

March 20, 2020

This document incorporates the latest New York State (NYS) guidance, (as of March 20, 2020) with the SUNY Poly Pandemic Response Team’s recently released guidance for employee and supervisor response to novel coronavirus (COVID-19) illness and exposure. This document also contains related student illness and exposure guidance information.

The level of individual risk of contracting the COVID-19 virus is summarized in Table 1 below from the CDC’s COVID-19 Risk Assessment. **Please note, this guidance is based on current information (as of March 20, 2020).**

As indicated in the table, there is “No Identifiable Risk” to an individual who simply walks by a symptomatic COVID-19-positive person. Be assured that SUNY Poly continues to coordinate with the Oneida and Albany County Departments of Health, New York State Department of Health, and the CDC to determine any necessary response activities and implement the most effective proactive measures.

In an attempt to help our employees determine if they may have been exposed to COVID-19, the following information and guidance is provided.

At this time, all students and employees should monitor their health and pay attention to symptoms that are consistent with COVID-19 (e.g., cough, shortness of breath, fever), and stay away from others if you get sick.

Table 1. Risk Categories for Exposures Identified during Contact Investigations of Laboratory-confirmed Cases (adapted from <https://www.cdc.gov/coronavirus/2019-ncov/php/risk-assessment.html>)

Risk Level	Exposures Identified through Contact Investigation
High	<ul style="list-style-type: none">• Living in the same household as,• Being an intimate partner of, or• Providing care in a non-healthcare setting (such as a home) for a person with symptomatic laboratory- confirmed COVID-19 infection <u>without using recommended precautions</u> for home care and home isolation.
Medium (assumes no exposures in the high-risk category)	<ul style="list-style-type: none">• Close contact with a person with symptomatic laboratory-confirmed COVID- 19• On an aircraft, being seated within six feet (two meters) of a traveler with symptomatic laboratory-confirmed COVID-19 infection; this distance correlates approximately with two seats in each direction• Living in the same household as,• Being an intimate partner of, or• Providing care in a non-healthcare setting (such as a home) for a person with symptomatic laboratory- confirmed COVID-19 infection <u>while consistently using recommended precautions</u> for home care and home isolation.
Low (assumes no exposures in the high or medium-risk category)	<ul style="list-style-type: none">• Being in the same indoor environment (e.g., a classroom, a hospital waiting room) as a person with symptomatic laboratory-confirmed COVID-19 for a prolonged period of time but not meeting the definition of close contact
No identifiable risk	<ul style="list-style-type: none">• Interactions with a person with symptomatic laboratory-confirmed COVID-19 infection that do not meet any of the high, medium or low-risk conditions above, such as walking by the person or being briefly in the same room.

**In general, geographic exposure categories do not apply to travelers who only transit through an airport.*

A. EMPLOYEE PROCEDURES

Employee Testing and Evaluation Protocols for COVID-19

Effective March 16, 2020 at 12:00PM, all state agencies and authorities must abide by the following protocols for employees who report symptoms of illness associated with the COVID-19 virus. **Any symptomatic employee should NOT report to work.** As the number of suspected and confirmed cases of COVID-19 increases, all New York State employees must monitor themselves for possible symptoms, such as:

- fever,
- cough,
- shortness of breath, or
- respiratory infection/distress.

- 1. Any employee experiencing symptoms associated with COVID-19 shall immediately report symptoms to their supervisor and the agency/authority's human resources (HR) personnel or Environmental Health & Safety (EHS) office.** The supervisor and HR/EHS official will immediately direct the employee to leave work, if they are currently at work, or stay home, if they are not at work, and self-quarantine as a precaution. The supervisor shall request and record the latest contact information for the employee, including home or mobile telephone numbers, so that HR/EHS personnel can reach them for follow up information. If the employee is experiencing severe symptoms and requires urgent medical attention, the supervisor should call 911 and notify the dispatcher that the distressed employee may have COVID-19 symptoms, so that emergency medical service responders may use appropriate precautions.
- 2. The HR/EHS official will deploy facility maintenance personnel to clean and disinfect the suspected employee's work area, including their desk, chair, telephone, desktop, and computer equipment.** Facility maintenance staff should also clean the nearby common areas, including but not limited to door handles/push plates, light switches, elevator buttons, door handles/push plates, break room tables and chairs, as well as kitchen and restroom faucets. Additional cleaning guidance can be found at www.ny.gov/coronavirus.
- 3. The HR/EHS official will remotely contact the employee via their contact information to (1) inquire about current symptoms, (2) verify that they have precautionarily quarantined, and (3) direct the employee to call a health care provider and seek testing.** The employee should first contact their primary health care practitioner to see if they are available and able to collect a sample for testing. If not, the employee should contact the **New York State COVID-19 hotline at 1-888-364-3065** to be referred to a regional testing site that can collect and submit a sample for testing. The employee must notify HR/EHS office of the test results as soon as they are received. Test results will be verified by the New York State Department of Health (DOH).
- 4. The HR/EHS official will also ask the employee about their potential contact and interactions with other employees of the agency/authority.** People who have been in close contact with a symptomatic employee are at a greater risk of contracting COVID-19, if the employee tests positive. As a precaution while the employee awaits test results, HR – in consultation with DOH – will identify the employees who may have been in close, sustained contact with the employee after they became ill. These close professional contacts will be notified by HR/EHS of their potential exposure and directed to self-quarantine. Professional contacts shall remain quarantined until the symptomatic employee's test results are received, and HR/EHS provides further notice. (See "Guidance on the Contacts of a Close or Proximate Contact of a Confirmed or Suspected Case of COVID-19" at www.ny.gov/coronavirus.)
- 5. The HR/EHS official will provide information on both the suspected employee and potential professional contacts to the Governor's Office of Employee Relations (GOER) and DOH. GOER can be reached at 518-474-**

6988 and will advise on appropriate policies and procedures depending on the specific circumstances of the situation, as well as track suspected and confirmed cases of COVID-19 within state agencies and authorities. **DOH can be reached at 1-833-797-4968** and will contact the employee to verify and complete contact tracing and notify the employee's local health department. If the test result is positive, the local health department may issue a mandatory quarantine and conduct additional tracing of the employee's personal contacts (e.g., family).

6. **If the test results for the employee are positive (+)**, HR/EHS official will immediately direct the employee to maintain their quarantine for fourteen (14) days and advise the professional contacts to maintain their precautionary quarantine and, if they become symptomatic, seek testing from their health care provider. HR/EHS will also notify the supervisor of the positive test result and send a notice to all employees who work within the nearby work location.
7. **If the test results for the employee are negative (-)**, HR/EHS official will promptly direct the employee to return to work after they have recovered from their illness and direct the professional contacts under quarantine to resume their daily activities and return to work.

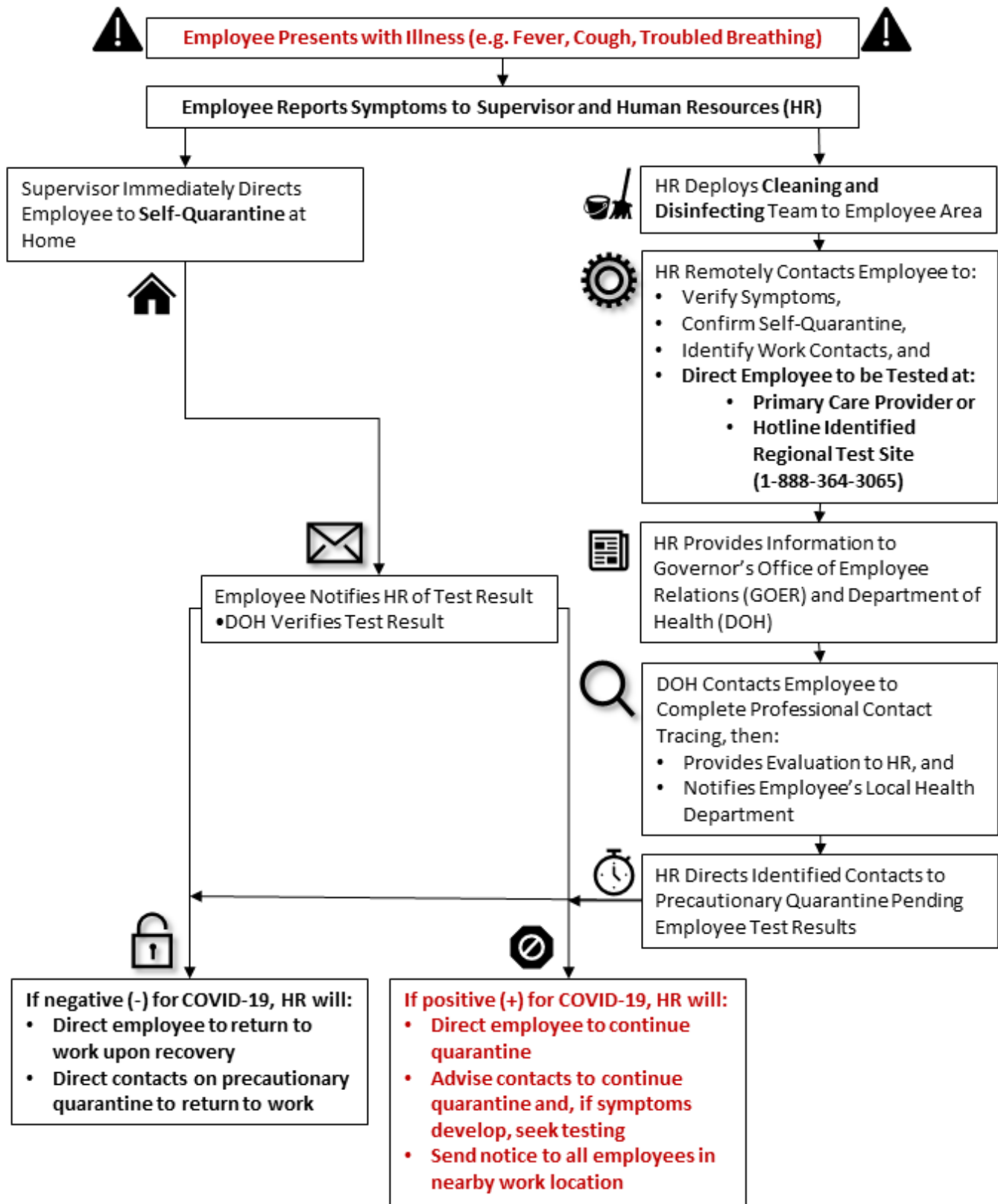
For your reference, please find a summary flowchart of the above process as Appendix A. Employees should contact their supervisor or HR/EHS office with questions or concerns. Agency personnel shall uphold the privacy of information shared by employees, in accordance with state and federal law. For the latest on COVID-19 response, visit www.ny.gov/coronavirus.

Questions you should expect when determining possible exposures:

1. Are you or anyone in your household/office space showing symptoms (e.g., fever, cough, shortness of breath)?
 2. If not in your household, how close was the contact with a person infected or possibly infected?
 3. Have you recently traveled, domestic or internationally? If so, where and when?
 4. Have you seen or spoken with a health care provider?
 5. Have you been tested for COVID-19?
 6. When was your last day at work/class?
 7. What buildings/offices/spaces were you in?
 8. Who have you been in contact with at work?
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Appendix A: Summary Flowchart of the Employee Testing and Evaluation Guidance.*

**New York State
State Agency/Authority Employee Testing and Evaluation Guidance**



*At SUNY Poly, references to HR in flowchart also include EHS office since HR and EHS work together on these issues.

NYSDOH Guidance on the Contacts of a Close or Proximate Contact of a Confirmed or Suspected Case of COVID-19

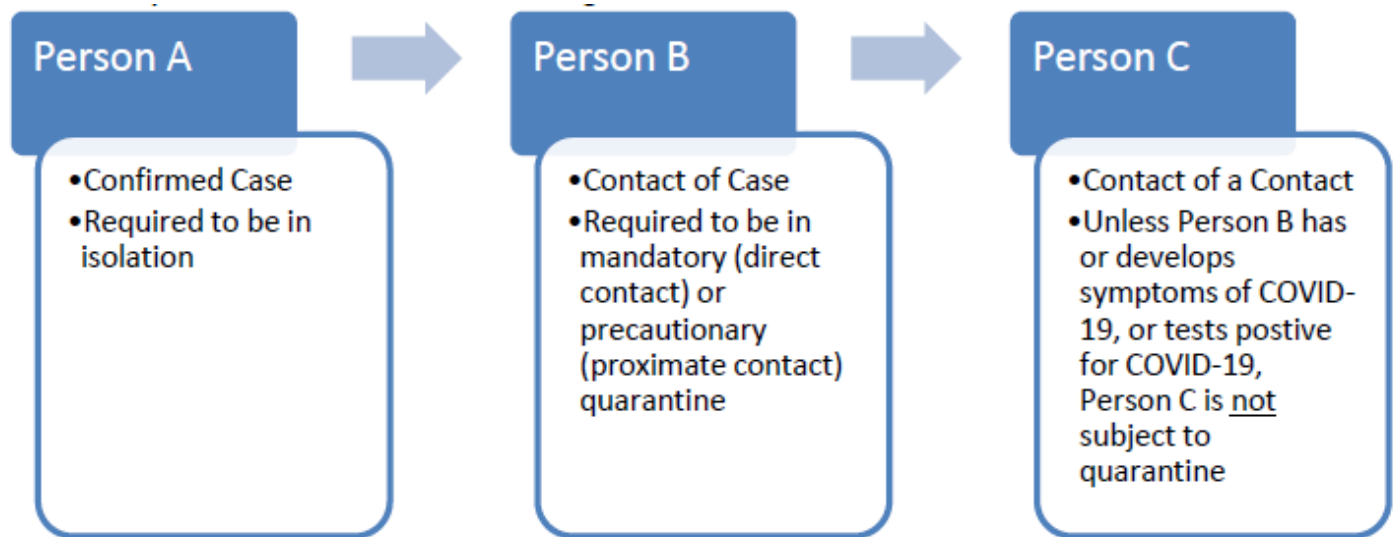
Background

As more cases of Novel Coronavirus (COVID-19) are identified or suspected across New York State, and individuals and families are required or recommended for mandatory or precautionary quarantine, it is important that there is a common understanding of the risk to contacts of contacts of a suspected or confirmed case.

DOH Policy Guidance

Person A is diagnosed with laboratory-confirmed COVID-19. If Person B had contact, close¹ or proximate², with Person A, Person B would be subject to mandatory quarantine³ (if close contact) or precautionary quarantine⁴ (if proximate contact).

Any individual (Person C) who is a contact of Person B (i.e., spouse, children, co-workers, etc.) is considered a “contact of a contact”. Person C is not at risk for infection and would not be subject to quarantine unless Person B had or developed symptoms, or tested positive for the virus causing COVID-19.



¹ Close contact is defined as “being within 6-feet of a person displaying symptoms of COVID-19 or someone who has tested positive of COVID-19”

² Proximate contact is defined as “being in the same enclosed environment such as a classroom, office, or gatherings but greater than 6-feet from a person displaying symptoms of COVID-19 or someone who has tested positive for COVID-19”

³ Mandatory quarantine is required for a person who “has been in close contact (6-feet) with someone who is positive, but is not displaying symptoms for COVID-19; or person has traveled to China, Iran, Japan, South Korea or Italy and is displaying symptoms of COVID-19”

⁴ Precautionary quarantine is required for a person who “meets one or more of the following criteria: (i) has traveled to China, Iran, Japan, South Korea or Italy while COVID-19 was prevalent, but is not displaying symptoms; or (ii) is known to have had a proximate exposure to a positive person but has not had direct contact with a positive person and is not displaying symptoms”

Examples of “Contact of a Contact” Scenarios:

- Household Members:
 - If an asymptomatic individual is contacted by a local health department to be notified that they are a contact of a confirmed case, they will be required to be under mandatory quarantine or precautionary quarantine in their home, depending on if contact was close or proximate respectively, following the

guidelines provided by the state.

- Any spouse, children or other household members, assuming both they and the individual under quarantine are asymptomatic, are considered a “contact of a contact” and therefore are not required to be in quarantine. They can go to school, work, and engage other activities following recommendations for social distancing as appropriate.
- **Co-Workers:**
 - If an asymptomatic employee calls their supervisor and notifies them that they are required to stay home in quarantine because they were a contact of a confirmed case, the contacts they had at work are considered “contacts of a contact” and therefore not at risk. These “contacts of a contact” are not required to be in quarantine and should be permitted to continue to work, following recommendations for social distancing as appropriate.

Anyone with employment, sick time, or other related concerns is encouraged to contact the Human Resources Department.

B. STUDENT PROCEDURES

SUNY Poly Guidance when STUDENTS are infected by or exposed to COVID-19

Q: What should I do if I am in “close contact” with someone who has a POSITIVE COVID-19 TEST RESULT but I am not sick?

A: If on the Utica campus, you should call the Wellness Center at (315) 792-7172 for directions. If on the Albany campus, call Student Health Services (SHS) at the University at Albany at (518) 442-5229. **Appointments are required. For your safety and your fellow classmates, no walk-ins are seen.** If off-campus, you may contact the Wellness Center (or SHS in Albany) (if you don’t have a health care provider) or contact your health care provider and/or the Local Health Department for further directions. You will need to explain the conditions of the exposure. If the health care provider or health department recommends mandatory or precautionary quarantine, you will be quarantined for 14 days. There will be testing, and you will need to follow the directions of the health care provider/local health department regarding testing procedures. You should contact the Wellness Center (or SHS) to discuss any recommended/required quarantine arrangements. You should monitor your health for fever, cough, and shortness of breath during the 14 days after the last day you were in close contact with the sick person with COVID-19.

Situation 1 – Student’s family member, friend, or roommate was exposed to a sick person with COVID-19 (contact of a contact).

1. The “Examples of “Contact of a Contact” Scenarios” above applies here.
2. Student should limit exposure to exposed family member, friend, or roommate and monitor for symptoms. A precautionary 14-day self-isolation or quarantine is not typically required for this student.
3. If the exposed family member, friend, or roommate develops symptoms and/or tests positive for COVID-19, and if the student was exposed to this person, follow procedure for “*What should I do if I am a close contact with someone who has a POSITIVE COVID-19 TEST RESULT but I am not sick?*” (above)

Situation 2 – Student is sick (with COVID-19 symptoms – not tested yet)

1. Student stays home or in room, or is sent home or back to dorm room and prepares for at least 14-day quarantine.
2. If on-campus, student is to contact the Wellness Center (or SHS) before visiting the office. If off-campus, the student should contact the Wellness Center (or SHS), or their health care provider. The student should be sure to let the Wellness Center (or SHS) know of the process recommended by their health care provider and/or local health department.
3. If the student is to be tested, the student’s room must be isolated (close door) if possible.
4. For on-campus residential facilities, Facility maintenance staff will be requested to clean the common areas of the residential suite/room, including but not limited to door handles/push plates, light switches, elevator

- buttons, door handles/push plates, break room tables and chairs, as well as kitchen and restroom faucets.
5. If testing is recommended/requested, at this time, results may take up to 5 days.
 6. Roommates and other close contacts (as determined by student, Health Department, and Wellness Center/SHS) will be expected to follow precautionary quarantine.
 7. When test results are obtained, the student notifies the Wellness Center or SHS of test results so SUNY Poly can take appropriate actions with close contacts and room cleaning.
 8. If the test result is negative (no COVID-19), the student should stay home until no fever (without fever reducing medication), no further issues for roommates, other students.
 9. If positive, see Situation 3, below.

Situation 3 - Student tests POSITIVE for COVID-19 (or Influenza)

1. Testing may be performed by the Wellness Center, SHS, or other approved testing centers. **Only the student will be notified of the test results.**
2. The local Health Department will direct mandatory quarantine for at least 14 days.
3. The student is the only person who will provide confirmation of test results to SUNY Poly. If another office is contacted by the student first (e.g., Residential Life), immediate contact should be made to the Wellness Center or SHS to ensure proper follow-up.
4. Please note: Due to privacy protections, the infected student **is not to be identified by name** to their roommates or friends, as having contracted the virus.
5. The Health Department and Wellness Center (or SHS), with assistance from the sick student, should determine when the sick student was on campus, where they visited, and any roommates, friends, classmates, or employees who could have been exposed (14 days before symptoms started).
6. Without disclosing the infected student’s identity, exposed persons will be advised that an individual that has been physically present in their class/work/room area has tested positive for the virus. Therefore, out of an abundance of caution, SUNY Poly is requesting that they stay at home for the next 14-days at a minimum, and encourage them to self-quarantine/isolate.
7. The Wellness Center (or an SHS-directed procedure for Albany students), with assistance of the sick student (to the best of their recollection), should identify all areas on campus where they were physically present for 14-days before symptoms started.
8. Consultation among the applicable VP, Wellness Center or SHS director, Human Resources representative, and EHS, will determine if the impacted office/room/area will be shut down and in what time frame this will occur so that the space(s) can be cleaned and sanitized.
9. The Wellness Center or SHS director, or EHS, will request the Facilities Department to sanitize these areas immediately by trained staff or by a qualified professional in accordance with CDC/NYSDOH guidelines.

More Resources

- Further information, guidance, correspondence and links to resources can be found at <https://sunypoly.edu/covid19.html>.
- **Also, see:**
- [*Interim Guidance for Procedures When Identifying an Employee with Concerns for COVID-19 Exposures*](#) (NYSDOH)
- [*Protect yourself from COVID-19 and stop the spread of germs*](#) (NYSDOH)
- [*Feeling Stressed About Coronavirus \(COVID-19\)? Managing Anxiety in an Anxiety-Provoking Situation*](#) (NYSDOH)

Contact Information

Albany Site	Utica Campus
Student Health Services - (518) 442-5229	Wellness Center - (315) 792-7172
Environmental Health & Safety – (518) 956-7229	Environmental Health & Safety – (315) 792-7101
Human Resources – (315) 792-7191	