



June 30, 2021

To SUNY Poly Employees:

As a result of additional guidance just released by SUNY, please find updates regarding wearing face coverings, social distancing, a ramp up of the return to in-person work between July 2, 2021, and September 7, 2021, and **a new requirement for all SUNY Poly employees to submit a New York State Department of Health attestation form by July 9, 2021.**

Face Coverings / Social Distancing

If you are fully vaccinated against COVID-19, meaning that a minimum of two weeks have passed since receiving the last dose of the Moderna, Pfizer, or Johnson & Johnson vaccines, you are generally *not required to* (you may still choose to do so) wear a face covering or be socially distant from others while on campus. Please note that **this updated guidance is only being implemented for the summer period**; it will be reevaluated for the fall. Also, there may be activities where being socially distant or wearing face coverings will be required for everyone. In addition:

- SUNY Poly employees are expected to continue to follow all other current protocols until further notice.
- Unvaccinated individuals and those who have chosen not to share proof of vaccination with HR must still take part in [weekly testing](#) in order to be on campus. In accordance with [CDC guidelines](#), they must also engage in social distancing and generally wear face coverings.
 - Exceptions for unvaccinated individuals include the following: they may remove their face coverings indoors or outdoors only when alone, while working at their workstation socially distanced from others or with a physical barrier in place, or while socially distanced, seated, and eating/drinking.
- Everyone, regardless of vaccination status, is still required to complete the [daily screening](#) before coming to campus.
- If you have not been vaccinated, we encourage you to consider doing so. [More information is available here.](#)

Telecommuting

- To support flexibility and create a transition period for a return to work on campus full time, SUNY Polytechnic Institute is instituting a ramp up of the return to in-person on-campus work between July 2, 2021, and September 7, 2021. Employees, with supervisory and senior leadership of the department approval, may telecommute, so long as they will be physically present at work at least two days per week.
- Please note that if you believe you have extenuating and extraordinary circumstances requiring fewer than two days per week of being physically present on campus, you must submit/resubmit a request to HR and include a plan that includes your increased presence in the office during the summer. That plan will need to include an increased presence to at least 40% of on campus in-person work before September 7, 2021. If you fall into this category, please send an email, including your proposed plan, by **July 1, 2021**. Your request

and proposed plan will be reviewed and evaluated by your supervisor and the senior leadership of your department.

- Some employees, including, for example, those who are essential, student-facing, or operations-focused, may be required to return to work in person full-time before September 7, 2021. Such decisions will be made based on the operational needs of the specific department, in consultation with supervisors and the senior leadership of the department.
- The telecommuting ramp up phase expires on September 7, 2021, and will not be extended. Telecommuting in any capacity is at the sole discretion of management.

Attestation Form

All SUNY Poly employees must log in with their SITNet credentials, read the following [New York State Department of Health “Revised Guidance for State Agencies and Authorities During the COVID-19 Public Health Emergency” document](#), and sign it by July 9, 2021, to attest that you understand your obligation to follow this guidance. If you do not have a SITNet ID, you may submit [the signed form](#) to HR@SUNYPoly.edu by the same date. If you have difficulty completing this form, please reach out to HR or your supervisor for assistance.

Please continue to monitor your email for campus updates that include important information and resources to help support the health of our SUNY Poly community as we move forward.

Sincerely,

The Office of Human Resources
The Office of Environmental Health & Safety