



SUNY POLYTECHNIC INSTITUTE

Dear Faculty,

We are planning to begin the next phase of re-opening research on Monday, June 15. Our phased re-opening will be done in accordance with State and Local Public Health directives, [SUNY and RF Guidance](#), as well as coordination with NYCREATES in order to provide an organized and manageable reopening for the entire Albany campus. Please read the following in its entirety.

All graduate students, post docs, and research scientists will be allowed in labs with the following restrictions:

- All work that can be done remotely should be (i.e. no one should be on campus solely to be in the office). Each faculty must submit a staggered work schedule for their lab personnel. Please use the attached template, filling in the hours each day that each lab member is expected to be on campus. When complete, please send to Carmen Gero at cgero@sunypoly.edu. Please inform Carmen as soon as possible if any changes need to be made to your schedule.
 - Lab personnel can be granted 24/7 access to campus/labs. Badging requests must still be made through Access Control. Please be sure to include details of non-traditional hours on your scheduling plan. All personnel working non-traditional hours must adhere to the [Working Alone Policy](#).
- All labs should be limited to the number of personnel at a time that can comply with social distancing guidelines. Those using the common use tools in CESTM labs L136 and L233 should consult with the Academic Engineering Group and must absolutely make tool reservations through the FOM. Those using metrology labs should consult with Vidya Kaushik and Miguel Rodriguez.
 - Please use standard social distancing when in all labs (minimum 6 feet between persons).
 - It is the responsibility of each user in the common use facilities to sanitize the areas in which he/she worked before and after each use. Sanitation materials are available with the Academic Engineering Group.
 - Faculty should work with the graduate students and other lab personnel to develop a staggered work schedule (in both, days of the week and times of day) to comply with social distancing guidelines.
- **All personnel must enter through the NFE rotunda for a temperature check and screening each day. Screening questions can be completed on the [App](#) – please find instructions attached.**
- Everyone must complete the [Mandatory EHS training in advance](#). You must also [view this clip](#), and complete the [certification](#) that must be emailed to EHS once you've completed the training. This is required of all personnel. We encourage everyone to complete the training and self-certification as soon as possible, regardless of your plans to return to campus.
- Personnel must wear face covering when coming to campus. A cloth face covering is sufficient for this purpose. Standard PPE should be used in labs per your normal lab procedure. Practice social distancing whenever there are two or more people present in the lab. If you need additional PPE or are running low and need to order more, you may contact the Academic Engineering Group at Academicesg@sunypoly.edu.
- It is highly recommended that individuals on campus carry a personal sized hand sanitizer for their own use. Personal sized hand sanitizer and refills can be obtained in the NFE rotunda.

We appreciate your continued cooperation during these unprecedented times.

Thank you,

Shadi, Andre and Tom