SPECIAL Addendum TO THE STUDENT HANDBOOK RELATED TO COVID-19 PANDEMIC

Updated: October 1, 2020

This special addendum of the Student Handbook is to notify you that SUNY Polytechnic Institute has enacted unique policies and procedures in response to the Novel Coronavirus (COVID-19) pandemic. Listed below are new guidelines as well as revisions to existing policies. All students are expected to adhere to the policies outlined below, as well as those found in the Student Handbook (which includes the Student Code of Conduct and Academic Integrity Policy) and other official College publications. These policies are subject to change as the local and global situation evolves and as public health guidance is updated. Students will be informed of any updates as soon as they are available.


SUNY Poly Student Agreement

Sanction Guidelines

SUNY Poly Fall 2020 Event Policy
The following COVID-19 policies and procedures are effective beginning August 1, 2020 and will remain in place until further written notice. The COVID-19 Supplement policies and procedures are specific to the health and safety of students, faculty and staff during the pandemic and supersede and/or are in addition to any related policies documented in the 2020-2021 Residential Policies and Procedures.

To be clear, the pandemic related/specific policies on the first two pages (the “COVID-19 Supplement”) control over any other conflicting policy until further notice. These health and safety policies and procedures are subject to change as Federal, State and Local laws, rules, regulations and guidance may change. Students will be given notice if these COVID-19 policies and procedures are changed, as well as, an effective date for the updated and new policy or procedure.

Appliances

Permissible appliances vary by residence. A list of appliances that are permitted, as well as those that are prohibited, are available at https://sunypoly.edu/student-life/housing-dining/residential-life-housing/utica-residential-life/what-should-i-bring.html. Each residence hall with corresponding policies is listed on the left of the page.

For the purposes of the Fall 2020 semester and until further written notice, each resident student will be permitted to have one personal refrigerator in their room, not to exceed 4.0 cubic ft. All refrigerators must be Energy Star approved. Each residential room in Hilltop Hall will be permitted one shared microwave. As per the existing policy, each residential suite in Adirondack and Mohawk is permitted one shared microwave.

Building Evacuation/Fire Alarms

When the building alarm sounds, all residents must vacate the building and report to the building assembly location away from the building (See Fire Safety in Policies and Procedures.) Until further notice, unless exigent circumstances prevent such, face coverings must be worn and social distancing is to be followed, including at the assembly site.

Contact Information

By residing on campus, residential students will provide accurate, complete and current contact information for themselves. This information is vital to assure we can reach residents in the event they are part of contact tracing efforts surrounding a positive COVID-19 case(s) or if we need to reach them regarding residential updates or changes.
Residential students are also required to provide accurate, complete and current contact information for an emergency contact who can be reached in a medical emergency. The emergency contact must be provided and updated in Banner.

**Delivery - Non-SUNY Poly Food Vendors**

Residential students are permitted to purchase food deliveries from outside services, and are encouraged to ensure that vendors are following COVID-19 safe food preparation and delivery guidelines. Students must direct delivery staff to meet them outside at a minimum 6ft distance from the front door of the complex. Students must wear face coverings when picking up food.

**Elevators**

Residential elevators in Hilltop Hall will remain available for resident students if there is continuous compliance with the policies posted regarding elevator use. The Director of Environmental Health and Safety and Assistant Vice President for Student Affairs retain the right to discontinue elevator service for non-ADA purposes if policies are not followed.

**Emergency Close of Residential Operations:**

- Students will be notified of the necessity to check out via SUNY Poly email and “call them all” text/phone notification.
- 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 notification that there is an emergency shutdown of Residential Life Operations.
- Students will utilize a form to confirm their knowledge of the shutdown and to indicate their departure time.
- Students requiring move out assistance will be limited to two assistants; assistants will complete the SUNY Poly screening prior to being allowed to participate in move-out.
- 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. These students will need to complete a form explaining their inability to depart or the need to request an extended stay.
- Within 48 hours of move-out process completion, Residence Life staff will conduct a visual inspection for confirmation.
- After 72 hours, facilities staff can begin the full disinfection process.

**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 dining and wellness services will remain in place for isolated or quarantined students during shut down.

Guests and Visitors Policies

**Guests** - A “guest” is defined as a currently enrolled SUNY Polytechnic student who is not a resident student of the building he/she is visiting.

**Visitors** - A “visitor” is defined as an individual who is not a SUNY Polytechnic Institute student who is visiting a current student of SUNY Polytechnic Institute. Formerly enrolled students of SUNY Polytechnic Institute, alumni of SUNY Polytechnic Institute, family members and friends, including students of other colleges and universities are considered non-student “visitors.”

For the purposes of the Fall 2020 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.*

*Violation of the guest or visitor policy will result in immediate referral to student conduct and may result in loss of housing privileges. Students who are removed from housing for violations of policies are not eligible for a refund of their room or board fees.*

In-Room Heating of Food

Due to the limitations COVID-19 puts on the ability for large groups to safely share kitchen facilities, SUNY Poly anticipates that students may use their microwaves for in-room heating of food more than usual. Please note that our residence halls are zoned for light meal prep and snack preparation only, and NOT for in-room cooking. Students must dispose of leftover food or solid foods after cleaning plates and utensils *in the garbage*, with daily disposal of bedroom trash cans to the outside dumpsters. Rinsing food or other solids down bathroom sinks or toilets is prohibited. Students who cause clogs, damage or other issues by violating this policy will pay for the costs associated with repairs and will lose permission to prepare food in-room and/or to remain in residence if continued violations occur. Repeated violations that result in damage will be referred to student conduct.

Right of Inspection/Health and Safety Inspections

When Right of Inspection or Health and Safety Inspections are needed, residential students will be provided with notice prior to entry and personal protective equipment will be worn by staff for the duration of the room entry. Students will be provided with face coverings if they do not have them in their room, and the student must wear the face covering while the staff member(s) is/are present.
Kitchens and Lounges

All shared residential kitchens and lounges will be closed for the Fall 2020 and until further written notice. Residence Life Staff may utilize lounges for meetings and mediations using required social distancing guidelines, PPE requirements and with advance permission of the Assistant Director of the complex. Any use of a common lounge must be reported to facilities for cleaning prior to the next approved use of the space.

Laundry Facilities

Given the different sizes and populations of students using each residential laundry rooms, protocols specific to use of laundry facilities will be distributed to residents at move in and posted at the entrance to each laundry room. Residents are expected to comply with all policies specific to their laundry room. New protocols will include limits on the number of students permitted in a laundry room at one time and limited hours to allow for cleaning and disinfection.

Personal Protective Equipment

Face coverings must be worn at all times upon entry to a residential facility, including in vestibules and stairwells, common areas, hallways and elevators except by those individuals with an underlying health condition that does not allow a mask to be worn safely. Inability to wear a mask must be recognized, approved and documented by the Wellness Center and/or Disability Services.

Updates to Residential Policies and Procedures

With written notice, in line with policy on the updates to standard Residential Life Policies and Procedures, 2020-2021, Residential Life COVID-19 Supplemental policies and procedures may be modified, changed or updated at any time in the interest of the health and safety of all residents and SUNY Poly personnel. Notice will be provided in advance to any updated policy taking effect. Students will be required to review and comply with these and any updates to the policies and procedures.

For questions regarding Residential Policies and Procedures, or the Supplemental COVID-19 related Policies and Procedures, please contact the Office of Residential Life at reslife@sunypoly.edu.
As a member of the Wildcat Community, I recognize the vital role I play in helping to mitigate the spread of COVID-19 on the SUNY Polytechnic Institute campus. In order to reduce my risk, I agree to be an active participant in maintaining my own health, wellbeing, and safety, as well as the safety of others, by following all the guidelines and expectations outlined by the university.

As more information is gathered and known, I understand that SUNY Poly may modify these guidelines and expectations through written notification in campus announcements and via SUNY Poly email. It is my responsibility to make every effort to keep myself apprised of these changes to protect myself and the campus community.

To protect myself, I will:

- Participate in a precautionary seven-day quarantine at home (within NYS or a state not under the current NYS travel advisory) prior to arrival to campus to reduce the risk of virus transmission. SUNY Poly is requesting the precautionary quarantine period to reduce the probability of bringing pre-symptomatic individuals to campus.

If I am currently residing or have traveled (within 14 days of arrival to campus) to one of the states identified with travel restrictions to New York or internationally, I understand that I will be required to follow the New York State requirements related to travel and quarantine for 14 days in NYS prior to arrival. Additionally, I am required by NYS to complete the travel form [https://forms.ny.gov/s3/Welcome-to-New-York-State-Traveler-Health-Form](https://forms.ny.gov/s3/Welcome-to-New-York-State-Traveler-Health-Form)

- Complete the SUNY Poly pre-arrival screenings and daily screenings (prior to arrival on-campus or before leaving my residence hall room) available here: [https://sunypoly.edu/covid19/screening.html](https://sunypoly.edu/covid19/screening.html), and monitor for symptoms of COVID-19.

- Report to the Wellness Center in a timely manner (within 24 hours) if I am experiencing a fever of 100.4°F (38°C) or higher, or any symptoms that cannot be attributed to other known medical conditions (such as asthma, migraine headaches, allergies, etc), including chills, cough, shortness of breath or difficulty breathing, unexplained fatigue, general feeling unwell without explanation, unexplained muscle pain or body aches, headache without a clear reason, loss of ability to smell or taste, sore throat, sinus congestion or a stuffed or runny nose, unexplained nausea or vomiting, diarrhea, unexplained rash.

- Wear an appropriate face covering and other personal protective equipment as directed by New York State and SUNY Poly.

- Wash my hands often with soap and water and/or use hand sanitizer.

- Maintain appropriate physical distancing measures, especially in classroom and social settings.

- Strongly consider getting a flu vaccine as symptoms of COVID-19 may closely resemble flu symptoms.

- Keep my personal space, shared common space, and my belongings clean.
To protect others in the Wildcat Community, I will:

- Stay home if I feel ill.
- Follow directives and participate fully and honestly with the Wellness Center related to notifying, testing, contact tracing, self-quarantining and isolation.
- Wear an appropriate face covering and other personal protective equipment as directed by New York State and SUNY Poly.
- Follow classroom and laboratory social distancing and cleaning protocols.
- Be respectful and helpful to anyone around who may be in need of support.
- Follow these guidelines whether I am on or off-campus.

I understand COVID-19 is a highly contagious virus, and it is possible to develop and contract the COVID-19 disease even if I follow all of the safety precautions above and those recommended by the New York State Department of Health, CDC, local health department, and SUNY Poly. I understand that although SUNY Poly is following the coronavirus guidelines issued by New York State and the CDC to reduce the spread of infection, I can never be completely shielded from all risk of illness caused by COVID-19 or other infections.

SUNY Poly recognizes that some students with disabilities, in order to live and learn safely, may need to modify some aspects of this agreement. Students who believe they may not be able to adhere to these protocols for disability-related reasons should contact the Office of Disability Services at ds@sunypoly.edu to request a reasonable accommodation/modification.

I have read, understand, and agree to comply with the SUNY Poly Agreement as stated above. I take this agreement seriously and will do my part to protect myself and the Wildcat Community as part of my shared responsibility. I agree to use appropriate health and safety precautions and understand that my actions can put myself or others at risk. I understand failure to comply with these directives may result in a referral to the Office of Community Standards for a violation of the Student Code of Conduct.
Code of Student Conduct and COVID-19
Effective October 1, 2020

In accordance with the Emergency Uniform SUNY-Wide Safety Protocols, SUNY Polytechnic Institute has updated their Sanction Guidelines as it relates to COVID-19 violations. You are encouraged to read the full policy, which can be found here.

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.¹

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 cases are 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.”

Additionally, 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.

Guests and Visitors Policies:

For the purposes of the fall 2020 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

¹ 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.
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.”
<table>
<thead>
<tr>
<th>Directives</th>
<th>Action #1</th>
<th>Action #2</th>
<th>Action #3</th>
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<tbody>
<tr>
<td></td>
<td>Available sanctions shall include the following</td>
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| 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 Dismissal²                                                |                                                                                               |                                                                                               |
|                                                                           |                                                                                               |                                                                                               |                                                                                               |
| 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                                                |                                                                                               |                                                                                               |
|                                                                           |                                                                                               |                                                                                               |                                                                                               |
| 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) | - 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                                                    |                                                                                               |                                                                                               |
|                                                                           |                                                                                               |                                                                                               |                                                                                               |
| 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) | - 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. |                                                                                               |                                                                                               |
|                                                                           |                                                                                               |                                                                                               |                                                                                               |

² Permanent dismissal shall have the same meaning as expulsion in the SUNY Poly Code of Conduct.
| Failure to comply by hosting an on-campus gathering in a residential hall, campus building (Residential Student) | · 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 |
|---|---|
| Failure to comply by hosting an on-campus gathering in a residential hall, campus building (Non-Residential Student) | · 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.  
· 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 (Residential Student) | · 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.  
· Permanent Dismissal |
<table>
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<tr>
<th>Event Description</th>
<th>Consequences</th>
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| Failure to comply by hosting an off-campus gathering (Non-Residential Student)   | - 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) | - 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                                                                                                                   |
| Failure to comply by attending an on-campus or off-campus gathering (Non-Residential Student) | - 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 | · 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 | · 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 the revised occupancy limits within the Residence Hall lounges or community spaces | · Disciplinary Warning  
· Disciplinary Probation  
· Final Probation  
· 1-2 Educational Sanctions  
· 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 the use of face covering in a public setting as directed by SUNY Poly and New York State | · Letter of Notice with a reminder of the directive and consequences of continuing to not follow guidelines  
· Disciplinary Warning | · Disciplinary Probation  
· Final Probation  
· Deferred Residential Hall Suspension  
· Suspension | · 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 distancing requirements as directed by SUNY Poly and New York State | · Letter of Notice with a reminder of the directive and consequences of continuing to not follow guidelines  
· Disciplinary Warning  
· 1-2 Educational Sanctions | · Disciplinary Probation  
· Final Probation  
· Deferred Residential Hall Suspension  
· Suspension  
· 1-2 Educational Sanctions | · 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 contract tracing efforts | · Disciplinary Probation  
· Final Probation  
· Deferred Residential Hall Suspension  
· Suspension  
· 1-2 Educational Sanctions | · 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 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 protocol[^3]

| · Disciplinary Probation | · 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. |
| · Final Probation | · Academic and/or housing suspension and final probation with educational sanctions. |
| · 1-2 Educational Sanctions | · Permanent Dismissal |

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.*[^4]

| · Disciplinary Probation | · 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. |
| · Final Probation | · Academic and/or housing suspension and final probation with educational sanctions. |
| · 1-2 Educational Sanctions | · Permanent Dismissal |

[^3]: 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).

[^4]: See previous footnote.
| Failure to comply with following classroom and laboratory social distancing | · Letter of Notice with a reminder of the directive and consequences of continuing to not follow guidelines  
· Disciplinary Warning  
· 1-2 Educational Sanctions | · Disciplinary Probation  
· Final Probation  
· 1-2 Educational Sanctions | · 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 |
Fall 2020 SUNY Poly Event Policy

On behalf of the Center for Student Involvement and COVID Events Committee, the following guidelines have been established and are described in detail in SUNY Poly’s reopening plan. Please know that these guidelines may change at any time as a result of guidance from SUNY and New York State. We have and will continue to utilize our SUNY partners as points of reference, and our guidelines are consistent with what we are seeing across the state.

It is really important to recognize that the college experience will look and feel very different from what we are used to. We acknowledge that this may be disappointing, but student safety is our highest priority. We are committed to cultivating a comprehensive college experience for everyone, and your role as a student leader will play a significant part in this process. Continuing opportunities for students to connect and engage in co-curricular experiences is critical to our goal of promoting a holistic student experience.

As you may have noticed in the SUNY Poly fall 2020 plan, there are strict guidelines related to in-person campus events and club activities. We hope this communication clarifies and expands on those guidelines.

### Club Meetings
We anticipate that nearly all clubs will conduct their recurring club meetings virtually. Given space availability and capacity restrictions for social distancing, there will not be sufficient venues to accommodate in-person meetings. Furthermore, hosting meetings virtually will permit those students completing their studies online the opportunity to connect with your group. SGU is encouraging the use of Collaborate through Blackboard in order to be inclusive and consistent in the methods we are using to connect with students. The SGU Office Manager can assist with scheduling your meetings. To gain access to the Collaborate platform, groups will be able to submit a request through ENGAGE beginning on August 15, 2020 and will be available to primary club contacts in the main Forms tab.

### Hosting a Campus Event
While we highly encourage you to think about how to host programs remotely, we understand not all events work in this platform. Campus preference for hosting events is: 1. Virtual events 2. Outside events (weather permitting) 3. Socially distanced indoor events if other options are not viable.

Any SGU-funded group requesting an in-person event must first receive written approval from the Center for Student Involvement staff prior to submitting a request on Engage. If approved, SGU-funded student groups may make a request through Engage to host a campus event, while otherwise funded student groups will utilize only the campus request form for consideration. All requests must be submitted at least 30 days in advance.
The review process will include the following considerations in addition to the five criteria outlined in the matrix:

- Personal face masks must be required for entry into all events.
- Social distancing requirements must always be maintained.
- Hosts are responsible for enforcing the latest guidelines as outlined by both NYS and local government.
- Groups structured around physical exercise, performance and musical rehearsal/practices will be restricted to online events, due to the increased risk of coronavirus transmission associated with these kinds of activities.
- Event marketing should remind participants to follow public health guidelines such as wearing a mask, social distancing, etc.
- Student events will be restricted to SUNY Poly students only with campus ID checked at the door. Advance sign-up is required and will need to take place in Engage via RSVP.
- Outside events may not be advertised to non-students/off-campus.
- Groups may implement live streaming (Facebook live or Instagram live) for any in person program that does not conflict with copyright law or contractual agreements.
- No catering will be allowed until further notice.
- Student groups looking to contract outside services must ensure and provide documentation that those vendor(s) will comply with campus standards for social distancing, cleanliness, etc. Please note there will be a limit to the number of hired personnel permitted at any one program.
- Event capacity may not exceed the adjusted room capacities for social distancing. Adjusted room capacities can be found within the SUNY Poly fall 2020 plan. Outdoor venues will also have established capacities on the current guidelines established by the state.
- Equipment, tools, implements, objects, furniture, and other surfaces that are touched by participants will be disinfected or sanitized before the event, between participants (as necessary), and after the event using approved disinfectants that are effective on SARS-CoV-2 (COVID-19) according to the EPA N-list directions for contact time and manufacturer’s instructions. Please be aware that your group may incur a cleaning charge associated with your in-person event.

*Please note: The allowance of face to face events is a privilege for all, and non-compliance with these guidelines may jeopardize future events for all groups on campus.

**Event and Gathering Matrix and Review Process**

Any proposed live event or gathering MUST comply with current public health policy (As of July 1, 2020, 50 people or fewer with social distancing and masks). Events and gatherings enhance the curricular and co-curricular experience, alumni and community engagement, and are a valuable aspect of an institution of higher learning. At the same time, we must mitigate risk in order to protect the core mission of the institution and whenever possible events and gatherings should be offered remotely. Please consider the following criteria when proposing in person events or gatherings:
<table>
<thead>
<tr>
<th>Low Priority for approval</th>
<th>Med priority</th>
<th>High priority for approval</th>
<th>Need more information</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Could the event be offered virtually</strong></td>
<td>Can be offered virtually</td>
<td>Would be very difficult or only somewhat as effective</td>
<td>It is not possible or would not be effective if offered virtually</td>
</tr>
<tr>
<td><strong>Health risk level related to COVID-19</strong></td>
<td>Interactions are sustained, indoors, and other factors make risk factors difficult to manage</td>
<td>Interactions are sustained but outdoors and/or otherwise manageable risk factors</td>
<td>Interactions are quick and/or outdoors, and/or there is minimal contact with students/staff/faculty</td>
</tr>
<tr>
<td><strong>Relevance to the academic mission</strong></td>
<td>Little or no connection to higher learning</td>
<td>Some connection to higher learning</td>
<td>Directly supports higher learning</td>
</tr>
<tr>
<td><strong>Value to the institution</strong></td>
<td>Does not engage students, staff, faculty, alumni or community in a way that benefits the institution</td>
<td>Engages students, staff, faculty, alumni or community in a way that has some benefit to the institution</td>
<td>Direct benefit to the institution</td>
</tr>
<tr>
<td><strong>Responsibility as a Public Agency (i.e. Third party/First Amendment)</strong></td>
<td>Not connected to our responsibility as a public agency</td>
<td>Some connection to our responsibility as a public agency</td>
<td>Directly related to our responsibility as a public agency</td>
</tr>
</tbody>
</table>

This matrix will be used campus-wide for all programs hosted by campus departments, academic programs, and student groups. The review of all applications will be conducted by a committee established for this purpose.

**Venue Availability and Capacities**
Because of established social distancing guidelines, room capacities have been adjusted and capacities are approximately 10-20% of the typical number. Furthermore, because most classrooms on campus will not be large enough to meet the needs of face-to-face course enrollments, many of these classes will be moved into larger campus facilities not typically used for academic purposes. Finally, there will be attendance capacities for outdoor venues, as well, and these will be guided by
the current guidelines established by the state. As of the writing of these guidelines, indoor and outdoor events will be limited to a maximum of 50 persons.

**Off-Campus Events**
Student groups will not be permitted to host events off-campus.

**Club and Involvement Fair**
The Center for Student Involvement will not be hosting an in-person Student Involvement and On Campus Jobs Fair this semester. Alternatively, we are working hard to procure a technology platform that will allow us to host a virtual fair. When we know more about when and how this platform will work, we will let you know and provide instructions on how your group can sign-up.

**Club Tabling**
Club tabling will be restricted to four groups at a time and only on the 1st Floor of the Student Center. Groups will be limited to a maximum of two members present during the tabling period wearing masks and social distancing. Depending on weather conditions, tabling will occur outside of the Student Center.

**Engage Software**
The Engage software provides your group with a variety of solutions to conduct business remotely. For example, your group can send out messages to those on your roster, hold discussion boards, and conduct elections. We are actively promoting this platform to new students and you may receive inquiries from new students asking to join. Please be extra vigilant in monitoring these requests in the roster section of your club page. Please also make sure you complete the club re-registration process, as well. Look for details soon about this process.

**Student Club Offices and Storage**
Clubs that have designated storage space will be permitted to access these closets through a formal request with the SGU Office Manager with 48 hours’ notice. No more than one person will be permitted in an office at any one time. Equipment may not be removed or used for unapproved activities.

Student use of office spaces must mirror the minimum requirements enforced by the campus:
- Work that can be done remotely without negative direct impact on students is to be done remotely.
- Low density is the priority in all indoor spaces. More than one person in an office is to be avoided, always.
- Meetings should not be held in person. Hangouts, Webex or Collaborate are free and encouraged. Collaborate is encouraged for any board audience as it is ADA compliant.
- There can be no use of shared items like coffee pots, refrigerators, microwaves, etc.

To access the form to request use of student offices, click [here](#).
Student Center Hours of Operation
Please note that the Student Center Hours of Operation will be reduced for the fall semester and all requests for space must be within the established hours.

In Closing
We really understand and acknowledge that the guidelines outlined above are not the campus life experience we were all hoping for or are used to. We hope that you recognize the necessity to implement these protocols for the upcoming semester. It is our hope that we will return to a more “normal” college experience in the near future. Conducting activities in a modified or virtual way will require all of us to think differently and creatively. Please continue to join us in creating the vibrant college experience we all need and want, especially for those new students that are joining our community.