



SUNY Polytechnic Institute Academic Continuity and Health and Safety Plan Fall Term 2021

1. Background

The State of New York and the entire nation continue to navigate the logistical and health challenges that have resulted from the COVID-19 pandemic. On June 15, 2021, the Governor announced that all state-mandated COVID-19 health and safety restrictions were lifted, effective immediately, as 70 percent of New Yorkers age 18 or older have received at least the first dose of their COVID-19 vaccination series. Shortly thereafter, the Governor announced that on June 24, 2021, New York ended the state disaster emergency declared for the COVID-19 pandemic on March 7, 2020.

Therefore, as SUNY Poly seeks to maintain the highest level of public health and safety, this plan looks to provide the maximum in-person educational experience possible. As federal, state, local, and SUNY health guidance changes, so too will SUNY Poly's approach, which has been established and responsive to active campus needs through wide-ranging community stakeholder input.

This plan follows SUNY System Administration and NYS Department of Health guidance. Further details can be found in the [FAQs](#). ***As federal, state, local, and SUNY health guidance changes due to the evolving COVID-19 pandemic, SUNY Poly's rules will also evolve as the institution receives new guidance and/or regulations are promulgated. SUNY Poly reserves the right to change its policy in regards to these matters and will provide updates as needed on the SUNY Poly website.***

2. Masks and Social Distancing

Please Note: SUNY Poly faculty, staff, students, and visitors have been notified they must wear a face covering at all times while indoors on campus starting August 5, 2021, except in those locations which are usually exempted such as in a student's dorm room, in an

employee's enclosed office, when alone in a private space, or when seated and actively eating and drinking. This requirement will be reassessed and the community will be updated about any changes. This new guidance supersedes the face covering guidance below, which could be reverted to at such time as it is considered safe to do so:

Fully Vaccinated Individuals: Pursuant to Centers for Disease Control and Prevention (CDC) guidelines, fully vaccinated individuals (i.e. students², faculty, and staff³) are not required to maintain social distancing or wear masks, subject to the exceptions below. Pursuant to CDC guidance, nothing herein prohibits fully vaccinated individuals from continuing the use of masks and the CDC has recommended fully vaccinated people wear a mask in public indoor settings in areas of [substantial or high transmission](#). Additionally:

- The CDC indicates fully vaccinated individuals can choose to wear a face covering regardless of the level of transmission, particularly if they or someone in their household are immunocompromised or at increased risk for severe disease from COVID-19; and
- After a potential exposure, wearing a face covering is required for 14 days.

In certain settings, especially when some unvaccinated members of the community may be present, fully vaccinated individuals also may be required to wear face coverings, notification will occur in advance supplemented by signage where appropriate.

- Within classrooms/laboratories everyone is required to wear face coverings, however, fully vaccinated faculty/staff may be allowed to instruct without a face covering if they are able to teach within the physically distant teaching zone (an area at least 6-feet from the closest student) at the front of the classroom. If the classroom design and occupancy do not allow for at least a 6-foot separation, the instructor will be expected to wear a face covering.
- For any indoor events, gatherings, activities, or engagements that include participants or attendees from outside the SUNY Poly community, everyone will be required to wear a face covering as a precaution, regardless of vaccination status.
- Changes to CDC, NYSDOH, SUNY and local Department of Health requirements may require face coverings in all indoor settings (except those usually exempted such as in a student's dorm room, in an employee's enclosed office, when alone in a private space, or when seated and actively eating and drinking).
- Campus dining facilities and event locations are expected to provide some socially distanced areas to accommodate unvaccinated individuals who are required to be socially distant and those who have a significant concern due to their own health or personal situation, where social distancing can be more protective and reduce risk.

Unvaccinated/Partially Vaccinated Individuals: Unvaccinated individuals and those who have chosen not to share proof of vaccination with HR (employees), Wellness Center (students), or EHS (visitors) must wear face coverings at all times. Exceptions for unvaccinated individuals include the following: they may remove their face coverings indoors or outdoors only when alone, while working at their workstation socially distanced from others or with a physical barrier in place, or while socially distanced, seated, and actively eating/drinking.

² Students are defined as any individual matriculated, non-matriculated, or otherwise enrolled full-time or part-time at SUNY Poly as well as visiting, auditing, exchange, continuing education, and international students taking in-person courses. The definition of students does not include high school students enrolled in courses at a campus.

³ Staff includes all employees working on campus—State, Research Foundation, Campus Foundation, contractors, etc.

More Information: Individuals are considered fully vaccinated: (1) two weeks after receiving the second dose in a two dose COVID-19 vaccine series or (2) two weeks after receiving a single dose COVID-19 vaccine.

- a. *Special consideration.* Pursuant to the CDC, “A person with a disability who cannot wear a mask, or cannot safely wear a mask, because of a disability as defined by the Americans with Disabilities Act (42 U.S.C. 12101 et seq.)” may submit a request to Disability Services at ds@sunypoly.edu for consideration of an exemption from mask wearing based on a medical accommodation, regardless of vaccination status. These individuals should be aware of the risk posed by not wearing a mask in certain situations, and should take extra precautions to protect themselves (e.g., social distancing).
- b. *Community transmission.* Additional requirements may be imposed based upon the increasing COVID-19 transmission rates on campus or in the surrounding counties.

3. Event Capacity Limits

The State of New York’s COVID-19 restrictions remain in effect for large-scale indoor event venues—now defined as indoor venues that hold more than 5,000 attendees. Because no indoor SUNY Poly facility holds more than 5,000 attendees, at this time, events/gatherings may be held consistent with the State’s implementation of the CDC guidelines.

Fully Vaccinated Individuals: This means that proof of vaccination can be used to eliminate social distancing and remove masks for fully vaccinated individuals at events/gatherings where and when indicated. For any engagements that include people from outside the SUNY Poly community, everyone must wear a face covering as a precaution. **Please note the latest guidance regarding face coverings in section 2; the campus community will be notified of any updates.**

Unvaccinated/Partially Vaccinated Individuals: Unvaccinated or unknown vaccination status individuals who are over the age of four must continue to wear face coverings and practice social distancing where possible within the venue. Certain events/gatherings may require proof of a negative diagnostic COVID-19 test result collected within the last 72-hours. Additional guidance may be provided at the event, or in advance, as is possible.

4. Mandatory Vaccination for Students and Vaccination Management System

The State of New York [directed](#) that the public universities mandate COVID-19 vaccinations for students, upon the federal government’s full approval of the vaccine. To that end, the Board of Trustees passed a [resolution](#) delegating the implementation of the mandatory vaccination policy to the Chancellor. In addition, because System Administration is developing a System-wide solution for all campuses to track verified vaccination status of SUNY students, SUNY Poly expects to utilize this resource once it’s available.

The system is anticipated to be driven by student consent and will use available authoritative sources (NYS/NYC immunization systems) to verify vaccination status. Students vaccinated outside the State

of New York will be required to submit appropriate documentation to the campus: wellnesscenter@sunypoly.edu.

Vaccinations for the SUNY Poly campus community will help us to experience full and active participation in the life of the campus community. Without full vaccination by our community, we expect that there will be limits to what we are able to do and offer on campus. High vaccination rates will reduce the risk of exposures to COVID-19 on campus and provide for a healthier and safer living and learning experience.

Students who choose not to be vaccinated against COVID-19 will not be eligible for residency. This requirement has been implemented to best support the health and safety of students living together in close proximity who share social spaces and residential services daily. Documentation must be submitted to the Wellness Center at wellnesscenter@sunypoly.edu prior to August 13, 2021. [More details about this vaccination requirement have been provided to students via this communication.](#)

Medical Exemption Requests - Resident students may be exempt from the vaccination requirement if a duly licensed healthcare provider (MD, NP, or PA) certifies in writing that the student has a medical contraindication to the COVID-19 vaccine. Residential students requesting consideration for a medical exemption from vaccination requirements must submit an initial application to start the review process. As part of this process, licensed healthcare provider certification is also required to be provided to the wellnesscenter@sunypoly.edu with sufficient information for Wellness Center medical staff to understand the medical basis for the exemption, the necessary length of the exemption, and contact information for the healthcare provider. The SUNY Poly Wellness Center medical staff will review exemption requests in the same manner it considers requests for medical exemptions from MMR immunization requirements. Medical exemptions are reviewed in detail and not automatically approved. All supporting medical documentation, as outlined above, is due prior to move into the residence halls and prior to August 13. See below for the electronic form. After August 13, please contact the Wellness Center for any questions.

Religious Exemption Requests - Students who hold genuine and sincere religious beliefs that are contrary to COVID-19 vaccination may also petition for exemption from the vaccination. Residential students have been notified that they can request consideration for a religious exemption from vaccination requirements by submitting an initial application to start the review process.

Detailed information supporting the request for religious exemption must be submitted, including a statement detailing the religious basis for their vaccination objection, explaining why they are requesting this religious exemption, the religious principle(s) that guide their objections to vaccination, and the religious basis that prohibits the COVID-19 vaccination, via electronic submission. A three person review panel representing Student Affairs will review and approve religious exemptions from the vaccine requirement.

The exemption documents with submission instructions can be found here: sunypoly.edu/covid-vaccine-exemption-requests. Students will be informed of the outcome of their exemption request via their sunypoly.edu email address.

5. Daily Health Screening

To assist with potential contact tracing and support other health-focused efforts, SUNY Polytechnic Institute is requiring all faculty, staff, and students to screen for (1) COVID-19 symptoms, (2) recent close contacts, and (3) recent positive COVID-19 test result, regardless of individual vaccination status. Screening is available here: <https://sunypoly.edu/covid19/screening.html>.

- Albany campus students and employees must screen daily; visitors must screen onsite.
- Utica campus students and employees must screen daily; information for visitors is also available at the link above.

In addition, students, faculty, and staff are encouraged to perform daily self-health screenings for infectious illnesses, including COVID-19. Anyone with signs or symptoms of infectious illness is asked to stay home when sick and/or seek medical care, or, if a residential student, contact the Wellness Center at (315) 792-7172. Albany campus students should contact Student Health Services at (518) 442-5229.

6. Mandatory Pause Requirements

The [NYS requirements](#) for a mandatory pause are no longer in effect. However, should SUNY Poly need or be required to pause campus activities in cases of increased community transmission, in-person activities may move online or be cancelled as necessary, and updates with protocols for faculty, staff, and students would be provided by email.

7. Cleaning Protocols

While the New York State mandatory cleaning and disinfection protocols are no longer in effect, SUNY Poly will continue to assess and ensure that all cleaning protocols are in compliance with NYSDOH Higher Education Guidance and CDC guidance ([Interim Guidance for Higher Education during the COVID-19 Public Health Emergency](#) and [Reopening Guidance for Cleaning and Disinfecting Public Spaces, Workplaces, Businesses, Schools, and Homes](#)).

Additional resources regarding cleaning/disinfecting and protecting oneself include:

- [How to Protect Yourself and Others](#)

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 clean and disinfect frequently touched surfaces at least once per day and regularly clean and disinfect other surfaces as necessary given the level of traffic and needs for the space.

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 and wear appropriate PPE. SUNY Poly will provide hand hygiene stations and supplies across both campuses for individuals. Specifically, this includes: hand washing supplies, such as soap, running water or disposable towels or hand sanitizing liquid, such as alcohol-based sanitizer with 60 percent or more alcohol where hand washing may not be available or practical.

Self-use cleaning/disinfecting materials are available in many locations/classrooms that can be used by an individual to disinfect the workstation, computer keyboard and mouse, desktop or other surface.

8. Ventilation and Air Filtration

SUNY Poly is increasing outdoor airflow and ventilation rates in indoor settings to the extent it is compatible with individual comfort and safety and in accordance with building codes and standards, as well as applicable lease, contract, or other use agreement requirements.

The American Society of Heating, Refrigerating and Air-Conditioning Engineers (ASHRAE) Epidemic Task Force has continued to assess and shared the potential for airborne transmission of COVID-19 within buildings. To that end, SUNY Poly continues to follow the current and emerging guidelines regarding mechanical and ventilation systems. SUNY Poly is using a combination of increased outside air, which reduces the volume of potentially impacted air being recirculated, in addition to running the ventilation systems longer and increasing particulate filtration.

Because the air handlers in the Cayan Library, Student Center, Field House, and Campus Center were designed for and currently use MERV-13 or 14 filters, those buildings will utilize the Building Management Systems to increase the ventilation rates, further mitigating risk. Similarly, SUNY Poly is increasing ventilation rates and has replaced the existing MERV-8 filters with MERV-13 filters in Kunsela and Donovan Halls. ASHRAE recommends schools and universities install filters with a minimum rating of MERV-13 (or the maximum MERV the system can handle) to improve air filtration and slow the transmission of viruses in HVAC systems, and SUNY Poly is meeting or exceeding this recommendation.

Residence Halls:

Adirondack and Mohawk residence halls are not designed with air handler systems (systems that operate to heat, cool, and ventilate building space). Instead, the buildings have baseboard radiant heat and natural ventilation through doors and windows.

The new Hilltop Hall residence hall has a robust, energy efficient heating and cooling system using ground-source geothermal heat pumps. For ventilation, the building has an energy recovery unit that is controlled to increase outdoor air use and increase fresh air exchanges in the building. The final filter for these units is a MERV-13 filter.

The Oriskany Hall energy recovery units are fitted with a minimum of MERV-13 main filters. For ventilation, the building has energy recovery units that are controlled to increase outside airflow rates and fresh air exchanges.

9. COVID-19 Testing

Fully Vaccinated Individuals: Fully vaccinated students and employees (including auxiliary workers and vendors with a regular on-campus presence) may opt-out from mandatory weekly testing upon the submission of documentation showing completion of a full vaccination series, understanding that the definition may be subject to change based on final recommendations from the Food and Drug

Administration (FDA) and CDC on booster shots. Biweekly surveillance testing of vaccinated individuals is required as a way to monitor and proactively manage potential breakthrough cases.

Unvaccinated/Partially Vaccinated/Vaccine Exempt Individuals: Mandatory weekly testing for this cohort will continue to be required for any person⁴ who has a physical presence on campus and who has not been fully vaccinated or who has not shown proof of vaccination. *See below for more details.*

In addition and subject to final New York State guidance, COVID-19 vaccines recognized by the World Health Organization (WHO) are now accepted by SUNY Poly for purposes of [determining vaccination status](#). See: [Coronavirus Disease \(COVID-19\) | WHO - Prequalification of Medical Products \(IVDs, Medicines, Vaccines and Immunization Devices, Vector Control\)](#).

Please find full testing schedules and protocols in *Appendix B (Students)* and *C (Employees)*.

- a. *Surveillance Testing for Unvaccinated Individuals:*
 - i. This is scheduled to take place weekly.
- b. *Surveillance Testing for Vaccinated Individuals:*
 - i. This is scheduled to take place biweekly.
- c. *Symptomatic Cases.* Diagnostic (PCR) testing of all symptomatic residential life students, including those who are vaccinated and who display COVID-related symptoms, will continue through the Wellness Center or other off-campus options. (Please note fees may apply).
- d. *Contractors and Vendors:* Must complete the Daily Visitor Screen any day they are on campus. Pursuant to SUNY guidance, regular presence and intermingling with the campus community require additional testing requirements.
- e. *Reporting.* SUNY Poly will continue to report testing results daily through the SUNY Health Portal and may pre-fill entries for days (e.g. weekends) when no testing is done or is anticipated to be done. If test results are received following pre-filled entries, changes will be made upon receipt of the results.
- f. *Noncompliance.* Any incidents of non-compliance with campus testing will continue to be handled through SUNY Poly's Student Code of Conduct (Community Standards Office) for students and Human Resources for employees.
- g. *Additional Testing.* SUNY Poly may impose more frequent testing of students and employees, regardless of vaccination status, based on conditions that may warrant additional measures.

10. Pre-Semester Testing

All students who are not fully vaccinated and who have not provided proof of vaccination to the Wellness Center are asked to provide evidence of a negative COVID-19 test taken within 72 hours of arriving on campus at the start of the semester and are required to test upon arrival to campus.

⁴ The mandatory testing agreements with faculty and staff expired on June 30, 2021. New agreements were signed by UUP, CSEA, PEF, NYSCOPBA, and PBANYS to extend the agreement through December 2021.

On-campus testing submission begins Monday/Tuesday, August 30/31 for all students, faculty, and staff regardless of vaccination status.

Please see the [student testing webpage here](#).

11. Residence Halls, Quarantine and Isolation Space

SUNY Poly is planning for a higher occupancy of residence halls in the fall semester. The CDC Guidance indicates that fully vaccinated individuals who are exposed to COVID-19 do not have to quarantine unless they are symptomatic, however recent guidance (7/25/2021) recommends testing 3-5 days after the exposure and wearing of face coverings for the 14 days following exposure. Fully vaccinated individuals who test positive must isolate for 10 days.

To meet these needs, on SUNY Poly's Utica campus, Oriskany Hall is dedicated to quarantine/isolation only. There are 72 beds located at the residence hall complex, and SUNY Poly's quarantine/isolation team works closely with the Oneida County Health Department for students designated for quarantine/isolation, in addition to providing all wrap-around services for those designated students.

Similarly, Albany campus quarantine needs for residential students are met through the institution's partnership agreement with the University at Albany.

12. Academic Calendar

All classes begin Monday, August 30, with a mid-semester break Saturday, October 9-Tuesday, October 12, 2021, and a Thanksgiving holiday recess Wednesday, November 24-Sunday November 28, 2021. Classes end Friday, December 10, followed by final exams from Monday, December 13 – Thursday, December 16, 2021.

13. College in High School

Students in concurrent enrollment programs must follow the health and safety guidelines and protocols of SUNY Poly. If the course is delivered at their high school, they must follow the local school district guidelines. If a student takes a course on campus, they must follow SUNY Poly's guidelines, with the exception that high school students will only be subject to vaccine and testing requirements as designated by New York State local health departments and guidelines provided by local school districts.

14. Visitors and Guests

Visitors must follow any additional New York State or local health guidelines on capacity limits or other requirements as indicated in the Fall 2021 plan.

No visitors (non-students) are allowed in the residential halls at any time. The only guests (defined as other SUNY Poly students) permitted in the residence halls are other residential students within the standard guest parameters of Residential Life.

All other visitors, vendors, contractors, and consultants to the Utica campus must complete the [Visitor Screening](#), and, if on campus regularly, must have a testing plan in place with EHS ([Unaffiliated Entity COVID-19 Testing Program Certification form](#)).

Albany visitors should follow NY CREATES protocols: [more information is available here](#).

15. Campus Safety Monitors

SUNY Poly Campus Safety Monitors:

1. Mike Frame, Chief Operating Officer and Chief of Staff; mframe@sunypoly.edu
2. Sean Clive, Director of Environmental Health & Safety - Utica Campus; clives@sunypoly.edu

16. Travel

The [New York State Department of Health](#) refers travelers to the CDC for any requirements, restrictions, or recommendations on [domestic](#) and [international](#) travel. For domestic travelers, the individual should research the [requirements of the state / locality](#) they are traveling to and follow all applicable requirements.

For international travelers, the [CDC website](#) provides country-by-country breakdowns and expectations for traveler with a listing of prohibited travel from certain countries.

17. Mental Health

Given the unprecedented times for students, SUNY Poly is striving to increase support for mental health services among our campus community, including through the following initiatives and resources.

The SUNY Poly Wellness Center in Utica provides medical, counseling, and health promotion services to students. The Counseling Center is located in the Wellness Center (Campus Center, Suite 217). Individual work spaces and waiting rooms follow social distancing and face covering guidelines at all times.

- Counselors are available for in-person, telephone, virtual (telecounseling and telepsych) counseling sessions. In-person/virtual group sessions may also be available. Appointments are required.

The SUNY Poly Albany campus students have [counseling and psychological services](#) provided by a contract with UAlbany. Appointments are required.

Counseling services are confidential, voluntary, and by student request. Counselors will only communicate with a parent/guardian if written consent is obtained from the student.

All students, residential and commuters, known to be in quarantine or isolation are contacted by SUNY Poly Quarantine and Isolation team staff providing information regarding available support services, including counseling. A follow-up email is sent, outlining the detailed services. Phone contact is continued throughout the quarantine and isolation period with the students to ensure health and academic success. Residential students also receive a phone call directly from a counselor, which includes a mental health assessment with follow-up care, if applicable.

Life challenges in addition to COVID-19 that are commonly addressed consist of: balancing personal life, work and/or college responsibilities, and college transition issues such as: roommate, relationship issues, adjusting to college life, homesickness, anxiety, depression, stress, anger, grief, and/or eating disorders, etc.

Crisis intervention services may be provided by our licensed counselors, with referrals to local mental health services for students at high or imminent risk of harm to self or others.

SUNY and SUNY Poly provide the additional, following resources to help students receive support:

- [SUNY Poly Counseling Services](#)
- [Counseling and Psychological Services \(Albany-based students\)](#)
- [ReachOut SUNY](#)
- [Thriving Campus](#)
- New York State Office of Mental Health Crisis Text Line: Text GOT5 to 741741
- [Suicide Prevention Lifeline](#): (800) 273-TALK (8255)
 - Free online [QPR suicide prevention training](#) for students, faculty, and staff.
- Mobile Crisis Assessment Team - Utica Area (MCAT): (315) 732-6228
- Capital District Psychiatric Center Crisis Unit (Albany): (518) 549-6500
- [SUNY Poly Wellness Center](#)
- [Student Health Services \(Albany-based students\)](#)
- [Middle Earth](#) from the University at Albany

Additional Resources Include:

- [SUNY Poly COVID-19 Page](#)
- [Oneida County Department of Health](#)
- [Albany County Department of Health](#)
- [NYS Department of Health](#)
- [CDC](#)
- NYS Hotline (General COVID-19): 1 (888) 364-3065
- New York State Hotline (Emotional Support): 1 (844) 863-9314
- Disaster Distress Helpline: (800-985-5990), or text TalkWithUs to 66746.
- Veterans Crisis Line: (800-273-8255 and press 1) or text 838255
- Trevor Lifeline: LGBTQ community: (866-488-7386) or text START to 678-678.
- For frontline workers dealing with anxiety, stress, fear, isolation, or other difficult emotions, text [FRONTLINE](#) to 741741

SUNY Poly's Care Team is an additional resource for students, faculty, and staff to utilize to identify students of concern or in need of support. The Care Team, which meets weekly, addresses challenging, disruptive, or harmful behavior and situations by providing helpful interventions that are aimed at community safety and student success. Care exists to promote and maintain safety and health by identifying and assisting struggling students to become more connected to services. [Some referrals may include mental health care and/or safety intervention.](#)

SUNY Poly is committed to providing access to mental health resources for employees who are struggling during difficult times. The New York State Employee Assistance Program (EAP) helps state employees balance the demands of work, home, and life. EAP is a Work-Life Services benefit sponsored jointly by labor and management and is available to New York State employees and their families. To reach an EAP coordinator, please visit the NYS EAP website at [NYS EAP](#). The number to contact is 1-800-822-0244.

Below are some additional resources that may be useful for employees:

- [NY Project Hope](#)
- [Tips for Mental Wellness](#)
- [Mental Health in the Next Phase of Coronavirus](#)
- [Coping with Grief](#)

18. Intercollegiate Athletics

The fall athletic schedule has been set for intercollegiate competition to resume at SUNY Poly. NCAA, state, NAC (North Atlantic Conference), and local guidelines are forthcoming and subject to change based on evolving needs. While it is anticipated that SUNY Poly will compete during the fall semester, there may be some limitations. SUNY Poly and the Athletics Department are working to identify protocols to safely resume competitive sports.

19. What Students Should Know: Transparency

A robust, transparent return to campus plan for the fall 2021 semester at SUNY Poly's Albany and Utica campuses has been developed, which will be shared with the campus community to provide a valuable roadmap to enable a successful academic and research term. As part of this effort, SUNY Poly will include the percentage of courses, which will be offered in-person and virtually so that students can make informed decisions about their educational experience.

To view the *What Students Should Know: COVID-19 and Returning to Campus* plan, please see Appendix A.



What Students Should Know: COVID-19 and Returning to Campus for Fall 2021
SUNY Appendix A

As we return to campus in fall 2021, SUNY Polytechnic Institute's first priority is the health and safety of our campus community, including its students, faculty, and staff. The best way to maintain the safest environment possible throughout 2021 and beyond is for each of us to take steps to minimize the risks, not only for ourselves, but also for all members of the SUNY community. This includes:

- Getting vaccinated
- Hand washing for more than 20 seconds, along with the use of hand sanitizer (containing at least 60% alcohol)
- Being mindful of our surroundings and the impact we have

And, as required:

- Completing daily screenings
- Wearing face coverings (masks)
- Social distancing
- Participating in testing and tracing

Any of us alone can spread this disease and cause harm to others. But **all of us together can build a community that is safe and healthy**, where educational success is possible.

An important note: as federal, state, local, and SUNY health guidance changes due to the evolving COVID-19 pandemic, SUNY Poly's rules will also evolve as the institution receives new guidance and/or regulations are promulgated. SUNY Poly reserves the right to change its policy in regards to these matters and will provide updates as needed on the SUNY Poly website.

Here's what you need to know and do as SUNY Poly welcomes you to campus in fall 2021:

A. Stay Informed

We will keep our campus community updated about the latest COVID-19 information and impact in a number of ways:

- **Please monitor your SUNY Poly email daily for important updates.** The most important information will be sent to you via e-mail.

- SUNY Poly's [COVID-19 resource webpage](#) includes resources, communications, and safety information.
- Fall 2021 information and FAQs will be found here on the [fall 2021 plan webpage](#).
- Please follow SUNY Poly's social media channels which will share important information, updated procedures, and health/wellness guidelines:
 - [Facebook](#)
 - [CNSE Facebook](#)
 - [Twitter](#)
 - [CNSE Twitter](#)
 - [Instagram](#)
 - [Snapchat](#)

B. Return to Campus Safely – Vaccination, Testing, and Isolation Requirements

Vaccination:

- **All residential students are required to share proof of vaccination with the Wellness Center at wellnesscenter@sunypoly.edu. Please see page 3 #4 in the Fall 2021 plan for more details about vaccination requirements, etc.**

Utica Students - Before Coming to Campus:

- All residential, commuter, and those students needing access to campus must fill out the [daily Utica campus screening](#) before arriving to campus.
- The [New York State Department of Health](#) refers travelers to the CDC for any requirements, restrictions, or recommendations on [domestic](#) and [international](#) travel. For domestic travelers, the individual should research the [requirements of the state / locality](#) they are traveling to and follow all applicable requirements. For international travelers, the [CDC website](#) provides country-by-country breakdowns and expectations for travelers. The website also includes a listing of prohibited travel from certain countries.

Utica Students - Arrival to Campus:

- All students who are not fully vaccinated and have not provided proof of vaccination to the Wellness Center are asked to provide evidence of a negative COVID-19 test taken within 72 hours of arriving on campus at the start of the semester and are required to test upon arrival to campus. Please see the [student testing webpage here](#). *Also please see section L for Utica campus residential student move-in dates.*
- **On-campus testing submission begins Monday/Tuesday, August 30/31 for all students, faculty, and staff regardless of vaccination status.**

Albany Students - Before Coming to Campus:

- All residential, commuter, and those students needing access to campus must fill out the [daily Albany campus screening](#) before arriving to campus.
 - Please note: Students previously approved to be on campus who have participated in weekly pooled testing and remain in compliance with all

COVID-19 measures are not required to complete the pre-arrival requirements and should continue to engage in testing as required.

- The [New York State Department of Health](#) refers travelers to the CDC for any requirements, restrictions, or recommendations on [domestic](#) and [international](#) travel. For domestic travelers, the individual should research the [requirements of the state / locality](#) they are traveling to and follow all applicable requirements. For international travelers, the [CDC website](#) provides country-by-country breakdowns and expectations for travelers. The website also includes a listing of prohibited travel from certain countries.

Please note that as a result of the SUNY Poly-University at Albany Partnership, SUNY Poly Albany campus residential students residing at Freedom Apartments will also be required to follow the University at Albany pre-arrival requirements and testing protocol. Please find more information here: <https://www.albany.edu/covid-19/information-students>, with links to upload student documentation, the UAlbany student health screening, and to register a pooled test kit here: <https://www.albany.edu/covid-19>.

Albany Students – Arrival to Campus Testing: Monday 23/Tuesday 24 and Monday 30 / Tuesday 31

- All students who are not fully vaccinated and have not provided proof of vaccination to the Wellness Center must provide evidence of a negative COVID-19 test taken within 72 hours of arriving on campus and test upon arrival to campus at the start of the semester. Please see the dates above as well as the [student testing webpage here](#).
- **On-campus testing submission begins Monday/Tuesday, August 30/31 for all students, faculty, and staff regardless of vaccination status.**
 - Residential students must also fulfill all UAlbany testing obligations. [See more here regarding residential student testing](#).

C. Get Screened Daily

Everyone, including students, coming to or on-campus (residential students), whether vaccinated or unvaccinated, must complete a daily health screening:

- Utica campus students must fill out the [screening form](#) before accessing campus each day.
- Albany campus students must fill out the [screening form](#) before accessing campus each day.

D. Get Tested Regularly

Utica Campus - Fall 2021 Regular Student Testing:

All Hilltop/Commuter/Online Needing Access/Adirondack & Mohawk Students who have not provided proof of vaccination to the Wellness Center must take part in pooled surveillance testing once every week (*residential students are required to be vaccinated*).

Those who have submitted proof of vaccination are required to take part in biweekly surveillance testing.

Please review all testing procedures/schedules and additional information on the [student testing webpage](#).

Albany Campus – Fall 2021 Regular Student Testing:

All students who have not provided proof of vaccination to the Wellness Center must take part in pooled surveillance testing once every week.

Those who have submitted proof of vaccination are required to take part in biweekly surveillance testing.

Please review all testing procedures/schedules and additional information on the [student testing webpage](#).

E. Check the COVID-19 Dashboard

- SUNY maintains a [comprehensive dashboard of COVID-19 testing and infection rate status](#) across the system and at each campus, including data from SUNY Poly.

F. Be Responsible – It's Easy to Do Your Part

Each of us can take small steps to protect ourselves and the campus community. Because COVID-19 is highly contagious, these simple measures apply **both on and off-campus**:

Wear face coverings:

Please Note: SUNY Poly faculty, staff, and students have been notified they must wear a face covering at all times while indoors on campus starting August 5, 2021, except in those locations which are usually exempted such as in a student's dorm room, in an employee's enclosed office, when alone in a private space, or when seated and actively eating and drinking. This requirement will be reassessed and the community will be updated about any changes. This new guidance supersedes the face covering guidance below, which could be reverted to at such time as it is considered safe to do so:

Fully Vaccinated Individuals: Pursuant to Centers for Disease Control and Prevention (CDC) guidelines, fully vaccinated individuals (i.e. students², faculty, and staff³) are not required to maintain social distancing or wear masks except as indicated below and in areas where the rate of transmission is high to substantial. Pursuant to CDC guidance, nothing herein prohibits fully vaccinated individuals from continuing the use of masks and the CDC has recommended fully vaccinated people wear a mask in public indoor settings in areas of [substantial or high transmission](#). Additionally:

- The CDC indicates fully vaccinated individuals can choose to wear a face covering regardless of the level of transmission, particularly if they or someone in their household are immunocompromised or at increased risk for severe disease from COVID-19.
- After a potential exposure, wearing a face covering is required for 14 days.

However, in certain settings, especially when some unvaccinated members of the community may be present, fully vaccinated individuals may be required to wear face coverings. All impacted individuals and groups will be notified. Supplemental signage that will be posted providing further direction as needed.

- Within classrooms/laboratories everyone is required to wear face coverings, with exceptions for only fully vaccinated faculty/staff who are able to teach from the teaching zone which is at least 6-feet from the nearest student in the classroom. In those classrooms where the faculty/staff are unvaccinated, or the teaching zone is not at least 6-feet from all students, face coverings will be required.
- For any events, gatherings, activities, and other engagements that include people from outside the SUNY Poly community, all attendees and participants will be expected to wear a face covering as a precaution regardless of vaccination status. Some limited exceptions may be allowed.

Unvaccinated/Partially Vaccinated Individuals: Unvaccinated individuals and those who have chosen not to share proof of vaccination with HR (employees) or Wellness Center (students) must still wear face coverings at all times. Exceptions for unvaccinated individuals include the following: they may remove their face coverings indoors or outdoors only when alone, while working at their workstation socially distanced from others or with a physical barrier in place, or while socially distanced, seated, and actively eating/drinking.

More Information: Individuals are considered fully vaccinated: (1) two weeks after receiving the second dose in a two dose COVID-19 vaccine series or (2) two weeks after receiving a single dose COVID-19 vaccine (subject to changes based on FDA approval/booster shot guidance).

- Special consideration.* Pursuant to the CDC, “A person with a disability who cannot wear a mask, or cannot safely wear a mask, because of a disability as defined by the Americans with Disabilities Act (42 U.S.C. 12101 et seq.)” may submit a request to Disability Services at ds@sunypoly.edu for consideration of an exemption from mask wearing based on a medical accommodation, regardless of vaccination status.
- Community transmission.* Additional requirements may be imposed by the campus or System Administration based upon the increasing COVID-19 transmission rates on campus.

In addition:

- **Regularly wash your hands** with soap and water for at least 20 seconds and use hand sanitizer where soap and water are not available.
- **Stay home when you are sick** or have potentially been exposed to COVID-19.
- **Practice social distancing** when required (see above) to reduce transmission.

G. If Exposed, Complete Mandatory Quarantine and Isolation

Students who test positive for COVID-19, have been exposed to individuals who tested positive for COVID-19, or are informed by a state or local health department, or a medical or campus official, that they are “at risk” for having COVID-19 will be required to quarantine or isolate. This includes taking classes remotely and not going to dining halls and other campus facilities. Please note that SUNY Poly will follow all New York State and local county health guidelines, which may be updated.

- The campus has [specific information about restrictions](#). More information will be provided at that link.
- Residential students identified for quarantine and isolation will have access to assistance such as delivery of meals and medication. All students under quarantine and isolation will receive mental health, academic, and/or other supports, as needed.
- Symptomatic students are expected to isolate until their test results are known, at which time they will be instructed on next steps. Students living on campus who test positive are required to isolate either at home or in designated spaces on campus, following all instructions and guidelines issued by the University and the county health department until they are cleared to resume usual activities. COVID-19 positive individuals will be required to isolate for 10 days.
- Off-campus students testing positive will isolate either at home or in their off-campus residence for the 10-day period.
- Vaccinated individuals exposed to COVID-19 positive individuals do not need to quarantine as long as they remain asymptomatic. These individuals should self-monitor for symptoms and wear a face covering during the next 14 days, with appropriate follow up should symptoms develop. CDC guidance also indicates the exposed person should test for COVID-19 3-5 days after the exposure.
- Unvaccinated individuals with recent COVID-19 exposure must quarantine for 14 days or may leave quarantine with Health Department approval after day 10 without testing and no symptoms or after day seven following receipt of a negative test result (test must occur on day five or later).
- These individuals should self-monitor for symptoms over the 14 days following the exposure. If symptoms develop, self-isolation should occur with prompt follow-up with the local public health authority or a healthcare provider. Individuals who find themselves in this circumstance should wear a face covering and remain socially distanced until medical evaluation and follow-up instruction has been provided.

H. Take Care of Yourself – Physically and Mentally

We understand that this is an exceptionally challenging time. SUNY and SUNY Poly have resources to help you get the support you need. You can start here:

- [SUNY Poly Counseling Services](#).
- [SUNY Poly Wellness Center](#).
- [SUNY Poly Care Team](#).
- Albany Students—for more information, directions, or to make an appointment, visit the [UAlbany Student Health Services \(SHS\) webpage](#).
- [Counseling and Psychological Services \(Albany-based students\)](#)
- [ReachOut SUNY](#).
- [ThrivingCampus](#).
- [Middle Earth](#) from the University at Albany.
- New York State Office of Mental Health Crisis Text Line: Text **GOT5 to 741741**.

I. Understand What’s Being Offered On-Campus and Online

As of August 6, 2021, SUNY Poly has approximately 650 classes scheduled for the fall semester. About 65% of the classes will include on-campus instruction, 5% will be remote synchronous instruction, and 30% will be asynchronously remote.

J. Get Instructional and Technology Help

ITS has provided a means to request software necessary for class work to meet the fall [2021 Academic Technology Requirements](#).

- Please contact ITS at helpdesk@sunypoly.edu for information.

K. Request Accommodations for Disabilities

Students who wish to disclose covered disabilities and receive reasonable accommodations should contact the Office of Disability Services at SUNY Poly:

- You can complete the [online form](#), which can be returned to ds@sunypoly.edu.
- Other helpful forms can be found on our [disabilities services forms page](#) and can be submitted to ds@sunypoly.edu.

L. Follow Housing and Dining Updates

SUNY Poly—Utica Campus

- Health-focused efforts for residential living are detailed below.
- Residential students will move in in:
 - Thursday, August 26, 2021 (first year students only, by scheduled appointment)
 - Friday, August 27, 2021 (transfer students only)
 - Saturday, August 28 and Sunday, August 29, 2021 (returning students only)
- All students must take part in required testing/screening (see above).
- There is a strict no guest/visitor policy (except for other residential students).

SUNY Poly—Albany Campus

- Residential students will continue to be housed at Freedom Apartments through the University at Albany (UAlbany) and will follow their residential protocol.
- Additional services provided through UAlbany include: dining (hours of operation will be shared via email), health and wellness services (including counseling), recreation, and on-campus transportation (residential students only). Find [more information about keeping safe, academics, support for students, and UAlbany campus information here](#).

M. If We Must PAUSE, Follow These Rules

If SUNY Poly must switch to a two-week (or longer) PAUSE, the following rules may apply:

- Based on the risks associated with potential COVID-19 community spread, in-person activities may move online or be cancelled as necessary, and updates with protocols for faculty, staff, and students would be provided by email.

N. If We Pivot to Remote Instruction, Follow This Plan

If SUNY Poly must switch to remote instruction for the remainder of the semester, the following rules may apply:

Academic operations in a remote (online) environment

- Blackboard will remain as the primary online learning environment. All learning materials will be made available to students via Blackboard
- Facilities will be closed wherever needed, maintained at base operational levels, and only accessible to essential personnel.

Move-out process

- An emergency shutdown of Residential Life Operations may require students to make a complete residential move out. Please consider this as you pack for the fall semester. Albany campus residential students will follow the UAlbany move out protocol.
 - The campus will consult and follow the guidance of local health departments in order to stop the potential spread of COVID-19.
 - Students will be notified of the necessity to check out via SUNY Poly email and “call them all” text/phone notification.
 - Students will also be notified via email and web postings about COVID-19 testing requirements.
 - Checkout will be handled using a socially distanced structure, appropriate distancing and face coverings will be required.
 - All students must vacate the residential complex within 48 hours of a presumed negative test result in the event of an emergency shutdown of Residential Life Operations.
 - Residential students will utilize the housing portal to confirm their knowledge of the shutdown and to schedule a departure time. Students who are unable to depart campus immediately will be able to request an extended stay.
 - In the event of an emergency shutdown, move-out assistance will not be permitted. 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.
 - Following move out, Residential Life and Facilities staff will complete room inspections and end of semester cleaning.

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 County DOH determine it to be safe for them to move out.
- All services will remain in place for isolated or quarantined students during shutdown.

O. Refunds of Housing Payments and Fees

- If the campus closes early in the event of a shutdown, students may receive a credit to their account or a refund for the days reduced.
- Students who choose to leave campus on their own, outside of an emergency shutdown, will not be eligible for a refund of housing costs and will follow the refund policy in place for housing.

- Broad Based fees will only be reduced if services or benefits cannot be provided. The Health Service and Technology fees will not be adjusted as these services can be provided either remotely or through an on-campus setting through the entire semester.

P. Changes and Updates:

As federal, state, local, and SUNY health guidance changes due to the evolving COVID-19 pandemic, SUNY Poly's rules will also evolve as the institution receives new guidance and/or regulations are promulgated. SUNY Poly reserves the right to change its policy in regards to these matters and will provide updates as needed on the SUNY Poly website.

Thank you in advance for everything you are doing—and will do—to make the fall 2021 semester safe for you, your fellow students, and the campus community and beyond.