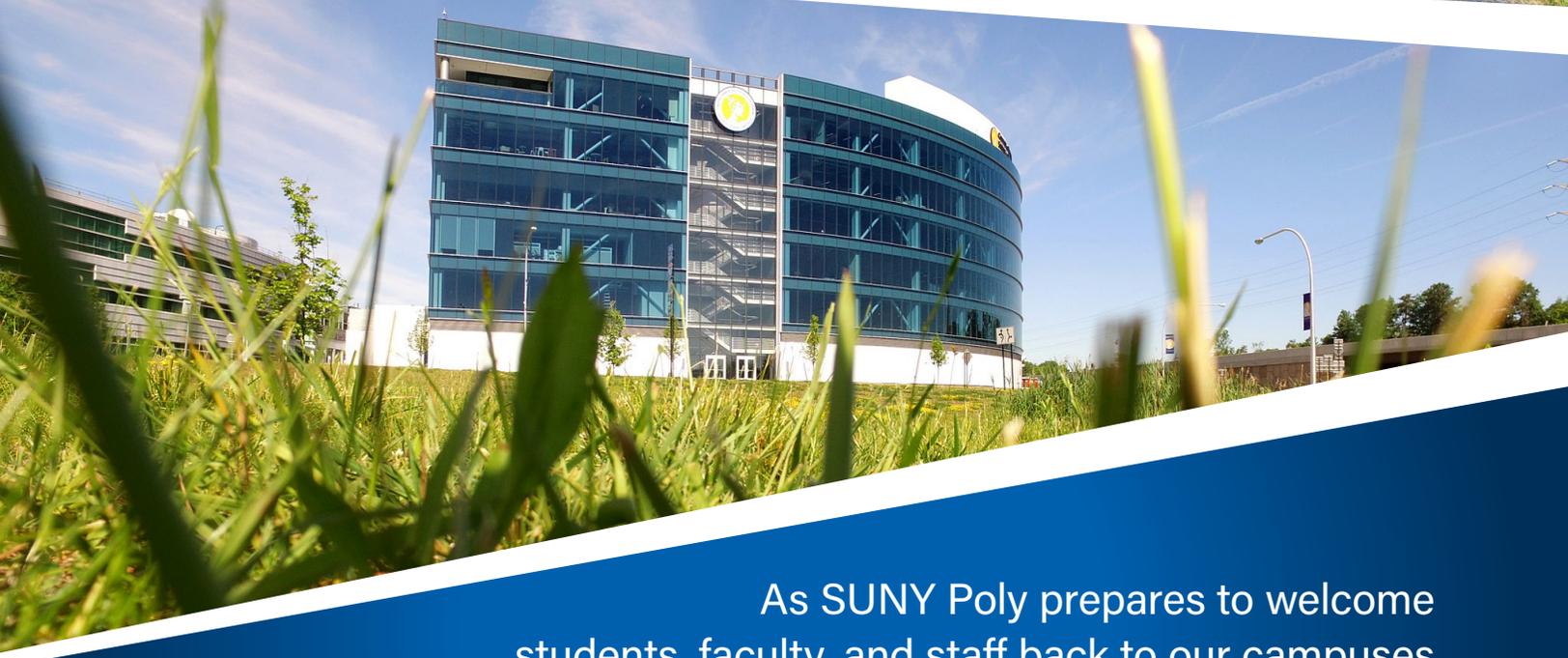
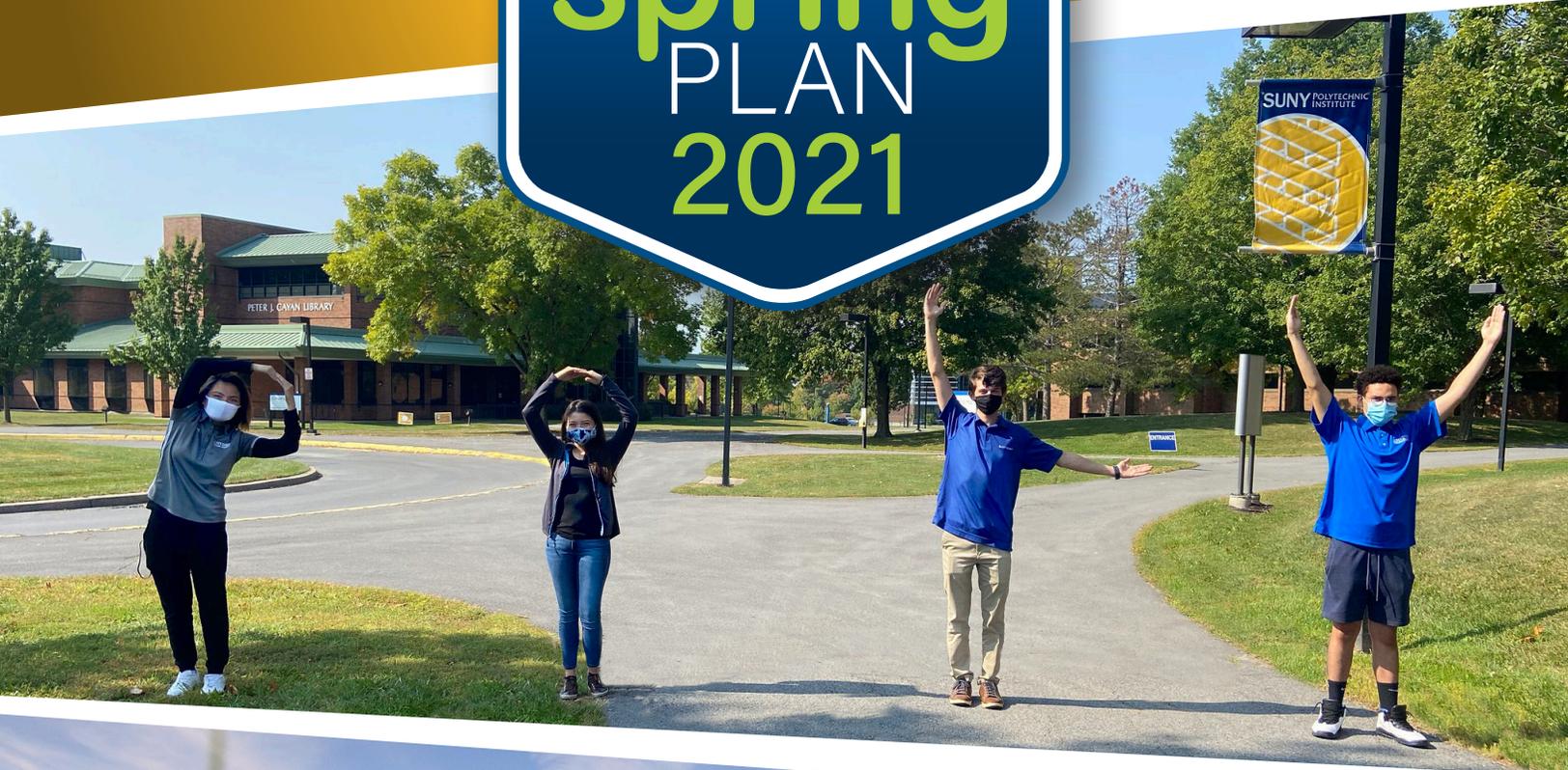


SUNY POLY spring PLAN 2021



As SUNY Poly prepares to welcome students, faculty, and staff back to our campuses we would like to share our **Spring 2021** Plan.



Academic Continuity and Health and Safety Plan
Winter and Spring Terms 2021
Updated January 19, 2021

The State of New York and the entire nation continue to face unprecedented health challenges because of the COVID-19 pandemic. Therefore, SUNY continues to operate under a state public health emergency. To maintain the highest level of public health and safety, the following SUNY Polytechnic Institute spring 2021 plan will build on the institution's fall 2020 plan to further support the health and safety of our campuses. As federal, state, local, and SUNY health guidance changes, so too will SUNY Poly's approach, which has been established and responsive to active campus needs through wide-ranging community stakeholder input.

As mentioned above, the plan below follows SUNY System Administration guidance and formatting as an update to the [fall 2020 plan](#). Any areas not addressed in this document can be found in the fall 2020 plan and the [re-opening FAQs](#). This plan will evolve as the institution receives additional input from faculty, staff, students and our host communities as well as when new guidance and/or regulations are promulgated. This document will be updated as needed on the SUNY Poly website.

1. COVID-19 Testing and Monitoring

A. Departing Campus in Fall

In order to provide students flexibility in departing campus, and out of an abundance of caution given the rise of COVID-19 cases, SUNY Poly transitioned classes from on-campus to remote learning effective Monday, November 23.

- Final exams were conducted remotely
- Student support services, including the Registrar, Financial Aid, Student Accounts, and Wellness Services, including health and counseling, have not been interrupted and staff will continue to be available by phone, video conference, or email.
- Campus buildings are now available through swipe card access only to those approved for campus access.
- Residential students vacated the residence halls by 3 p.m. Wednesday, November 25.
- As a result of SUNY pooled surveillance testing requirements for students and employees prior to departure for Thanksgiving break (see SUNY Chancellor Malatras' October 26, 2020 [SUNY Mandatory Testing for Fall 2020 Semester Closing Guidance](#)), and as in-person classes and activities concluded for the semester at SUNY Poly, additional testing was provided. Protocols and schedules were sent to students at SUNY Poly's [Utica campus](#) and [Albany campus](#).
- These protocols and procedures are underpinned by NYS Dept. of Health and local county health department guidance ([NYS Dept. of Health](#); [Oneida County Health Department](#); and [Albany County Health Department](#)), in addition to the approved [SUNY Poly Fall 2020 Plan](#).

B. Students Remaining on Campus



Ahead of SUNY Poly's transition to the intersession period from the Thanksgiving holiday until February, SUNY Poly notified students who are conducting research using on-campus facilities or who are in the capstone that they must request permission via their faculty advisor for access to campus laboratories during the intersession period. Access is approved by the respective College Dean.

The [student COVID-19 pooled testing schedule](#) was extended to ensure continuity through the end of the year, with a 2021 schedule having since been published.

Residential students completed a survey prior to Thanksgiving break, which included a request form for students who needed to remain on campus during intersession. Requests for extended stays were reviewed by a team and follow-up occurred to determine the necessity to remain on-campus in residence.

All students remaining on campus are required to participate in regular testing and daily screening, have access to cooking facilities, as well as the Poly Pantry. Residents have regular contact with Residential Life and other Student Affairs professionals throughout the duration of their stay. All students signed a SUNY Poly Student Intersession Agreement outlining the guidelines and expectations associated with their extended stay.

C. **Returning to Campus for Winter and Spring Terms Testing and Isolation Requirements**

Students returning to campus or attending courses on campus for the winter and spring 2021 semester are tested for COVID-19. SUNY Poly has developed plans to phase in the safe return of students to accommodate the testing and other health and safety requirements. Faculty and staff working on campus are also continuing to be tested in order to be on campus pursuant to the bargaining agreements between SUNY and the organizations representing employees.

See *Appendix A – SUNY Polytechnic Institute Spring 2021 Student Testing Plan* for the full student testing details and procedures.

See *Appendix B – SUNY Polytechnic Institute Spring 2021 Employee Testing Plan* for the full employee testing details and procedures.

- i. On SUNY Poly's Utica campus, Oriskany Hall is dedicated to quarantine/isolation only. There are 72 beds located at the residence hall complex, and SUNY Poly's quarantine/isolation team works closely with the Oneida County Health Department for students designated for quarantine/isolation, in addition to providing all wrap-around services for those designated students.
- ii. Albany campus quarantine needs are met through the institution's partnership agreement with the University at Albany.

2. **Mode of Instruction**



A. Winter 2020-21 term

SUNY Poly will not offer a winter 2020-2021 session, and has limited academic activity on either of our campuses between December 11, 2020 and January 4, 2021. No classes nor academic programming are anticipated, with the exception of supervised academic research by advanced undergraduate and graduate students, until the launch of the spring 2021 semester.

B. Spring 2021 term

The SUNY Poly spring 2021 calendar indicates classes begin February 1, 2021. The first week of classes will be entirely remote. On-campus classes are scheduled to begin in Utica and Albany on February 8, 2021. There are no vacation days scheduled during the Spring 2021 semester. Classes end on May 7, 2021, and a 4-day final exam period concludes May 13. May 15 is currently identified as the likely commencement date, with information about format, date, and time to be determined by the Commencement Committee in early spring 2021.

No courses offered by SUNY Poly require exceptions to the February 1 start date.

SUNY Poly's schedule ensures reduced on-campus density consistent with New York State guidelines. SUNY Poly is in the process of developing contingency plans to offer the semester with fewer weeks of on-campus classes. Faculty with experiential-based classes and labs that cannot be fully and appropriately taught virtually will be asked to develop a class schedule and syllabus that anticipates needing to compress on-campus classes into fewer weeks. Students will be kept informed of necessary modifications to their class schedules on a regular basis.

The campus is prepared to execute fully remote plans if the campus meets the threshold for a mandatory pause on in-person instruction as outlined in the Supplemental Higher Education guidance from the New York State Department of Health. We will communicate expectations for students during such a mandatory pause in our communications to students prior to the beginning of the semester.

C. Remote Instruction

Following campus governance processes and in collaboration with SUNY Poly's faculty and support staff, SUNY Poly will work to ensure that remote instruction meets or exceeds expectations of regular and substantive interaction, including assistance for those with devices and internet connectivity needs in order to be successful with remote instruction.

- i. **Transparency:** SUNY Poly is committed to fostering an environment of transparency related to its academic operations with our students and faculty. Before the beginning of the Spring 2021 semester, SUNY Poly will publish on our Registrar's Web page the percentage of courses, which will be offered in-person and remote. As of January 18, 2021, SUNY Poly has approximately 644 classes scheduled for the Spring semester. About 25% of the classes will include on-



campus instruction, 50% will be remote synchronous instruction, and 25% will be asynchronously remote.

In Albany, the majority of courses are graduate level with guidance through the research laboratory protocols. Graduate seminars will be taught either online synchronously or through campus/classroom-based instruction, depending on density and campus accessibility. For the approximately 25 undergraduate courses, faculty anticipate offering courses through a blend of three modalities.

In Utica, faculty have identified approximately 122 courses (21%) that require campus-based instruction, either for experiential and/or pedagogical reasons. We have identified sufficient laboratories and experiential spaces for these courses given density limitations. Faculty identified approximately 466 courses (79.2%) that are pedagogically appropriate to teach online.

- ii. **Regular and Substantive Interaction:** Our Deans will ensure that our Faculty offer opportunities for regular and substantive interactions with students on a predictable and regular basis, to include but not to be limited to the following, as appropriate to the specific class: direct instruction, feedback on student submissions, answering student questions or facilitating group discussion (in all cases, students should expect at least two of the four interaction modes listed). SUNY Poly will continue to use its existing metrics to monitor student's academic engagement and success, and the institution is developing additional opportunities for the Office of Student Success and Academic Advising to expand its monitoring capabilities. These alert systems are designed to inform instructors of their responsibility for prompt and proactive engagement in substantive interaction with students when indicated by our monitoring systems or upon request by the student.
- iii. **International Students and Students in Other Time Zones:** SUNY Poly, through its Office of Student Success and Advising, will make all reasonable efforts to accommodate the needs of students completing coursework from other time zones. These accommodations may include opportunities for asynchronous instruction, interactions scheduled in a way that takes into account the time zones of the students enrolled in the section, and other such flexibilities.
- iv. **Students with Disabilities:** SUNY Poly anticipates a renewed emphasis on collaboration between our faculty and our Office of Disability Services to support remote learning in multiple modalities by students with disabilities.
- v. **Orientation and Training:** New students and faculty have access to sessions providing orientation and introduction to accessing academic systems remotely, including Blackboard, Banner, Help Desk, and the Library reference desk and catalog. SUNY Poly has developed a portal within Blackboard designed for faculty and students to access campus-specific and generic information and tutorials on using Blackboard effectively as a student and as a faculty member.



The Office of Distance Learning offers regular and timely workshops for faculty, and can also offer student focused workshops as requested. This semester, SUNY Poly added a part-time Instructional Designer to its academic team, with a mission to develop and launch a “Faculty Academy” as an on-campus professional development resource. In addition, SUNY Poly is moving forward with plans to engage the Office of Student Success and Academic Advising to provide more holistic and increasingly proactive services to students, including addressing technology needs and course and campus access in distinctive situations.

- vi. SUNY Poly will utilize [instructional support](#) provided by SUNY as needed.

3. **Academic Calendar**

A. **Spring Term Start Dates**

The SUNY Poly Spring 2021 calendar includes classes beginning on February 1, 2021. The first week of classes will be entirely remote. On-campus classes are scheduled to begin in Utica and Albany on February 8, 2021. Classes end on May 7, 2021, and a 4-day final exam period concludes May 13.

B. **Spring Break**

There are no vacation days scheduled during the Spring 2021 semester.

C. **Commencement**

As SUNY Poly plans for commencement exercises ordinarily occurring at the close of Spring 2021 semester, the Commencement Planning Committee will consider all guidance from New York State, SUNY System Administration, and New York State, as well as the Albany and Oneida County Departments of Health. May 15 is currently identified as the likely commencement date, with information about format and date to be determined by the Commencement Committee in early spring 2021. Further information will be provided to students and their families once more information is available.

4. **On-campus Activities**

A. **Federal, State, and Local Guidance**

All in-person activities will continue to follow the mandatory NYSDOH guidance for social distancing as well as the strictures of the approved campus reopening plan.

i. **Events:**

SUNY Poly will not host in-person events that are open to the public through the spring 2021 semester. Large event spaces typically used for large gatherings and activities will be used to support core academic activities. Co-curricular gatherings and student organization meetings will continue to be offered remotely. Those events approved to be held in-person will require participants to wear face coverings and follow social distancing protocols.

All departments and programs are encouraged to host virtual events. Campus events that cannot be done virtually or within applicable federal, state, and local



social distancing guidelines will be postponed until guidance permits these types of events. A working group involving Residential Life/Student Involvement, Facilities, Athletics, and the Student Government (SGU, USGA, and GSGA) was established in Fall 2020 to develop virtual student life events, student club meetings, and activities. Some small gatherings of clubs and their members may be considered during the spring 2021 semester to augment the largely virtual club meetings and events if viable and approved. The COVID Events Policy outlines the policies and procedures for hosting an event, the events request form, and an event and gathering matrix for event consideration. All event requests must be submitted 30 days in advance. Please see [UPDATED – Student Handbook 2020-2021 - Addendum](#), pages 17-21 for policy details.

ii. Visitor Policy:

SUNY Poly continues to discourage non-essential visitors from accessing campus to enter buildings and meet with or interact with students, faculty, and staff during spring 2021. Virtual visits and appointments should be used to transact business whenever possible. Visitors will not be allowed in the residence halls. Those who must make in-person visits (deliveries, inspections, contractors, etc.) will be required to be pre-screened, wear face coverings, and practice social distancing.

Consideration will be given to Admissions recruitment tours. This activity will be closely monitored and implemented when it is safe to do so in collaboration with the campus safety monitors.

iii. Intercollegiate Athletics:

The spring 2021 intercollegiate athletics schedule is still to be determined based upon NCAA, state, and local governance guidelines. The SUNY Poly Athletics Department is working with the North Atlantic Conference (NAC) to identify various scheduling models and safety protocols to safely resume competitive sports where possible. It is currently anticipated SUNY Poly spring sports will compete during the spring semester but may experience some limitations. Plans are under review for fall and possibly winter sports competing in the spring with a reduced schedule. Currently, attendance at athletics events is limited to participants, game management, and institutional personnel. When it is safe to do so, student athletes will continue "resocialization" protocols as required by the NCAA in anticipation of spring competition.

iv. Cleaning Protocols:

SUNY Poly continues to assess and ensure that all cleaning protocols are in compliance with NYSDOH Higher Education Guidance and CDC guidance ([Interim Guidance for Higher Education during the COVID-19 Public Health Emergency](#) and [Reopening Guidance for Cleaning and Disinfecting Public Spaces, Workplaces, Businesses, Schools, and Homes](#)).

Hygiene, cleaning, and disinfection: Includes campus-wide cleaning and disinfection protocols for classrooms, residence halls, restrooms, and other



facilities, consistent with CDC guidance as communicated by SUNY System Facilities management.

The Facilities Department is utilizing current public health guidance to develop best practices for cleaning and disinfection in coordination with EHS. Custodial staff will be assigned to increase frequency of cleaning in high-traffic locations, such as classrooms, hallways, restrooms, public reception areas (to include common areas in residence halls), and elevators. Custodial staff will disinfect frequently touched surfaces at a minimum of twice per day, typically in the early morning and mid-day, including:

- Bathroom faucets, fixtures, and towel dispensers;
- Classroom tables and lecterns;
- Public reception area countertops;
- Door handles and push plates;
- Elevator touchpads;
- Water fountains;
- Stair railings;
- Light switches;
- Vending machine buttons; and
- Laundry rooms

Products used for disinfection routines must be EPA/NYSDEC-approved to be effective against COVID-19. Custodial staff are trained on the appropriate use of cleaning and disinfection chemicals, wear appropriate PPE, and practice appropriate social distancing guidelines.

B. Face Coverings (Masks)

Face coverings (masks) must be worn at all times on campus, including in classrooms, conference rooms and other public spaces, even when one is able to maintain six feet of social distancing.

- Exceptions to this requirement include when an individual is (1) in their private residential or personal space, (2) eating meals on-campus while seated and socially distanced, or (3) by themselves in a location where no other persons are present. SUNY Poly has also noted that if one is in a classroom or other public space (e.g. library, fitness center), even if alone or socially distanced, face coverings are required. Faculty and staff are likewise exempt when alone in their office or other private spaces.
- Any request for a medical, religious, or other accommodation to this policy will be reviewed on an individual basis in accordance with relevant laws and campus procedures.¹
- A more detailed list of face covering requirements, with information about

¹ For alternative solutions for lip & speech reading during the COVID-19 Pandemic please, please refer to the August 24, 2020 [SUNY guidance](#).



requirements in certain locations to add clarity to the protocols, is provided as part of the [Spring 2021 plan FAQs](#).

C. Compliance

The Chancellor's [Uniform Sanctioning in Response to COVID-19 Student Violations](#), implementing uniform sanctions System-wide for COVID-19 related violations, remains in effect for the Winter and Spring 2021 terms at SUNY Polytechnic Institute.

Please see *Appendix C – Uniform Sanctioning in Response to COVID-19 Student Violations* for full details and procedures.

D. Mental Health Supports, Services, and Referrals

Given the unprecedented times for students, SUNY Poly is striving to increase support for mental health services among our campus community, including through the following initiatives and resources:

The SUNY Poly Wellness Center in Utica provides medical, counseling, and health promotion services to students. The Counseling Center has been temporarily relocated to Kunsela Hall, Room A010 to reduce the risk of exposure by co-locating with the medical services. Individual work spaces and waiting rooms follow social distancing and face covering guidelines at all times.

Counselors are available for telephone, virtual (telecounseling and telepsych) and limited, as essential, in-person counseling sessions. Virtual group sessions may also be available.

The SUNY Poly Albany campus students have [counseling and psychological services](#) provided by a contract with UAlbany.

Counseling services are confidential, voluntary, and by student request. Counselors will only communicate with a parent/guardian if written consent is obtained from the student.

The Counseling Center will provide programming on Wednesdays at **Noon**. The Wellness Wednesday series is sponsored by the Wellness Center and offered in collaboration with various departments on campus.

All students, residential and commuters, known to be in quarantine or isolation receive a phone call from SUNY Poly Quarantine and Isolation team staff providing information regarding available support services, including counseling. A follow-up email is sent, outlining the detailed services. Phone contact is continued throughout the quarantine and isolation period with the students to ensure health and academic success. Residential students also receive a phone call directly from a counselor, which includes a mental health assessment with follow-up care, if applicable.

Life challenges in addition to COVID-19 that are commonly addressed consist of:



balancing personal life, work and/or college responsibilities, and college transition issues such as: roommate, relationship issues, adjusting to college life, homesickness, anxiety, depression, stress, anger, grief, and/or eating disorders, etc.

Crisis intervention services may be provided by our licensed counselors, with referrals to local mental health services for students at high or imminent risk of harm to self or others.

SUNY and SUNY Poly provide the additional, following resources to help students receive the support they need:

- [SUNY Poly Counseling Services](#)
- [Counseling and Psychological Services \(Albany-based students\)](#)
- [ReachOut SUNY](#)
- [Thriving Campus](#)
- New York State Office of Mental Health Crisis Text Line: Text **GOT5 to 741741**
- [Suicide Prevention Lifeline](#): (800) 273-TALK (8255)
 - Free online [QPR suicide prevention training](#) for students, faculty, and staff.
- Mobile Crisis Assessment Team - Utica Area (MCAT): (315) 732-6228
- Capital District Psychiatric Center Crisis Unit (Albany): (518) 549-6500
- [SUNY Poly Wellness Center](#)
- [Student Health Services \(Albany-based students\)](#)
- [Middle Earth](#) from the University at Albany

Additional Resources Include:

- [SUNY Poly COVID-19 Page](#)
- [Oneida County Department of Health](#)
- [Albany County Department of Health](#)
- [NYS Department of Health](#)
- [CDC](#)
- NYS Hotline (General COVID-19): 1 (888) 364-3065
- New York State Hotline (Emotional Support): 1 (844) 863-9314
- Disaster Distress Helpline: (800-985-5990), or text TalkWithUs to 66746.
- Veterans Crisis Line: (800-273-8255 and press 1) or text 838255
- Trevor Lifeline: LGBTQ community: (866-488-7386) or text START to 678-678.
- For frontline workers dealing with anxiety, stress, fear, isolation, or other difficult emotions, text **FRONTLINE to 741741**

SUNY Poly's Care Team is an additional resource for students, faculty, and staff to utilize to identify students of concern or in need of support. The Care Team, which meets weekly, addresses challenging, disruptive, or harmful behavior and situations by providing helpful interventions that are aimed at community safety and student success. Care exists to promote and maintain safety and health by identifying and assisting



struggling students to become more connected to services. [Some referrals may include mental health care and/or safety intervention.](#)

5. **Reporting**

A. **Daily Dashboard**

SUNY Poly continues to report daily COVID-related information to the [SUNY COVID-19 Tracker](#) in accordance with guidelines set forth by SUNY.

Additionally, SUNY Poly maintains a [COVID-19 dashboard](#) with daily reporting of confirmed positive cases (both campuses) and the number of individuals engaged in on-campus isolation/quarantine, as well as historical reporting for the semester, featuring total cumulative confirmed positive cases and pooled testing data, including total number of tests administered and total number of presumed negative tests. This dashboard is consistent with the SUNY COVID-19 Tracker.

B. **Instructional Modalities**

SUNY Poly will report to SUNY System Administration periodic statistical summaries of the distribution of instructional modalities between face-to-face, hybrid, and remote methods as adjustments are made during the academic semester.

6. **What Students Should Know: Transparency**

A robust, transparent return to campus plan for the spring 2021 semester at SUNY Poly's Albany and Utica campuses has been developed, which will be shared with the campus community to provide a valuable roadmap to enable a successful academic and research term. As part of this effort, SUNY Poly will include the percentage of courses, which will be offered in-person and virtually so that students can make informed decisions about their educational experience.

To view the *What Students Should Know: COVID-19 and Returning to Campus* plan, please see Appendix D.

Required Submissions to SUNY:

SUNY Poly Campus Safety Monitors:

1. Mike Frame, Chief Operating Officer and Chief of Staff; mframe@sunypoly.edu
2. Sean Clive, Environmental Health & Safety-Utica Campus Director; sean.clive@sunypoly.edu



SUNY Polytechnic Institute Spring 2021 Student Testing Plan **SUNY Appendix A – Updated Jan. 19, 2021**

Based on guidance provided by SUNY System Administration, the student and employee COVID-19 pooled surveillance testing plans have been updated as indicated below to comply with the Spring 2021 testing requirements before, during, and after arrival to campus, as SUNY Poly seeks to mitigate the potential spread of SARS-CoV-2. All students, faculty, and staff who live on campus and/or plan to be on campus (including instruction, co-curricular activities, and meetings) shall be tested regularly as detailed below. Protocols to comply with these requirements are detailed for both SUNY Polytechnic Institute's Utica and Albany campuses.

Utica Campus Student COVID-19 Testing

For the Albany Campus, please see section below.

Before Coming to Campus:

- All residential, commuter, and those students needing access to campus must fill out [the pre- screening form](#) **each day for the 14 days prior to your arrival.**
- All students will need to provide the results of a PCR molecular test (antigen and antibody tests will not be accepted) to the [Wellness Center](#) within 24 hours of receipt. The test must be taken within 7 days before arrival to campus.
 - If a residential student has not submitted a negative test result before arriving to campus, the student must notify SUNY Poly in advance. SUNY Poly will provide a PCR test at cost (approximately \$100 plus other fees may be incurred which may be charged to you if you check in without following the procedures before and during arrival). Additionally, in order to support community health, the student will be placed in mandatory precautionary quarantine on-campus until results are received.
 - Commuters and those students needing access to campus who have not submitted a negative test will be restricted from campus until test results are received.
 - Failure to follow the guidelines could lead to [section I\(B\) conduct charges/sanctions](#), up to and including permanent dismissal.
- Students must engage in a self-quarantine for 7 days before arrival to campus. Please see [New York State precautionary self-quarantine guidelines](#).
- Students will be required to attest that they have self-quarantined for the 7 days prior to arrival to campus by [filling out the form provided to students 24 hours before arrival](#).
 - Limited exceptions to the 7-day precautionary quarantine include medical school and health professions students designated as “essential employees.” In addition, commuter students may apply to studentaffairs@sunypoly.edu for a limited exemption to allow them to work during the quarantine; documentation of the employer's workplace COVID-19 safety protocols will be required. When not working, these students will be expected to engage in a precautionary quarantine from others.
- Students, faculty, and staff who have traveled to/from restricted states/regions or to/from international locations as defined by New York State must follow the [New York State](#)



[Travel Advisory](#) whether living on- or off-campus—and attest that they have submitted the [New York Traveler Health form](#) before engaging in a 10-day quarantine (or testing out with negative results) and will follow the guidance of the governing local health department related to mandatory testing, quarantine/isolation, and timing of returning to campus.

Arrival to Campus Jan. 30-31:

- Fill out the [daily Utica campus screening](#) before arriving to campus.
- Please note that residential students will select their move-in time for campus housing and will be notified by Residential Life by email in mid-January.
- Upon arrival to campus, students are required to participate in pooled surveillance testing in the Campus Center on the upper-level walking track. This includes commuter students and those needing access (see schedule below).
 - See details below regarding what not to eat/drink, etc. before the test. **Please fill out the [testing app](#) prior to taking part in pooled testing.**
 - Once tested, residential students are able to obtain the keys to their rooms.
- To ensure health and safety, classes will be taught remotely for the first week with on-campus food service available via takeout; the library and fitness center will be closed during this time.

Spring 2021 Regular Testing:

- All students are tested again the following week (February 8/9).
- See below for the full weekly testing schedule for students.
- **Participation in pooled testing is mandatory for those students needing access to campus and failure to comply will result in loss of campus and lab access and possible conduct charges.**
- Please note that residential students are required to complete the daily screening each day regardless of whether on campus. Commuter and anyone else needing access to campus are required to complete the daily screening **each day on campus**.

Example Arrival and Testing Schedule:

- For example, if move-in date is Jan. 30, they would fill out the [initial screening document](#) **each day starting 14 days prior to arrival.**
- The student would take a PCR molecular test after Jan. 23 and email the results to the Wellness Center as soon as they are available, and self-quarantine for 7 days prior to arriving at SUNY Poly (see limited exceptions detailed above).
- The student must fill out and submit within 24 hours of arrival the [attestation form](#) indicating they self-isolated for 7 days prior to arrival to campus.
- If traveling from out of state, the student must follow NYS travel advisory requirements as indicated above.
- The student must fill out the daily screening form before arrival to campus and arrive as per their Residential Life schedule (Jan. 30 in this example).
- The student will fill out the testing app before taking part in testing.



- The student must immediately take part in testing Jan. 30 in the Campus Center upper-walking track and then proceed to receive the keys to their residential room from the Residential Life Office—second floor Campus Center (if residential).
- After move-in, all students will engage in a precautionary quarantine until test results are returned.
- All students will begin courses remotely.
- One week later, Feb. 8 or Feb. 9 students will fill out the testing app and then test again at the Campus Center. Afterwards, all students must follow the full schedule (below), which may be updated as needed during the semester.

Important: If a student misses two tests in a row, they will lose access to campus. Access will be reinstated only once results are provided.

Utica Campus Surveillance Testing Dates

Please note the schedule is subject to change as needed

All Hilltop/Commuter/Online Needing Access/Adirondack & Mohawk Students must take part in pooled surveillance testing once every week (Monday or Tuesday).

The initial testing will take place Jan. 30/31 (Saturday/Sunday) from 9 a.m. – 5 p.m.

After initial testing, weekly pooled testing takes place every Monday/Tuesday starting Feb. 8/9 from 12 – 7 p.m. through May 4.

In lieu of a pooled test, a PCR test can be submitted instead, taken no earlier than the Monday of that week and no later than three days after that Tuesday (for Feb. 8/9 testing, that would mean the PCR test would be taken between 2/8 and 2/12).

Before the testing process, please review all of the testing procedures:

1. Because it includes new/additional questions, **you must fill out the [testing app](#) prior to coming to take part in pooled testing**. The web application requires providing your health insurance information; if you do not have health insurance or do not have this information, please let the staff at the testing site know and they will provide you with further instructions. Your health insurance will only be charged if reflex testing is completed (see below FAQ: What is reflex testing and when will it be completed)
 1. Review detailed app instructions in the [SUNY COVID-19 Web App Overview](#) (pdf)
 2. Please use your U# for “Institutional ID”
2. The day of the test, complete your [Daily Health Screening](#) online.
 1. If you are experiencing COVID-19 symptoms, please do not come to campus; contact the Wellness Center at [315-792-7172](tel:315-792-7172) to arrange for alternate testing and further instructions.
3. Arrive at the Campus Center and park in the parking lot .



1. Bring your SUNY Poly Photo ID and Cell Phone or similar device (e.g. tablet) with WIFI or Cellular capability.
2. Wear your face covering.
4. Follow signs for Testing – Ensure social distancing by standing on noted locations
5. Here is a helpful [video of the process](#).
6. Go to “Registration Table 1” for Registration:
 1. **You will show your ID and on your device go to the [testing app](#) and login.**
 1. **Your registration will include questions about eating, drinking, or other recent activities. Please note:**
 1. **Within the three hours before the test, you cannot brush your teeth or use mouthwash.**
 2. **Within 30 minutes before the test, you cannot eat or drink anything, including mints, gum, or lozenges.**
 3. **Within 30 minutes before the test, you cannot smoke or use smokeless tobacco products or e-cigarettes.**
 2. Your registration will also include questions about any symptoms you are experiencing (If you indicate you are experiencing any of the symptoms below, you will be directed to stop and you must not continue with the process). You will also be directed to contact the Wellness Center at [315-792-7172 if you have:](#)
 1. Fever or chills
 2. Cough
 3. Shortness of breath or difficulty breathing
 4. Fatigue
 5. Muscle or body aches
 6. Headache
 7. New loss of taste or smell
 8. Sore throat
 9. Congestion or runny nose
 10. Nausea or vomiting
 11. Diarrhea
 3. You will be asked to use hand sanitizer before being given a test kit.
 4. You will scan or be provided a bar code number to enter into the log-in screen.
 5. Once this is complete, you will be given your test vial and you can go to the next table when available.
7. Go to Testing Table 2 to begin the sample process.
 1. At this point you can take off your face covering for testing
 2. Open the vial to expose the swab
 3. Following the instructions, rub the swab inside your mouth for 10-15 seconds – along your gum lines and under your tongue ([sample collection video](#)).
 4. Insert the swab into the tube and screw the cap on tightly
 5. Replace your face covering
 6. Shake the vial vigorously 15 times
 7. Give the vial to the attendant who will place it in the sample rack



8. You can then use hand sanitizer and follow the directional arrows out of the building and return home.
9. Following testing, you should limit your exposure to others and continue to follow social distance, face covering, and hygiene requirements in a temporary precautionary quarantine until your pooled results are presumed negative.
8. Pooled sample results:
 1. If results are presumed negative, you will be informed and you can continue to attend classes on campus.
 2. If results require further testing, you will be informed and provided with directions related to follow-up testing and quarantine/isolation requirements.

For more information and answers to frequently asked questions, visit our [Pooled Testing FAQs](#) page.

Albany Campus Student COVID-19 Testing

Before Coming to Campus – Pre-Arrival Requirements:

- Those students who were previously approved for intersession access, who have participated in the weekly pooled testing through the University at Albany and remain in compliance with all COVID-19 related measures, will not be required to complete the pre-arrival requirements outlined in this section.
- All newly enrolled and returning students (residential and commuter) must fill out the [daily screening form](#) each day for the 14 days prior to their arrival (starting Jan. 15), which will be provided to students before they arrive.
- All newly enrolled and returning students will need to provide proof of a PCR molecular test (antigen and antibody tests will not be accepted) to the [Wellness Center](#) within 24 hours of receipt of the results. The test must be taken 7 days before arrival to campus.
 - If a student has not submitted a negative test result before arriving to campus, access to campus will be restricted. Failure to follow the guidelines could lead to conduct charges/sanctions, up to and including permanent dismissal. See [I\(B\) sanctions](#).
- All newly enrolled and returning students must engage in a self-quarantine for 7 days before arrival to campus. Please see [New York State precautionary self-quarantine guidelines](#).
 - All newly enrolled and returning students will be [required to attest](#) that they have self-quarantined for the 7 days prior to arrival to campus (within 24 hours of arrival).
 - Limited exceptions to the 7-day precautionary quarantine include medical school and health professions students designated as “essential employees.” In addition, commuter students may apply to ddumesnil@sunypoly.edu for a limited exemption to allow them to work during the quarantine; documentation of the employer’s workplace COVID-19 safety protocols will be required. When not working, the student will be expected to engage in a precautionary quarantine from others.



- Students, faculty, and staff who have traveled to/from restricted states/regions or to/from international locations as defined by New York State must follow the [New York State Travel Advisory](#) whether living on- or off-campus—and attest that they have submitted the [New York Traveler Health form](#) before engaging in a 10-day quarantine (or testing out with negative results) and will follow the guidance of the governing local health department related to mandatory testing, quarantine/isolation, and timing of returning to campus.

SUNY Poly - University at Albany Partnership

Please note that SUNY Poly Albany campus students, in accordance with the University at Albany partnership and as occurred previously, will also be following the University at Albany testing protocol, to include PCR submission.

Arrival to Campus 1/29 (New Students) and 2/1 (Returning Students):

- Everyone on campus must complete the [daily screening questionnaire](#) and temperature screening **each day on campus**.
- All students (newly enrolled, returning, and those with continued intersession access) will be required to participate in pooled surveillance testing at SUNY Poly's Albany campus, which will be scheduled for Feb. 1 from 9 a.m. – 2:30 p.m.
- This initial testing will provide a snapshot after the intersession and establish a baseline for the rest of the year; students will not need to obtain a test kit beforehand for this mandatory testing—just show up as specified.
- See details at the end of this document for further information regarding what not to eat/drink, etc. before the test. Please fill out the [testing app](#) prior to taking part in pooled testing.
- On-site testing will take place in NFE-1 (straight past the NFE first floor elevators after receiving your temperature screening and follow signs to the testing-[view map](#)). See schedule below.
- To ensure health and safety, classes will be taught remotely for the first week. Dining Services will be provided through the University at Albany and more specific information regarding hours of operation, etc. will be shared with students via email.
- Students who are unable to attend this initial pooled testing will be required to submit proof of a negative SARS-CoV-2 (COVID-19) PCR test result dated within 5 days of arrival to campus. The test must be a PCR molecular test (antigen and antibody tests will not be accepted). Results must be submitted to wellnesscenter@sunypoly.edu within five days of the test being administered. Failure to comply will result in loss of access.

Spring 2021 Weekly Testing through the University at Albany:

- In addition to the initial pooled testing at SUNY Poly's Albany campus, the weekly pooled surveillance testing program through the University at Albany will continue.
- **Participation in this pooled testing is mandatory for those students needing access to campus and failure to comply will result in loss of campus and lab access and possible conduct charges.**
- Please note that everyone on campus must complete the daily screening questionnaire and temperature screening **each day on campus**.



UAlbany Testing Kit Pickup

- For the Spring 2021 semester, pooled testing kits will be available for pickup in the Student Services Suite, NFS 309, Monday–Friday, 8:30 a.m. to 5:00 p.m.
- The kits will be in a labeled box at the front of the suite on the reception desk. Please take one at a time, as needed.

UAlbany Testing Schedule

- Students must submit a testing sample to a UAlbany drop box each week in adherence to the following weekly schedule:
 - Last names A to D: Submit between noon Sunday and 9:30 a.m. Monday
 - Last names E to K: Submit between noon Monday and 8 a.m. Tuesday
 - Last names L to Q: Submit between noon Tuesday and 8 a.m. Wednesday
 - Last names R to Z: Submit between noon Wednesday and 8 a.m. Thursday
- If a student is not on campus for their scheduled testing day, they must submit a saliva sample the next time they are on campus.
- Students should not collect their saliva sample until the day they are coming to campus. Students can only drop off saliva samples between noon Sunday and 8 a.m. Thursday.
- There will be additional drop-off hours available to Albany campus students in the Student Services Suite, NFS 309. The weekly schedule will be shared with students prior to their arrival to campus.

Before the initial pooled testing process at SUNY Poly’s Albany Campus, please review all of the testing procedures:

1. Because it includes new/additional questions, **you must fill out the [testing app](#) prior to coming to take part in pooled testing.** The web application requires providing your health insurance information; if you do not have health insurance or do not have this information, please let the staff at the testing site know and they will provide you with further instructions. Your health insurance will only be charged if reflex testing is completed (see below FAQ: What is reflex testing and when will it be completed).
 1. Review detailed app instructions in the [SUNY COVID-19 Web App Overview](#) (pdf)
 2. Please use your SUNY Poly U# for “Institutional ID”
2. The day of the test, complete your [Daily Health Screening](#) online.
 1. If you are experiencing COVID-19 symptoms, please do not come to campus; contact the Wellness Center at [315-792-7172](#) to arrange for alternate testing and further instructions.
3. Arrive at NanoFab East and park in the parking lot
 1. Bring your SUNY Poly Photo ID and Cell Phone or similar device (e.g. tablet) with WIFI or Cellular capability.
 2. Wear your face covering.
4. Follow signs for testing and ensure social distancing by standing on noted locations
5. Here is a helpful [video of the process](#).
6. Go to “Registration Table 1” for Registration:
 1. **You will show your ID and on your device go to the [testing app](#) and login.**



1. **Your registration will include questions about eating, drinking, or other recent activities. Please note:**
 1. **Within the three hours before the test, you cannot brush your teeth or use mouthwash.**
 2. **Within 30 minutes before the test, you cannot eat or drink anything, including mints, gum, or lozenges.**
 3. **Within 30 minutes before the test, you cannot smoke or use smokeless tobacco products or e-cigarettes.**
2. Your registration will also include questions about any symptoms you are experiencing (If you indicate you are experiencing any of the below symptoms, you will be directed to stop and you must not continue with the process). You will also be directed to contact the Wellness Center at [315-792-7172](tel:315-792-7172):
 1. Fever or chills
 2. Cough
 3. Shortness of breath or difficulty breathing
 4. Fatigue
 5. Muscle or body aches
 6. Headache
 7. New loss of taste or smell
 8. Sore throat
 9. Congestion or runny nose
 10. Nausea or vomiting
 11. Diarrhea
3. You will be asked to use hand sanitizer before being given a test kit.
4. You will scan or be provided a bar code number to enter into the log-in screen.
5. Once this is complete, you will be given your test vial and you can go to the next table when available.
7. Go to Testing Table 2 to begin the sample process.
 1. At this point you can take off your face covering for testing.
 2. Open the vial to expose the swab.
 3. Following the instructions, rub the swab inside your mouth for 10-15 seconds – along your gum lines and under your tongue ([sample collection video](#)).
 4. Insert the swab into the tube and screw the cap on tightly.
 5. Replace your face covering.
 6. Shake the vial vigorously 15 times.
 7. Give the vial to the attendant who will place it in the sample rack.
 8. You can then use hand sanitizer and follow the directional arrows out of the building and return home.
 9. Following testing, you should limit your exposure to others and continue to follow social distance, face covering, and hygiene requirements in a temporary precautionary quarantine until your pooled results are presumed negative.
8. Pooled sample results:



1. If results are presumed negative, you will be informed and you can continue to attend classes on campus.
2. If results require further testing, you will be informed and provided with directions related to follow-up testing and quarantine/isolation requirements.

For more information and answers to frequently asked questions, visit our [Pooled Testing FAQs](#) page.

Additional SUNY Poly COVID-19 Testing Details

- All students, faculty, and staff must be pre-screened daily for travel history, COVID-19 history, and COVID-19 symptoms upon notification for the weeks prior to return.
- Upon returning for winter and/or spring 2021 on-campus activities, any student who will (1) live on campus, or (2) take at least one class on campus, or (3) utilize services on campus (e.g. library, gym, dining), or (4) work on campus, must:
 - Submit within 24 hours of arrival an [attestation](#) that he/she/they have completed a seven (7) day precautionary quarantine prior to returning to campus and either:
 - Present evidence of a negative COVID-19 PCR test taken within 7 days prior to return and participate in on-campus COVID-19 testing as soon as possible but no later than five (5) days of returning to campus, or
 - Present documentation of a positive diagnostic result for COVID-19 from the prior 3-month period.
 - Inform the campus of any known contacts with COVID-19 positive individuals, or of any symptoms consistent with COVID-19 or of a positive test result for COVID-19 (this notification to campus does not replace reporting to a health care provider or local health department).
- Any student, faculty, or staff testing positive for COVID-19 must isolate and follow the New York State Department of Health Order on isolation and the guidance of the governing local health department on length of said isolation and timing of return to campus.
- In cases of possible exposure to COVID-19 on campus, SUNY Poly shall follow Centers for Disease Control and Prevention guidance [Testing, Screening, and Outbreak Response for Institutions of Higher Education \(IHEs\)](#), specifically, the section “Tiered approach and inclusion criteria for SARS-CoV-2 testing of persons with possible exposure in IHE setting in the context of an outbreak.”
- At SUNY Poly’s Albany campus, the University at Albany Student Health Services will be notified of “presumed positives”; the SUNY Poly Wellness Center will work collaboratively with UAlbany’s Student Health Services and the Albany County Health Department should a SUNY Poly student produce a positive result.



SUNY Polytechnic Institute Spring 2021 Employee Testing Plan
SUNY Appendix B – Updated January 19, 2021

Based on guidance provided by SUNY System Administration, the employee COVID-19 pooled surveillance testing plans have been updated as indicated below to comply with the spring 2021 testing requirements as SUNY Poly seeks to mitigate the potential spread of SARS-CoV-2. All students, faculty, and staff who live on campus and/or plan to be on campus (including instruction, co-curricular activities, athletics, and meetings) shall be tested regularly as detailed below. Protocols to comply with these requirements are detailed for both SUNY Polytechnic Institute's Utica and Albany campuses.

Utica Campus Employee COVID-19 Testing

(For Albany Campus see below)

The testing location is in the Campus Center on the upper-level walking track. Be sure to fill out the [testing app](#) prior to coming to take part in pooled testing. As a reminder:

1. **Within the three hours before the test, you cannot brush your teeth or use mouthwash.**
2. **Within 30 minutes before the test, you cannot eat or drink anything, including mints, gum, or lozenges.**
3. **Within 30 minutes before the test, you cannot smoke or use smokeless tobacco products or e-cigarettes.**

Testing Schedule

SUNY Polytechnic Institute will continue surveillance testing through May for all Utica-based employees who are required to report in-person to campus to conduct some or all of their work obligation. Pooled tests are scheduled for January 25/26, 2021 and continue through May 3/4 each week. Testing will take place noon to 2 p.m. January 25/26 and February 1/2, and from 12 to 7 p.m. each week afterward starting February 8/9. *Please note the schedule is subject to change as needed.*

Those employees who are 100% remote for the Spring 2021 semester are not required to be tested. All employees should speak with their supervisor/Dean to discuss any needs to be on campus going forward and should consider that if they must be on campus, they must be tested.

All SUNY Poly employees are **required to participate** in surveillance testing every week. If you are unable or do not wish to take part in the pooled testing, you will need to submit proof of a SARS-CoV-2 (COVID-19) PCR test result to Human Resources (results should be emailed directly to [Audra Cornelius](#)). The test must be a PCR molecular test; antibody and antigen tests



will not be accepted. Any employee who does not participate in the pooled testing will need to provide their own test results each time a pooled test is run for such employee's cohort. For example, if you are scheduled for January 25/26, you will be required to take a negative PCR test dated no earlier than January 25 and no later than January 29 and provide an electronic copy of the results within 24 hours of receiving them to Human Resources. Anyone not participating in the pooled testing would be responsible for scheduling and paying the cost associated with their own tests.

All employees are also reminded to fill out the [daily Utica campus screening](#) before arriving to campus **each day they plan to be on campus**.

The pooled testing will be done through Upstate Medical University's SARS-CoV-2 Surveillance testing program. For more information on this testing process, please visit: [Upstate's COVID-19 surveillance pooled testing webpage](#), [Chancellor Malatras' September 4, 2020 news release](#), and [a sample collection video](#).

Students, faculty, and staff who have traveled to/from restricted states/regions or to/from international locations as defined by New York State must follow the [New York State Travel Advisory](#) whether living on- or off-campus—and attest that they have submitted the [New York Traveler Health form](#) before engaging in a 10-day quarantine (or testing out with negative results) and will follow the guidance of the governing local health department related to mandatory testing, quarantine/isolation, and timing of returning to campus. For questions, students may contact studentaffairs@sunypoly.edu and employees may contact hr@sunypoly.edu.

Testing Protocol:

1. **You must fill out the [testing app](#) prior to coming to take part in pooled testing.** The web application requires providing your health insurance information.
 1. Review detailed app instructions in the [SUNY COVID-19 Web App Overview](#) (pdf)
 2. Please use your U# for "Institutional ID"
2. The day of the test, complete your [Daily Health Screening](#) online
 1. If you are experiencing COVID-19 symptoms, do not come to campus; contact Human Resources at [315-792-7191](tel:315-792-7191) to arrange for alternate testing and further instructions.
3. Arrive at the Campus Center and park in the parking lot.
 1. Bring your SUNY Poly Photo ID and Cell Phone or similar device (e.g. tablet) with WIFI or cellular capability.
 2. Wear your face covering.
4. Follow signs for Testing – Ensure social distancing by standing on noted locations.
5. Here is a helpful [video of the process](#).
6. Go to "Registration Table 1" for Registration:



1. You will show your ID; on your device go to the [testing app](#) and login.
 1. Your registration will include questions about eating, drinking, or other recent activities. Please note:
 1. Within the three hours before the test, you cannot brush your teeth or use mouthwash.
 2. Within 30 minutes before the test, you cannot eat or drink anything, including mints, gum, or lozenges.
 3. Within 30 minutes before the test, you cannot smoke or use smokeless tobacco products or e-cigarettes.
 2. Your registration will also include questions about any symptoms you are experiencing:
 1. Fever or chills
 2. Cough
 3. Shortness of breath or difficulty breathing
 4. Fatigue
 5. Muscle or body aches
 6. Headache
 7. New loss of taste or smell
 8. Sore throat
 9. Congestion or runny nose
 10. Nausea or vomiting
 11. Diarrhea
 3. If you indicate you are experiencing any of these symptoms, you will be directed to stop, and you must not continue with the process. If so, you will be directed to contact Human Resources at [315-792-7191](tel:315-792-7191).
2. You will be asked to use hand sanitizer before being given a test kit.
3. You will scan or be provided a bar code number that you will enter into the log-in screen.
4. Once this is complete, you will be given your test vial and you can go to the next table when it is available.
7. Go to Testing Table 2 to begin the sample process.
 1. At this point you can take off your face covering for testing.
 2. Take the vial you have and open the vial to expose the swab.
 3. Following the instructions, rub the swab inside your mouth for 10-15 seconds—along your gum lines and under your tongue ([sample collection video](#)).
 4. Insert the swab into the tube and screw the cap on tightly.
 5. Replace your face covering.
 6. Shake the vial vigorously 15 times.
 7. Give the vial to the attendant who will place it in the sample rack.
 8. You can then use hand sanitizer and follow the directional arrows out of the building and return home.



9. Following testing, you should limit your exposure to others and continue to follow social distance, face covering, and hygiene requirements in a temporary precautionary quarantine until your pooled results are presumed negative.
8. Pooled sample results:
 1. If results require further testing, you will be informed by Human Resources and provided with directions related to follow-up testing and quarantine/isolation requirements. Those with presumed negative test results will not be contacted.

For more information and answers to frequently asked questions, visit our [Pooled Testing FAQs](#) page.

Albany Campus Employee COVID-19 Testing

NOTICE: The testing location is in NFE-1 (to enter the space, walk straight past the NFE first floor elevators after receiving your temperature screening and follow signs to the testing area - [view map](#)). Be sure to fill out the [testing app](#) prior to coming to take part in pooled testing. As a reminder:

1. **Within the three hours before the test, you cannot brush your teeth or use mouthwash.**
2. **Within 30 minutes before the test, you cannot eat or drink anything, including mints, gum, or lozenges.**
3. **Within 30 minutes before the test, you cannot smoke or use smokeless tobacco products or e-cigarettes.**

SUNY Polytechnic Institute will continue employee surveillance testing through the Spring 2021 semester. All Albany-based employees who are required to report in person to campus to conduct some or all of their work obligations are required to take part. Those employees who are 100% remote for the Spring 2021 semester are not required to be tested. All employees should speak with their supervisor/Dean to discuss any needs to be on campus going forward and should consider that if they must be on campus, they must be tested.

Those employees on campus who are required to participate in surveillance testing must take part every week. If you are unable or do not wish to take part in the pooled testing, you will need to submit proof of a negative SARS-CoV-2 (COVID-19) PCR test result to Human Resources (results should be emailed directly to [Audra Cornelius](#)). The test must be a PCR molecular test; antibody and antigen tests will not be accepted.

Any employee who does not participate in the pooled testing will need to provide their own test results each time a pooled test is run for such employee's cohort. For example, if you are scheduled for January 25, you will be required to take a negative PCR test dated no earlier than January 25 and no later than January 28 and provide an electronic copy of the results



within 24 hours of receiving them to Human Resources. Anyone not participating in the pooled testing would be responsible for scheduling and paying the cost associated with their own tests.

Students, faculty, and staff who have traveled to/from restricted states/regions or to/from international locations as defined by New York State must follow the [New York State Travel Advisory](#) whether living on- or off-campus—and attest that they have submitted the [New York Traveler Health form](#) before engaging in a 10-day quarantine (or testing out with negative results) and will follow the guidance of the governing local health department related to mandatory testing, quarantine/isolation, and timing of returning to campus.

The pooled testing will be done through Upstate Medical University's SARS-CoV-2 Surveillance testing program. For more information on this testing process, please visit: [Chancellor Malatras' September 4, 2020 news release](#) and [a sample collection video](#).

Testing Schedule

Please note testing will only be done in-person and onsite.

On-site testing will be available in **NFE-1 (to enter the space, walk straight past the NFE first floor elevators after receiving your temperature screening and follow signs to the testing - [view map](#)), every Monday through May 3** from 11:30 a.m. to 2:30 p.m.

You may also schedule an appointment to have the test administered every Monday. When you submit your test, there will be a signup sheet each week with time blocks for the next round of testing; contact [Stephanie Lee](#) for any additional questions.

Testing Protocol:

1. **You must fill out the [testing app](#) prior to coming to take part in pooled testing.** The web application requires providing your health insurance information.
 1. Review detailed app instructions in the [SUNY COVID-19 Web App Overview](#) (pdf)
 2. Please use your U# for "Institutional ID"
2. The day of the test, complete your [Daily Health Screening](#) online.
 1. If you are experiencing COVID-19 symptoms, do not come to campus; contact Human Resources at SUNYPOLYHR@sunypoly.edu to arrange for alternate testing and further instructions.
3. Arrive at NFE-1.
 1. Bring your SUNY Poly Photo ID and Cell Phone or similar device (e.g. tablet) with WIFI or cellular capability.
 2. Wear your face covering.
4. Follow signs for Testing – Ensure social distancing by standing on noted locations.
5. Here is a helpful [video of the process](#).
6. Go to "Registration Table 1" for Registration:
 1. **You will show your ID and on your device go to the [testing app](#) and login.**



1. **Your registration will include questions about eating, drinking, or other recent activities. Please note:**
 1. **Within the three hours before the test, you cannot brush your teeth or use mouthwash.**
 2. **Within 30 minutes before the test, you cannot eat or drink anything, including mints, gum, or lozenges.**
 3. **Within 30 minutes before the test, you cannot smoke or use smokeless tobacco products or e-cigarettes.**
2. Your registration will also include questions about any symptoms you are experiencing:
 1. Fever or chills
 2. Cough
 3. Shortness of breath or difficulty breathing
 4. Fatigue
 5. Muscle or body aches
 6. Headache
 7. New loss of taste or smell
 8. Sore throat
 9. Congestion or runny nose
 10. Nausea or vomiting
 11. Diarrhea
3. If you indicate you are experiencing any of these symptoms, you will be directed to stop, and you must not continue with the process. If so, you will be directed to contact Human Resources at SUNYPOLYHR@sunypoly.edu.
2. You will be asked to use hand sanitizer before being given a test kit.
3. You will scan or be provided a bar code number that you will enter into the log-in screen.
4. Once this is complete, you will be given your test vial and you can go to the next table when available.
7. Go to Testing Table 2 to begin the sample process.
 1. At this point you can take off your face covering for testing.
 2. Take the vial you have and open the vial to expose the swab.
 3. Following the instructions, rub the swab inside your mouth for 10-15 seconds—along your gum lines and under your tongue ([sample collection video](#)).
 4. Insert the swab into the tube and screw the cap on tightly.
 5. Replace your face covering.
 6. Shake the vial vigorously 15 times.
 7. Give the vial to the attendant who will place it in the sample rack.
 8. You can then use hand sanitizer and follow the directional arrows out of the building and return home.



9. Following testing, you should limit your exposure to others and continue to follow social distance, face covering, and hygiene requirements in a temporary precautionary quarantine until your pooled results are presumed negative.
8. Pooled sample results:
 1. If results require further testing, you will be informed by Human Resources and provided with directions related to follow-up testing and quarantine/isolation requirements. Those with presumed negative test results will not be contacted.

For more information and answers to frequently asked questions, visit our [Pooled Testing FAQs](#) page.



Uniform Sanctioning in Response to COVID-19 Student Violations

SUNY Appendix C

All students alleged of violating COVID-19 related policies, per the Code of Student Conduct, have the right to due process through a hearing. Due to the urgency and safety repercussions of these violations, temporary directives may be used and we will endeavor to proceed with the conduct process in an expedited manner.²

A student who is reported for an alleged violation of a failure to comply with COVID-19 directives will have their case heard under Category 1: General Student Conduct and based on the allegations, will be assigned a Level 1 or Level 2 status.

A conduct case in which potential sanctions do not include suspension, expulsion, or removal from College housing will be designated as a **Level I case**. Level I cases are resolved through an Administrative Hearing.

A conduct case in which potential sanctions include, but are not limited to, suspension, expulsion, or removal from College housing will be designated as a **Level II case**. Level II may be resolved through an administrative hearing if the student takes responsibility. When the student does not take responsibility, Level II cases are resolved through a Board Hearing.

Sanctioning:

If the student is found responsible, the following sanction guidelines will be in place. SUNY Poly recognizes that not all violations of the Student Code of Conduct are the same. As a result, SUNY Poly reserves the right to impose differing sanctions consistent with these guidelines.

When considering appropriate sanctions, the conduct officer or the Board will consider the following information: the nature and severity of the conduct; the respondent's prior conduct history; the impact of the conduct; how the College has sanctioned similar incidents in the past; and whether the respondent has accepted responsibility.

Educational sanctions may include: a decision-making virtual workshop, conversations around community mapping and tracing, loss of privileges, and community restitution. Additionally, students may be required to complete a 4-hour free Coursera Course entitled "COVID-19: What You Need to Know."

In addition, a student dismissed or suspended from SUNY Poly after being found responsible for a COVID-19 positive intentional violation or failure to self-isolate shall be ineligible for admission to any other SUNY institution during the pendency of their sanction.

² Where the alleged violation(s) is determined to be a danger to the health and/or safety to the campus community, a temporary directive may be used to suspend or remove the student from campus immediately, pending the resolution of an administrative or board hearing.



Guests and Visitors Policies:

For the purposes of the spring 2021 semester and until further written notice, neither guests nor visitors are permitted entry into the residence halls. No resident student is permitted to have a guest or visitor in their Hilltop bedroom nor in their Adirondack or Mohawk Suites, as the rooms and suites are expected to be treated as “family units,” without presence of non-occupants of that space present at any time. Roommates and suitemates are unable to grant permission to their roommates or suitemates to invite guests or visitors to the room or suite.

A “guest” is defined as a currently enrolled SUNY Poly student who is not a resident student of the building they are visiting. A “visitor” is defined as an individual who is not a SUNY Poly student who is visiting a current student of SUNY Poly. Formerly enrolled students of SUNY Poly, alumni of SUNY Poly, family members and friends, including students of other colleges and universities are considered non-student “visitors.”

| Directives | Action #1 Available sanctions shall include the following | Action #2 Available sanctions shall include the following | Action #3 Available sanctions shall include the following |
|--|---|--|--|
| COVID-Positive Intentional violations and intentionally exposing other students by any means. | - Suspension from academic access (including distance learning) and housing for no less than one calendar year for residential students and final probation with educational sanctions. - Permanent Dismissal ³ | | |
| Failure to Self-Isolate on/off campus when directed by SUNY Poly or State/local Department of Health and engage in any conduct that would violate such isolation order | - Suspension from academic access and housing for no less than one calendar year for residential students and final probation with educational sanctions. - Permanent Dismissal | | |

Table continued on next page

³ Permanent dismissal shall have the same meaning as expulsion in the SUNY Poly Code of Conduct.



| Directives | Action #1 Available sanctions shall include the following | Action #2 Available sanctions shall include the following | Action #3 Available sanctions shall include the following |
|---|--|--|--|
| <p>Failure to Quarantine on campus when directed by SUNY Poly or State/local Department of Health and engage in any conduct that would violate such isolation order (Residential Students)</p> | <ul style="list-style-type: none"> - Suspension from academic access to campus with continued access to their academic program via remote learning only (if available and as subject to campus policy and process) and final probation with educational sanctions. - An academic and housing suspension and final probation with educational sanctions. - Permanent Dismissal | | |
| <p>Failure to Quarantine off campus when directed by SUNY Poly or State/local Department of Health and engage in any conduct that would violate such isolation order (Non-Residential Students)</p> | <ul style="list-style-type: none"> - Suspension from academic access to campus of at least one year with continued access to their academic program via remote learning only (if available and as subject to campus policy and process) and final probation with educational sanctions. - Suspension from academic access to campus with continued access to their academic program via remote learning only (if available and as subject to campus policy and process) and final probation with educational sanctions. - An academic and housing suspension and final probation with educational sanctions. - Permanent Dismissal | | |
| <p>Failure to comply by hosting an on-campus gathering in a residential hall, campus building (Residential Student)</p> | <ul style="list-style-type: none"> - Suspension from housing of at least one year with continued access to their academic program via remote learning only (if available and as subject to campus policy and process) and final probation with educational sanctions. - Academic and housing suspension of at least one year and final probation with educational sanctions. - Permanent Dismissal | | |

Table continued on next page



| Directives | Action #1 Available sanctions shall include the following | Action #2 Available sanctions shall include the following | Action #3 Available sanctions shall include the following |
|--|---|--|--|
| Failure to comply by hosting an on-campus gathering in a residential hall, campus building (Non-Residential Student) | <ul style="list-style-type: none"> - Suspension from academic access to campus of at least one year with continued access to their academic program via remote learning only (if available and as subject to campus policy and process) and final probation with educational sanctions. - Permanent Dismissal | | |
| Failure to comply by hosting an off-campus gathering (Residential Student) | <ul style="list-style-type: none"> - Suspension from housing of at least one year with continued access to their academic program via remote learning only (if available and as subject to campus policy and process) and final probation with educational sanctions. - Academic and housing suspension of at least one year and final probation with educational sanctions. - Permanent Dismissal | | |
| Failure to comply by hosting an off-campus gathering (Non-Residential Student) | <ul style="list-style-type: none"> - Suspension from academic access to campus of at least one year with continued access to their academic program via remote learning only (if available and as subject to campus policy and process) and final probation with educational sanctions. - Permanent Dismissal | | |
| Failure to comply by attending an on-campus or off-campus gathering (Residential Student) | <ul style="list-style-type: none"> - Suspension from housing with continued access to their academic program via remote learning only (if available and as subject to campus policy and process) and final probation with educational sanctions. - Academic and housing suspension and final probation with educational sanctions. - Permanent Dismissal | | |

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| Directives | Action #1 Available sanctions shall include the following | Action #2 Available sanctions shall include the following | Action #3 Available sanctions shall include the following |
|--|---|--|--|
| Failure to comply by attending an on-campus or off-campus gathering (Non-Residential Student) | <ul style="list-style-type: none"> - Suspension from academic access to campus of at least one year with continued access to their academic program via remote learning only (if available and as subject to campus policy and process) and final probation with educational sanctions. - Permanent Dismissal | | |
| Failure to comply with the use of face covering in a public setting as directed by SUNY Poly and New York State in an intentional manner | <ul style="list-style-type: none"> - Suspension from academic and/or housing access with continued access to their academic program via remote learning only (if available and as subject to campus policy and process) and final probation with educational sanctions. - Academic and/or housing suspension and final probation with educational sanctions. - Permanent Dismissal | | |
| Failure to comply with social distance requirements as directed by SUNY Poly and New York State in an intentional manner | <ul style="list-style-type: none"> - Suspension from academic and/or housing access with continued access to their academic program via remote learning only (if available and as subject to campus policy and process) and final probation with educational sanctions. - Academic and/or housing suspension and final probation with educational sanctions. - Permanent Dismissal | | |

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| Directives | Action #1 Available sanctions shall include the following | Action #2 Available sanctions shall include the following | Action #3 Available sanctions shall include the following |
|--|---|---|---|
| <p>Failure to comply with the revised occupancy limits within the Residence Hall lounges or community spaces</p> | <ul style="list-style-type: none"> - Disciplinary Warning - Disciplinary Probation - Final Probation - 1-2 Educational Sanctions | <ul style="list-style-type: none"> - Suspension from academic and/or housing access with continued access to their academic program via remote learning only (if available and as subject to campus policy and process) and final probation with educational sanctions. - Academic and/or housing suspension and final probation with educational sanctions. - Permanent Dismissal | |
| <p>Failure to comply with the use of face covering in a public setting as directed by SUNY Poly and New York State</p> | <ul style="list-style-type: none"> - Letter of Notice with a reminder of the directive and consequences of continuing to not follow guidelines - Disciplinary Warning | <ul style="list-style-type: none"> - Disciplinary Probation - Final Probation - Deferred Residential Hall Suspension - Suspension | <ul style="list-style-type: none"> - Suspension from academic and/or housing access with continued access to their academic program via remote learning only (if available and as subject to campus policy and process) and final probation with educational sanctions. - Academic and/or housing suspension and final probation with educational sanctions. - Permanent dismissal |

Table continued on next page



| Directives | Action #1 Available sanctions shall include the following | Action #2 Available sanctions shall include the following | Action #3 Available sanctions shall include the following |
|--|--|--|---|
| <p>Failure to comply with social distancing requirements as directed by SUNY Poly and New York State</p> | <ul style="list-style-type: none"> - Letter of Notice with a reminder of the directive and consequences of continuing to not follow guidelines - Disciplinary Warning - 1-2 Educational Sanctions | <ul style="list-style-type: none"> - Disciplinary Probation - Final Probation - Deferred Residential Hall Suspension - Suspension - 1-2 Educational Sanctions | <ul style="list-style-type: none"> - Suspension from academic and/or housing access with continued access to their academic program via remote learning only (if available and as subject to campus policy and process) and final probation with educational sanctions. - Academic and/or housing suspension and final probation with educational sanctions. - Permanent dismissal |
| <p>Failure to comply with contact tracing efforts</p> | <ul style="list-style-type: none"> - Disciplinary Probation - Final Probation - Deferred Residential Hall Suspension - Suspension - 1-2 Educational Sanctions | <ul style="list-style-type: none"> - Suspension from academic and/or housing access with continued access to their academic program via remote learning only (if available and as subject to campus policy and process) and final probation with educational sanctions. - Academic and/or housing suspension, and final probation with educational sanctions. - Permanent Dismissal | |

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| Directives | Action #1 Available sanctions shall include the following | Action #2 Available sanctions shall include the following | Action #3 Available sanctions shall include the following |
|---|--|---|--|
| <p>Failure to Comply with Campus Health Protocols by missing two or more scheduled appointments without sufficient excuse, to obtain diagnostic or surveillance COVID-19 testing under the institution’s published protocol⁴</p> | <ul style="list-style-type: none"> - Disciplinary Probation - Final Probation - 1-2 Educational Sanctions | <ul style="list-style-type: none"> - Suspension from academic and/or housing access with continued access to their academic program via remote learning only (if available and as subject to campus policy and process) and final probation with educational sanctions. - Academic and/or housing suspension and final probation with educational sanctions. - Permanent Dismissal | |
| <p>Failure to Comply with Campus Health Protocols by not submitting your daily health screening via SUNY Poly’s supplied portal for at least three consecutive days, without sufficient excuse.*⁵</p> | <ul style="list-style-type: none"> - Disciplinary Probation - Final Probation - 1-2 Educational Sanctions | <ul style="list-style-type: none"> - Suspension from academic and/or housing access with continued access to their academic program via remote learning only (if available and as subject to campus policy and process) and final probation with educational sanctions. - Academic and/or housing suspension and final probation with educational sanctions. - Permanent Dismissal | |

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⁴ Due to the need to protect the health and safety of all members of the SUNY Poly community, a student alleged to have violated one or more COVID-19 directives may also be subject to one or more temporary directives (e.g., temporary suspension (campus and/or housing)) and/or administrative measures. Administrative measures may include, but shall not be limited to, electronically deactivated card access (or equivalent) and restricted access to any buildings pending the resolution of an administrative or board hearing. For students whose access has been restricted through administrative measures, they shall be ineligible to attend live classes (though they may continue in remote coursework only, if available and as subject to campus policy and process), and their parking privileges on campus may be temporarily revoked such that their car may be ticketed or towed if parked on campus. Students may have the administrative measures lifted by complying with the appropriate SUNY Poly directive(s).

⁵ See previous footnote



| Directives | Action #1 Available sanctions shall include the following | Action #2 Available sanctions shall include the following | Action #3 Available sanctions shall include the following |
|--|--|--|---|
| <p>Failure to comply with following classroom and laboratory social distancing</p> | <ul style="list-style-type: none"> - Letter of Notice with a reminder of the directive and consequences of continuing to not follow guidelines - Disciplinary Warning - 1-2 Educational Sanctions | <ul style="list-style-type: none"> - Disciplinary Probation - Final Probation - 1-2 Educational Sanctions | <ul style="list-style-type: none"> - Suspension from academic and/or housing access with continued access to their academic program via remote learning only (if available and as subject to campus policy and process) and final probation with educational sanctions. - Academic and/or housing suspension and final probation with educational sanctions. - Permanent Dismissal |



What Students Should Know: COVID-19 and Returning to Campus
SUNY Appendix D – Updated January 19, 2021

As we return to campus in spring 2021, SUNY Polytechnic Institute's first priority is the health and safety of our campus community, including its students, faculty, and staff. The best way to maintain the safest environment possible throughout 2021 and beyond is for each of us to take steps to minimize the risks, not only for ourselves, but also for all members of the SUNY community. This includes:

- Wearing face coverings (masks)
- Hand washing for more than 20 seconds, along with the use of hand sanitizer (containing 60-95% alcohol)
- Social distancing
- Participating in testing and tracing
- Completing daily screenings
- Being mindful of our surroundings and the impact we have

Any of us alone can spread this disease and cause harm to others. But **all of us together can build a community that is safe and healthy**, where educational success is possible.

Here's what you need to know and do as SUNY and SUNY Poly welcome you to campus in 2021:

A. Stay Informed

We will keep our campus community updated about the latest COVID-19 information and impact in a number of ways:

- **Please monitor your SUNY Poly email daily for important updates.** The most important information will be sent to you via e-mail.
- SUNY Poly's [COVID-19 resource webpage](#) includes resources, communications, and safety information.
- Spring 2021 information and FAQs will be found here on the [spring 2021 plan webpage](#).
- Please follow SUNY Poly's social media channels which will share important information, updated procedures, and health/wellness guidelines:
 - [Facebook](#)
 - [CNSE Facebook](#)
 - [Twitter](#)
 - [CNSE Twitter](#)
 - [Instagram](#)
 - [Snapchat](#)

B. Return to Campus Safely – Testing and Isolation Requirements

Utica Students - Before Coming to Campus:

- All residential, commuter, and those students needing access to campus must fill out the [pre- screening form](#) each day for the 14 days prior to your arrival.



- All students will need to provide the results of a PCR molecular test (antigen and antibody tests will not be accepted) to the [Wellness Center](#) within 24 hours of receipt of the test results. The test must be taken no more than 7 days before arrival to campus.
 - If a residential student has not submitted a negative test result before arriving to campus, the student must notify SUNY Poly in advance. SUNY Poly will provide a PCR test at cost (approximately \$100 plus other fees may be incurred which may be charged to you if you check in without following the procedures before and during arrival). Additionally, in order to support community health, the student will be placed in mandatory precautionary quarantine on-campus until results are received.
 - Commuters and those students needing access to campus who have not submitted a negative test will be restricted from campus until test results are received.
 - Failure to follow the guidelines could lead to conduct charges/sanctions, up to and including permanent dismissal. See [section I\(B\) sanctions](#).
- Students must engage in a self-quarantine for 7 days before arrival to campus. Please see [New York State precautionary self-quarantine guidelines](#).
 - Students will be required to attest (submit within 24 hours prior to arrival) that they have self-quarantined for the 7 days prior to arrival to campus. Please fill out the [attestation form](#) before arrival.
 - Limited exceptions to the 7-day precautionary quarantine include medical school and health professions students designated as “essential employees.” In addition, commuter students may apply to studentaffairs@sunypoly.edu for a limited exemption to allow them to work during the quarantine; documentation of the employer’s workplace COVID-19 safety protocols will be required. When not working, the student will be expected to engage in a precautionary quarantine from others.
- Students, faculty, and staff who have traveled to/from restricted states/regions or to/from international locations as defined by New York State must follow the [New York State Travel Advisory](#) whether living on- or off-campus—and attest that they have submitted the [New York Traveler Health form](#) before engaging in a 10-day quarantine (or testing out with negative results). They must follow the guidance of the governing local health department related to mandatory testing, quarantine/isolation, and timing of returning to campus.

Utica Students - Arrival to Campus:

- Fill out the [daily Utica campus screening](#) before arriving to campus.
- Upon arrival to campus students are required to participate in pooled surveillance testing in the Campus Center. This includes commuter students and those needing access ([see schedule and information about what not to eat/drink, etc.](#) before the test).
 - **Please fill out the [testing app](#) prior to taking part in pooled testing.**
 - Once tested, residential students can obtain the keys to their rooms.
- To ensure health and safety, classes will be taught remotely for the first week, during which dining services will be available via takeout; the library and fitness center (including



the gym and fields) will be closed.

Albany Students - Before Coming to Campus:

- All newly enrolled and returning students (residential and commuter) must fill out the [pre-screening form](#) each day for the 14 days prior to your arrival.
 - Please note: Students previously approved to be on campus who have participated in weekly pooled testing and remain in compliance with all COVID-19 measures are not required to complete the pre-arrival requirements.
- All newly enrolled and returning students will need to provide the results of a PCR molecular test (antigen and antibody tests will not be accepted) to the Wellness Center within 24 hours of receipt of the test results. The test must be taken no more than 7 days before arrival to campus.
 - If a student has not submitted a negative test result before arriving to campus, access to campus will be restricted. Failure to follow the guidelines could lead to conduct charges/sanctions, up to and including permanent dismissal. See [I\(B\) sanctions](#).
- All newly enrolled and returning students must engage in a self-quarantine for 7 days before arrival to campus. Please see [New York State precautionary self-quarantine guidelines](#).
 - These students will be required to attest that they have self-quarantined for the 7 days prior to arrival to campus by filling out the [attestation form](#) within 24 hours before arrival.
 - Limited exceptions to the 7-day precautionary quarantine include medical school and health professions students designated as “essential employees.” In addition, commuter students may apply to ddumesnil@sunypoly.edu for a limited exemption to allow them to work during the quarantine; documentation of the employer’s workplace COVID-19 safety protocols will be required. When not working, the student will be expected to engage in a precautionary quarantine from others.
- Students, faculty, and staff who have traveled to/from restricted states/regions or to/from international locations as defined by New York State must follow the [New York State Travel Advisory](#) whether living on- or off-campus—and attest that they have submitted the [New York Traveler Health form](#) before engaging in a 10-day quarantine (or testing out with negative results) and will follow the guidance of the governing local health department related to mandatory testing, quarantine/isolation, and timing of returning to campus.

Please note that as a result of the SUNY Poly-University at Albany Partnership, SUNY Poly Albany campus students will also be required to follow the University at Albany pre-arrival requirements and testing protocol, to include PCR submission. Please find more information here: <https://www.albany.edu/covid-19/information-students>, with links to upload student documentation, the UAlbany student health screening, and to register your pooled test kit here: <https://www.albany.edu/covid-19>.



Albany Students - Arrival to Campus 1/29 (New Students) and 2/1 (Returning Students):

- Before arriving to campus, fill out the [Albany campus daily screening](#).
- All students (newly enrolled, returning, and those with continued intersession access) are required to participate in pooled surveillance testing at SUNY Poly's Albany Campus on Feb. 1 9 am – 2:30 pm in NFE-1 (straight past the NFE first floor elevators after receiving your temperature screening and follow signs to the testing-[view map](#)). See [schedule and information about what not to eat/drink, etc.](#) before the test.
 - **Please fill out the [testing app](#) prior to taking part in pooled testing.**
- Students who are unable to attend this initial pooled testing will be required to submit proof of a negative SARS-CoV-2 (COVID-19) PCR test result within five days of arrival to campus, with a precautionary quarantine until results are received.
 - The test must be a PCR molecular test (antigen and antibody tests will not be accepted). Results must be submitted via email to wellnesscenter@sunypoly.edu within five days of the test being administered. Failure to comply will result in loss of access and possible conduct charges.

C. Get Screened Daily

Everyone, including students, coming to or on-campus (residential students), must complete a daily health screening:

- Utica campus students must fill out the [screening form](#) before accessing campus each day.
- Albany campus students must fill out the [screening form](#) before accessing campus each day, as well as the [UAlbany screening form](#) when requiring access to the UAlbany campus.

D. Get Tested Regularly

Utica Campus - Spring 2021 Regular Testing:

- All students are tested weekly starting the following week (February 8/9).
- Review testing procedures and additional information on the [student testing webpage](#).
- **Participation in pooled testing is mandatory for those students needing access to campus and failure to comply will result in loss of campus and lab access and possible conduct charges.**
- Please note that everyone on campus must complete the daily screening **each day** they plan to be **on campus**. Utica residential students are required to complete the daily screening every day whether on campus or not.

Albany Campus - Regular Student Testing Through the University at Albany:

- In addition to the initial pooled testing at SUNY Poly's Albany campus, the weekly pooled surveillance testing program through the University at Albany will continue. [Register your UAlbany pooled test kit here.](#)
- **Participation in this pooled testing is mandatory for those students needing access to campus and failure to comply will result in loss of campus and lab access and possible conduct charges.**
- Please note that everyone on campus must complete the daily screening questionnaire and temperature screening **each day they plan to be on campus**.
- See the [full testing schedule for students](#).

E. Check the COVID-19 Dashboard



- SUNY maintains a [comprehensive dashboard of COVID-19 testing and infection rate status](#) across the system and at each campus.
- View [SUNY Poly's COVID-19 dashboard](#) with daily and historical testing and case reporting.

F. Be Responsible – It's Easy to Do Your Part

Each of us can take small steps to protect ourselves and the campus community. Because COVID-19 is highly contagious, these simple measures apply **both on and off-campus**:

- **Wear face coverings** (masks) at all times on campus, including in classrooms, conference rooms and other public spaces, even when you are able to maintain six feet of social distancing.
 - Exceptions to this requirement include when students are (1) in their private residential or personal space, (2) eating meals on-campus while seated and socially distanced, or (3) by themselves in a location where no other persons are present. Please note, if you are in a classroom or other public space (e.g. library, fitness center), even if you are alone or socially distanced, face coverings are required. Faculty and staff are likewise exempt when alone in their office or other private spaces.
 - Full details are provided in the [SUNY Poly FAQ](#).
- **Regularly wash your hands** with soap and water for at least 20 seconds and use hand sanitizer where soap and water are not available.
- **Stay home when you are sick** or have potentially been exposed to COVID-19.
- **Practice social distancing** at all times to reduce transmission.

G. If Exposed, Complete Mandatory Quarantine and Isolation

Students who test positive for COVID-19, have been exposed to individuals who tested positive for COVID-19, or are informed by a state or local health department, or a medical or campus official, that they are “at risk” for having COVID-19 will be required to quarantine or isolate. This includes taking classes remotely and not going to dining halls and other campus facilities. Please note that SUNY Poly will follow all New York State and local county health guidelines, which may be updated.

- The campus has [specific information about restrictions](#). More information will be provided at that link.
- Residential students identified for quarantine and isolation will have access to assistance such as delivery of meals and medication. All students under quarantine and isolation will receive mental health, academic, and/or other supports, as needed.

H. Follow the Rules or Face Disciplinary Action

Students are expected to abide by the policies that have been set forth by SUNY, SUNY Polytechnic Institute, and local and state health departments. When the campus learns of a violation of the rules associated with COVID-19 safety, students may lose access to campus facilities and/or campus housing. Other disciplinary actions may be taken by the Community Standards and/or Human Resources Offices. Student conduct is governed by the [Student Code of Conduct](#).

Minimum sanctions are outlined in [“Uniform Sanctioning in Response to COVID-19 Student](#)



Violations.”

SUNY Poly sanctioning guidelines are also outlined in the [SUNY Poly 2020-2021 Student Handbook Addendum](#).

Consistent with SUNY policy, students who are partially or completely removed (suspension or dismissal) from the institution due to a violation are not eligible for refunds.

I. Take Care of Yourself – Physically and Mentally

We understand that this is an exceptionally challenging time. SUNY and SUNY Poly have resources to help you get the support you need. You can start here:

- [SUNY Poly Counseling Services](#).
- [SUNY Poly Wellness Center](#).
- [SUNY Poly Care Team](#).
- Albany Students—for more information, directions, or to make an appointment, visit the [UAlbany Student Health Services \(SHS\) webpage](#).
- [Counseling and Psychological Services \(Albany-based students\)](#)
- [ReachOut SUNY](#).
- [ThrivingCampus](#).
- [Middle Earth](#) from the University at Albany.
- New York State Office of Mental Health Crisis Text Line: Text **GOT5 to 741741**.

J. Understand What’s Being Offered On-Campus and Online

As of January 18, 2021, SUNY Poly has approximately 644 classes scheduled for the spring semester. About 25% of the classes will include on-campus instruction, 50% will be remote synchronous instruction, and 25% will be asynchronously remote.

Additionally, the library and fitness center will be closed during the first week, and may be extended based on guidance.

K. Get Instructional and Technology Help

ITS has provided a means to request software necessary for class work to meet the spring [2021 Academic Technology Requirements](#).

- Please contact ITS at helpdesk@sunypoly.edu for information.

L. Request Accommodations for Disabilities

Students who wish to disclose covered disabilities and receive reasonable accommodations should contact the Office of Disability Services at SUNY Poly:

- You can complete the [online form](#), which can be returned to ds@sunypoly.edu.
- Other helpful forms can be found on our [disabilities services forms page](#) and can be submitted to ds@sunypoly.edu.

M. Follow Housing and Dining Updates

SUNY Poly—Utica Campus

- Social distancing and health-focused efforts for residential living are detailed below:



- Staggered and scheduled residential move-in will take place Jan. 29 for new students, and Jan. 30 and 31 for returning students. Residential students will receive information to schedule a move-in time during opening weekend.
- All students must take part in required testing/screening (see above).
- There is a strict no guest (including other residential students) and no visitor policy.
- No open kitchens or lounges. Lounges will be used only for appropriately socially distanced and PPE- provided purposes as planned and hosted by SUNY Poly staff (all lounges can be secured).
- Dining services will be takeout only for the first week.

SUNY Poly—Albany Campus

- Residential students will continue to be housed at Freedom Apartments through the University at Albany (UAlbany) and will follow their residential protocol.
- Additional services provided through UAlbany include: dining (hours of operation will be shared via email), health and wellness services (including counseling), recreation, and on-campus transportation (residential students only). Find [more information about keeping safe, academics, support for students, and UAlbany campus information here.](#)

N. If We Must PAUSE, Follow These Rules

If SUNY Poly must switch to a two-week (or longer) PAUSE, the following rules apply:

- All classes and campus activities would move online to allow for the control of potential COVID-19 community spread.
- Campus housing would remain open and operational.
- Pooled testing would continue as scheduled.
- Students must remain in their residence halls, except with the approval of the local health department.
- If a residential student leaves campus during an official PAUSE, they must remain off site for the full duration of the PAUSE. A testing protocol and timelines will be outlined at the time of the PAUSE, and the residential student would be required to comply with all requirements to return to the residence hall after the PAUSE.
- Athletic and extracurricular activities would be suspended.
- Dining services would be provided as takeout only.
- The Wellness Center would remain open with telemed and telecounseling services available.
- Access to buildings would remain via card swipe and the Cayan library would be closed.
- Students with ongoing research will be required to make arrangements with their advisors. Critical research would continue with approval by the Office of Research and Graduate Studies.

O. If We Pivot to Remote Instruction, Follow This Plan

If SUNY Poly must switch to remote instruction for the remainder of the semester, the following rules apply:

Academic operations in a remote (online) environment

- Professors will notify their students via email how they can access their remote learning environment.



- Facilities will be closed wherever possible, maintained at base operational levels, and only accessible to essential personnel.

Move-Out Process

- An emergency shutdown of Residential Life Operations may require students to make a complete residential move out. Please consider this as you pack for the spring semester. Albany campus residential students will follow the UAlbany move out protocol.
 - The campus will consult and follow the guidance of local health departments in order to stop the potential spread of COVID-19.
 - Students will be notified of the necessity to check out via SUNY Poly email and “call them all” text/phone notification.
 - Students will also be notified via email and web postings about COVID-19 testing requirements.
 - Checkout will be handled using a socially distanced structure, appropriate distancing and face coverings will be required.
 - All students must vacate the residential complex within 48 hours of a presumed negative test result in the event of an emergency shutdown of Residential Life Operations.
 - Residential students will utilize the housing portal to confirm their knowledge of the shutdown and to schedule a departure time. Students who are unable to depart campus immediately will be able to request an extended stay.
 - In the event of an emergency shutdown, move-out assistance will not be permitted. Students are expected to depart campus immediately upon completion of the move-out process.
 - Accommodations will be made for international students or those with special needs to remain on-campus.
 - Following move out, Residential Life and Facilities staff will complete room inspections and end of semester cleaning.

Medically Isolated or Quarantined Students

- Students isolated or quarantined at the time of shutdown will remain in their assigned quarantine or isolation location until the Wellness Center and/or Oneida County DOH determine it to be safe for them to move out.
- All services will remain in place for isolated or quarantined students during shutdown.

P. Refunds of Housing Payments and Fees

- If the campus closes early in the event of a shutdown, students may receive a credit to their account or a refund for the days reduced.
- Students who choose to leave campus on their own, outside of an emergency shutdown, will not be eligible for a refund of housing costs and will follow the refund policy in place for housing.
- Broad Based fees will only be reduced if services or benefits cannot be provided. The Health Service and Technology fees will not be adjusted as these services can be provided either remotely or through an on-campus setting through the entire semester. The Intercollegiate athletic fee will be reduced in the Spring 2021 term, similar to the Fall 2020 term. This reduction will reflect the benefits not able to be offered to our students.



Q. Changes and Updates:

The ongoing COVID-19 pandemic creates a fluid situation that may require unexpected changes in our response. Updates to scientific knowledge, public health guidance, or laws and regulations may mean SUNY and SUNY Poly have to make changes to our standards and rules, including those indicated above. SUNY and SUNY Poly will try to minimize these changes and their impact. We will keep you informed of new developments.

Thank you in advance for everything you are doing—and will do—to make 2021 safe for you, your fellow students, and the campus community and beyond.