

# SUNY Polytechnic Institute – Utica Campus

## EVENT GUIDANCE FOR STUDENT ACTIVITIES AND OTHER EVENT COORDINATORS – COVID-19 CONSIDERATIONS DURING TIMES OF LOW OR MEDIUM RISK (per [CDC Guidance](#))

The following guidelines were prepared to assist student and employee event coordinators as they plan events on campus. These guidelines align with the CDC, New York State, SUNY, and SUNY Poly COVID-19 policies and protocols. Please note, these event guidelines do not specifically address Athletic, Academic, Admissions, or Career Services events, though they can serve as best practices.

*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.*

**Proposed events will need to be submitted through the normal procedures (e.g., QWare room reservation program, Engage) for review and approval of the requested space and will be reviewed by the Logistics Committee regarding any proposed activities that may need COVID–related accommodations.**

In general, all event hosts/sponsors should consider the following when planning for their event:

### 1. LOCATION

- a. Outdoor settings are preferred over indoor settings, if possible.
- b. Events scheduled for indoor settings should be located in spaces that can address the following:
  1. Best air handling systems such as the Student Center, Field House, or Cayan Library, or
  2. Large / Open spaces with ability to spread out and accommodate socially distant seating arrangements (e.g. Dining areas, lobbies).

### 2. SPACING

- a. If a space does not allow for the desired number of participants and proposed activity setups, a larger venue may be needed to accommodate the expected number of people. Combining the Student Center MPR 1 and 2 rooms in the Student Center allows for spacing of seats, eating/drinking areas, etc. If other spaces are not available, then a reduced participant / attendee crowd may be appropriate.
- b. Meeting setups should continue to maximize the space between individuals where possible. Event coordinators should choose rooms that are larger than required for the expected participation. This would allow for expansion if needed, and spacing to reduce crowding.
- c. Seating arrangements should accommodate individuals who should or prefer to sit at a distance from others.

### 3. VISITORS

- a. Visitors (non-SUNY Poly current students/employees) may be restricted from participating in or spectating at events on campus.
- b. Full participation and interaction by visitors (off-campus not current SUNY Poly students) in an event may require proof of vaccination and/or proof of negative COVID-19 test.
  1. Proof of vaccination status includes the use of [NYS Excelsior Pass](#) or other method such as a copy of the CDC vaccination card. Event staff would scan the Pass using the [NYS](#)

[Scanner app](#) and verify the person's up-to-date vaccination status and confirm their identity with photo ID review.

2. Current COVID-19 test results (within 24-hours) may be used in some circumstances in place of proof of vaccination.
3. Recovery from COVID-19 in the past 90-days is also equivalent to the up-to-date vaccination status and/or testing that may be expected from visitors. Visitors may choose to share this information and may display the Department of Health Isolation and/or Release order, or Positive Test result that was no greater than 90 days prior to the event date, and no more recent than 10 days prior to the event date.
  1. Although release from isolation may occur as early as 5 days following symptoms or positive test result, a person may remain contagious beyond the 5 days. A conservative approach to individuals who have recently recovered from COVID (within the past 5 days) is expected. So, it should be at least 10 days since the person began to experience symptoms OR had their first positive test.
  2. The event staff should not maintain or share copies of the information provided.
- c. If visitors are fully involved in participating in the event, social distancing options should be provided (certain events may require specific distances).
- d. Event coordinators may wish to provide separate viewing/participation areas for visitors, separate from campus community areas.

#### **4. REGISTRATION**

- a. Pre-registration or pre-reservation is strongly encouraged to ensure adequate pre-event communication of requirements and setup arrangements.
- b. When off-campus visitors are participating, registration/check-in would be expected each day of the event. Participants should be screened (online Green Check for small groups, or at table screening for larger groups) and sign in (using Engage card swipe - or sign in sheet). At the door/registration table screening poster and sign-in sheet is available.
- c. Event organizers are encouraged to provide a visual marking system for those who have passed the screening and registration. If multiple days are planned, different visual markers should be used each day (e.g., Red wrist band for Friday, Blue for Saturday, Yellow for Sunday)
- d. Assignment of seats, participation areas, etc... could help with contact tracing, if necessary. In meetings, assigned seats or a record of seating arrangements is very helpful with contact tracing should it be necessary.

#### **5. SUPERVISION/OVERSIGHT**

- a. The staff/advisor of the club/organization/event sponsor are expected to supervise the entire event from start to finish to ensure all participants and spectators/attendees are following applicable COVID-19 (or other) restrictions. This may include restrictions related to masking, social distancing, eating / drinking, and other safety concerns (e.g., blocked exits, fire hazards, electrical overloaded surge protectors, etc...).
- b. Campus representatives may be present during the event. If violations of applicable COVID-19 restrictions are noted, event staff will be notified that continued violations will require the individual(s) to leave the event and may impact future events.

#### **6. EATING / DRINKING**

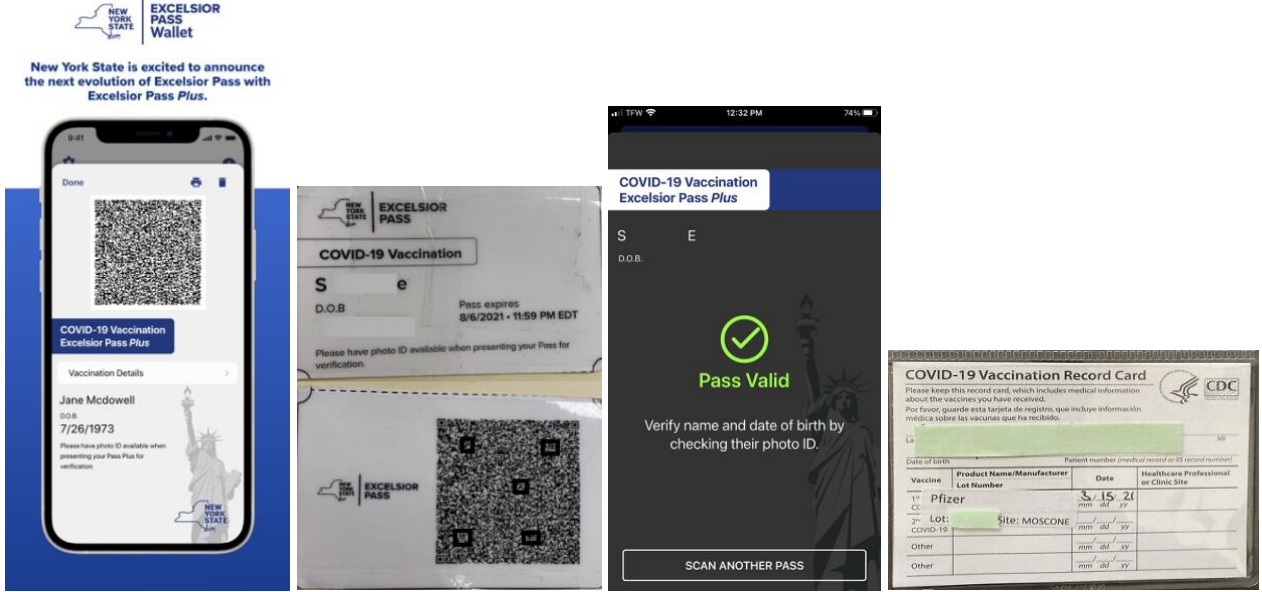
- a. Since general mask requirements have been rescinded (as of 3/7/2022), eating and drinking may occur at events within the same spaces as the primary event, and include mixing and mingling, and eating/drinking while seated, standing, or walking.
- b. Food service on campus must be coordinated through SODEXO. This includes the use of Food Trucks. Please note, much advance notice may be required for off-campus food sources (up to 45 days).

#### **7. BUILDING ACCESS / OPERATIONAL TIMES**

- a. If event occurs outside the normal building hours, coordination with University Police is required. There may be additional restrictions for after-hours events.
  - b. Leaving and returning may require registration table confirmation; visual wristbands may be used to assist with this task.
8. **DISINFECTION**
- a. Hand sanitizer should be available for situations when disinfection of surfaces between users is not possible.
  - b. Disinfecting wipes and hand sanitizer are provided for all classrooms and most large event spaces. Coordination with EHS Office / Facilities Department for available disinfection materials and hand sanitizers is recommended for areas without these items. Additional materials may need to be provided by the event sponsors.
9. **SYMPTOMATIC INDIVIDUALS**
- a. Development of COVID-19 symptoms during the event requires leaving the event.
10. **UNVACCINATED INDIVIDUALS**
- a. Unvaccinated individuals (e.g., those who do not have up-to-date, or full vaccination status, or those with medical/religious exemptions), as well as those with high risk for severe illness, and those who are immunocompromised should consider the risks of participation in events when masking is not required, and social distancing options are limited. Length of the event, intensity and proximity of interactions, spacing options, etc... may increase exposure risk. Masking would be encouraged for these individuals. Event sponsors should consider these individuals in planning and provide social distancing accommodations when possible, but they may not be allowed to participate or attend certain events depending on event specific conditions.
11. **FACE COVERINGS**
- a. Masks are optional (as of March 7, 2022) with limited exceptions. Individuals may wear masks at any time.
  - b. Certain events may require mask use based on risk conditions.
12. **AIR HANDLING SYSTEM**
- a. Event coordinators should communicate with the Facilities Department to ensure the air handling system is operating for the entirety of the event, especially for events occurring after typical building hours. Please contact the Facilities Department at 315-792-7456, and ask for [Aaron LaFave](#) to ensure this is planned well in advance of the event.
13. **TABLE/SEATING ARRANGEMENTS DEPENDING ON PARTICIPANTS**
- a. Tables should be arranged to allow for reasonable separation between individuals and groups where possible.
  - b. When possible, socially distanced seating should be provided for those who choose to be seated away from crowds.

**A. Examples**

**Example 1. Excelsior Pass app, Printed Excelsior Pass, Verification Screen and CDC Vaccination Card**



[NYS Excelsior Pass](#)

**Example 2. Event at Door COVID Screening**



**EVENT (AT THE DOOR) COVID SCREENING**

All visitors must provide contact information and pass the Mandatory COVID Screening in order to use our facilities. You must affirm the following:

**1. COVID-19 POSITIVE TEST**

In the last 10 days I have NOT tested positive for COVID-19 and I am NOT awaiting test results following a known COVID exposure or because I have recently had COVID-19 symptoms. Or if I have tested positive in the last 10 days, it has been at least 6 days since my positive test or symptoms started and I am allowed to follow the early release requirements because I have no symptoms or my symptoms are improving, I have not had a fever in the past 24-hours, I do not have a runny nose or more than a minor non-producing cough, and I have a well-fitted mask that I can wear. I will also remain distant from others not in my immediate family or party.

**2. COVID-19 CONTACTS**

I have not knowingly been in close contact, in the last 5 days, with any person confirmed by diagnostic test, or suspected based on symptoms to have COVID-19.

**3. COVID-19 SYMPTOMS**

I am not experiencing nor have I (in the last week) experienced any COVID-19 symptoms that cannot be attributed to other known pre-existing medical conditions, such as allergies or migraines, that have been diagnosed by a healthcare practitioner. If I have, these symptoms have subsided and or have significantly improved.

- New loss of smell or taste
- Headache
- Fever (100.4F or higher)
- Chills
- Shortness of breath or difficulty breathing
- Fatigue
- Muscle pain or body aches
- Cough
- Sore throat
- Congestion or runny nose
- Nausea or vomiting
- Diarrhea

- Please be advised, all unvaccinated or those who are immunocompromised or at high-risk of disease are strongly encouraged to wear well-fitted face coverings (over the nose and mouth) indoors and in crowded areas such as bleachers outdoors, and practice social distancing as much as possible.
- All participants are expected to follow directions on posted signage (e.g., masks may be required in outdoor setting) or as indicated by the event sponsor, leave if sick or receive positive test results, and report illness or positive COVID-19 test results IMMEDIATELY.

**Example 3. Sign In Registration**

**VISITOR RECORD**

Signing this record of attendance confirms that the signatory has affirmed that they will comply with the requirements of SUNY Polytechnic Institute in relation to COVID-19 response activities (e.g. social distancing, wearing face masks, hand hygiene, etc.), and that they have affirmed that the screening questions (see poster) have been answered affirmatively.

Sponsor/Event:								
Location:								
Print Visitor's Name	Telephone #	Email	# in party (if group)	# Completed & Passed Screening	Date	Time In	Time Out	

This attendance record must be submitted to the EHS Office - [Scan.Clare@sunypoly.edu](mailto:Scan.Clare@sunypoly.edu), following the event or maintained by the Host/Sponsor for at least 30 days.

**B. Links:**

- [Qware Room Event Reservation System](#)
- [Engage Event System](#)
- [Daily Visitor Screening](#)
- [Daily Student/Employee Screening](#)
- [Unaffiliated Entity Testing / Vaccination Certification](#) (Visitors interacting with SUNY Poly community)
- [Catertrax \(SODEXO Catering\)](#)

**C. Office Contacts:**

- **Student Life** (Coordination, Review and Approval of Events, Coordination with other offices) – 315-792-7530
- **SGU Office** (Coordination of events, communication) – 315-792-7526
- **University Police** (general safety and security, building hours, parking, traffic control, problems with attendees, First Responder requests – 315-792-7222 (emergency 315-792-7111 or 911)
- **Environmental Health & Safety** (Fire and Life Safety, COVID-19 restrictions) – 315-792-7101
- **Facilities Department** (Air Handling Requests, Cleaning, Room setup, Electrical requests) – 315-792-7456
- **Athletics Department** (Large Facility availability) – 315-792-7520
- **Instructional Resources** (Multimedia, A/V) – 315-792-7180
- **SODEXO** (Food Service, Food Trucks, Catering) – 315-792-7156 (Main) / 315-792-7186 (Catering)