

## **COVID-19 Q&A**

### **Q: Is the campus open?**

A: Yes. However, Governor Andrew Cuomo has asked that Non-Essential NYS Employees work remotely. Additional details about buildings, services, and personnel matters are updated regularly as needed and are available at the following link: <https://sunypoly.edu/covid19.html>.

### **Q: What does it mean to be an “Essential Employee” vs “Non-Essential Employee?”**

A: Typically, the term Essential Employee refers to staff who are critical for 24/7 emergency responses, safety, and onsite building operations (for example, at SUNY Poly, this could include the Emergency Response Team (ERT), Environmental Health & Safety (EHS), Heating Ventilation & Air Conditioning (HVAC), and cleaning staff). These categories may be updated as needed depending on evolving situations. Essential is defined as anyone whose job functions are essential and a physical presence is needed to ensure the effective operation of SUNY Poly, while non-essential, generally means, that an employee doesn't need to be physically present to perform job functions. In other words, most staff are categorized as non-essential as they are not required to respond to emergency and/or maintain related operational services onsite. Essential status is decided by management and can change throughout the emergency at hand. Your management will determine if you are essential or not. Please see a memo regarding Employee Guidance in Response to COVID-19 from the NYS Executive Chamber [here](#); and more information that SUNY Poly has recently provided [here](#).

### **Q: If I'm working remotely, how can I be sure that my research is effective and adequate even though I'm not on campus and in the lab?**

A: All Graduate Students on a paid assistantship need to be in regular and frequent communication with their advisor to be sure that there is a clear understanding of expectations, projects, and deliverables while working remotely. Faculty will be tracking student progress. Failure to meet expectations may result in loss of pay and/or the assistantship. Any questions should be addressed to your supervisor/advisor directly.

### **Q: What if I need to access the lab(s) briefly to collect more data that is essential to my research/writing off-site?**

A: With an abundance of caution, graduate students are able to enter labs at scheduled times. Subsequently, please adhere to additional safety measure that will be in place. (e.g. social distancing, PPE, etc.) Signs will be posted in the lab once scheduling is available. Please contact your advisor or schedule time through the FOM system for common use tools.

If you need to be in the lab for any period of time, we highly encourage daily wiping of all of the working surfaces with disinfectant wipes. If you do not have access to wipes or cleaning supplies, you may contact Brian Taylor ([btaylor@sunypoly.edu](mailto:btaylor@sunypoly.edu)), Miguel Rodriquez ([mrodriguez@sunypoly.edu](mailto:mrodriguez@sunypoly.edu)).

Please note that if there is a case of COVID-19 in any space on SUNY Poly campus, deep cleaning of the space will be performed. In such event, ALL of the surfaces will be dis-infected. To protect your research material, we highly recommend that all of the samples be put away when you leave your lab.

Q: Can I access the multi-user facility on SUNY Poly's Albany campus?

Yes-However, in an effort to adhere to the intent of social distancing and be as prepared as possible in the event of need for a deep cleaning (in case of a positive COVID-19 case) the following guidelines should be followed:

***For use of multi-user facilities located in CESTM L233, L136, and NFE 4907*** at SUNY Poly's Albany campus:

- Limit the occupancy of these labs to approximately 3 people at a time.
- Practice the recommended separation from others whenever possible while performing tasks in the lab.
- Do not leave any materials / samples / media that could be harmed in the event a "deep cleaning" of the lab is required. Please put everything away in the proper storage location after daily use. Should it become necessary to do a deep cleaning of the lab due to exposure to COVID-19 on the surfaces of the lab, access will be at limited or completely off limits until deep cleaning operation is complete.
- Protective gloves will be donned upon entering the lab and used throughout activity in the lab.
- When finished, clean all working surfaces you touched and surfaces of equipment used with the cleaning solution provided.

All work in these labs should be completed (for the day) by 5 p.m. Some exceptions may be granted after approval by your advisor and the Academic Engineering Support Group (email [AcademicESG@sunypoly.edu](mailto:AcademicESG@sunypoly.edu)).

Contact [AcademicESG@sunypoly.edu](mailto:AcademicESG@sunypoly.edu) for all questions regarding multi-user (non-metrology) facility.

***For use of metrology tools located in CESTM B110, B114, B120, B128, B130, B143*** the following guidelines will need to be followed:

- Limit the occupancy of these labs to no more than 5 people total in lab or 1 at each tool at a time.
- Practice the recommended separation from others whenever possible performing tasks in the lab.
- Do not leave any materials / samples / media that could be harmed in the event a "deep cleaning" of the lab is required. Please put everything away in the proper storage location after daily use. Should it become necessary to do a deep cleaning of the lab due to exposure to COVID-19 on the surfaces of the lab, access will be at limited or completely off limits until deep cleaning operation is complete.
- When finished, clean all working surfaces you touched and surfaces of equipment used with the cleaning solution provided.

Contact Miguel Rodriguez at [mrodriguez@sunypoly.edu](mailto:mrodriguez@sunypoly.edu) with questions regarding the metrology facility.

**Q: What if I need to take the bus through Collins Circle or elsewhere; should I be concerned?**

A: Whenever possible, the Governor has asked that we practice social distancing. If you are concerned about commuting, please discuss this with your advisor.

**Q: Are students able to access shared services (dining halls, health center, etc.) at UAlbany?**

A: Yes. The UAlbany campus is also open, but all SUNY students are strongly encouraged to return home except in special circumstances. For details about specifics and the latest information, please visit <https://www.albany.edu/covid-19>.

**Q: Are students still allowed to travel for conferences/trainings?**

A: Please refer to travel guidelines [here](#).

**Q: What if I do not feel safe going to lab on the UAlbany/SUNY Poly campus due to a preexisting medical condition?**

A: All funded students (RA and GA) need to discuss any concerns with their advisor to see whether continued research progress can happen remotely. Students will need their advisor's permission to update their current schedule/duties.

**Q: What if I'm not feeling well, but I need to get my work done?**

A: For the safety of all, it is imperative that any person experiencing any symptoms of illness does not enter any buildings (CNSE labs on UA campus included).

- **Albany campus students:**

- If you have a fever with a cough and/or shortness of breath after having [visited a part of the world](#) in which there is believed to be widespread or sustained community transmission in the past two weeks follow these steps:
  - self-isolate
  - call [Student Health Services \(SHS\) at the University at Albany](#) at [518-442-5229](tel:518-442-5229) (located in the Dutch Quad, 1400 Washington Avenue).

- **Utica campus students:**

- If you have a fever with a cough and/or shortness of breath after having [visited a part of the world](#) in which there is believed to be widespread or sustained community transmission in the past two weeks follow these steps:
  - self-isolate
  - call the [Wellness Center, 315-792-7172](#) to speak to someone before arriving at the facility (located in the Campus Center, Suite 217).

**Q: What is the current status of COVID-19 in New York State?**

A: For more information, please visit the Department of Health's website: <https://coronavirus.health.ny.gov/home>

**Q: Who do I contact with additional questions?**

A: Office of Graduate Studies [graduatestudies@sunypoly.edu](mailto:graduatestudies@sunypoly.edu)  
Office of Research [ResearchAdvancement@sunypoly.edu](mailto:ResearchAdvancement@sunypoly.edu)

You should also review SUNY's guidance at their online FAQ, which may be helpful: <https://www.suny.edu/health-alert/>.