany.edu/counseling_center/).

### Questions / Contact:

Diana Dumesnil  
Assistant Vice President for Student Affairs  
[ddumesnil@sunypoly.edu](mailto:ddumesnil@sunypoly.edu)

Brittany Perrin  
Coordinator of Student Activities  
[bperrin@sunypoly.edu](mailto:bperrin@sunypoly.edu)