

To Our Off Campus and Commuting Students,

As SUNY Polytechnic continues to assess the best interests of our community as it relates to the novel coronavirus (COVID-19), I am writing to address some of the unique issues and questions that you may have which pertain to spring break.

First, and most importantly, continue to wash hands regularly with soap and water and to follow all of the precautions that are always made to us during cold and flu season; you can find more health tips here: [CDC Actions to Prevent Flu](#). **I also urge you to please check your e-mail regularly each day, as we will send you any critical updates.** Please also check our dedicated SUNY Poly webpage for the latest information: <https://sunypoly.edu/covid19.html>.

Additionally, it is very important that you are attentive to cleaning and hygiene within your apartments and homes, especially for those of you that manage your own apartment or home with other students. Please disinfect your door handles, shared remote controls and gaming equipment daily - or even every time you use them. Thoroughly clean your bathrooms 2 to 3 times a week. At least twice a day disinfect places like doorknobs, faucets and countertops that are frequently touched with hands.

If you are remaining in Utica and our surrounding communities during spring break, the Wellness Center remains open during regular business hours, 8:30 a.m. to 4:30 p.m.; they can be reached at 315-792-7172. Before reporting to the Wellness Center ill or with symptoms, please call for a review of your symptoms with a staff member and to schedule an appointment. If you show symptoms and need care after business hours or on the weekend, contact the Oneida County Health Department at (315) 336-6400 before going to a healthcare provider.

While there is no way to tell what COVID-19 implications there will be for anyone two weeks from now, if you are departing the Utica area for all or part of spring break, it would not be impractical to consider what you need from your home if you were not able to return to it for two weeks or more, especially in the event our campus or local communities are impacted. To be proactive, we suggest taking with you everything you would need for personal care, peace of mind, and remote academic work. Examples of things that you may not have taken on a spring break vacation that you may want to consider taking this year, if possible, include; contact lenses, medications, textbooks, computers, etc.

When you do return from break, consider bringing back cold and flu medications, a thermometer, extra bottled water, and electrolyte drinks, and other supplies, such as tissues to have in case you become ill. Also, please return with extra cleaning supplies for your off-campus apartment or house.

Lastly, **we are asking you to tell us where you are traveling during Spring Break**, especially if your travel is out of the state of New York or out of the country. This information would help us in the future should we need it given evolving global situations. We also need to know who is remaining in residence for the break. With this information, we can best keep you informed of any updates or changes as they relate to COVID-19. Please complete the spring break form here:

<https://forms.gle/KefZP5xqz4pc5qUN7>.

Stay informed about COVID-19 by visiting our SUNY Poly website for the latest updates on our response at <https://sunypoly.edu/covid19.html>. The New York State Department of Health hotline 1-888-364-3065 and Center for Disease Control sites at <https://www.cdc.gov/coronavirus/2019-ncov/index.html> are also reliable sources of information.

If you have any questions or concerns that are specific to SUNY Poly's COVID-19 response plan and are not answered by SUNY Poly's COVID-19 webpage, SUNY Poly has an email you can utilize: [COVID19-FAQ@sunypoly.edu](mailto:COVID19-FAQ@sunypoly.edu).

Best,

Jennifer Adams  
Assistant Vice President for Student Affairs