SUNY Old Westbury and COVID-19
Fall Guidance 2021

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Section 1: Purpose

The purpose of these guidelines is to explain the policies and procedures the State University of New York at Old Westbury will implement during the Fall 2021 semester with respect to COVID-19 vaccination, testing, and safety precautions designed to protect the health of the campus community and to promote student success.

This Fall 2021 guidance outlines actions the College will take to ensure a safe learning and working environment for its students and employees. This plan was developed using the same guiding principles that successfully led the College throughout the 2020-2021 academic year:

- **Ensure Safety:** Protect the health and safety of students, faculty, and staff
- **Sustain Academic and Learning Excellence:** Enable students to achieve learning goals in each course and make progress toward their educational objectives
- **Promote Access and Equity:** Minimize inequity in learning opportunities among students in different social, health, and economic circumstances
- **Achieve Academic and Operational Synergies**
- **Provide Stability:** Allow for educational and operational functions to be conducted with minimal disruptions for students, faculty, and staff
- **Prepare for the Long-term:** Create an academic and operational model that may be sustainable beyond the ongoing pandemic.

The procedures that follow are intended to provide a more vibrant, dynamic experience when compared to the nearly completely remote environment we experienced over the past academic year in both instructional and co-curricular activities.

**Unless otherwise noted, the guidance provided here goes into August 15, 2021.**

Given the still fluid nature of the spread of COVID-19 and shifting federal, state and local guidance and policies, the College will continually monitor campus and local conditions. Should revisions or additions to this guidance be warranted, such information will be announced to the campus.

**Key Highlights**

- **All students who will access campus facilities in person are required to be fully vaccinated against COVID-19.** This requirement goes in to final effect at the point the first vaccine against the virus achieves full approval from the U.S. Food and Drug Administration – even if the approval occurs mid-semester. **Students will have 10 days from that full authorization to provide evidence they are complying with the vaccine requirement.** Students who do not provide evidence of compliance when or before this event occurs will not be permitted on campus.
• All residential students will be assigned to single room accommodations for the Fall 2021 semester and all residential students are required to be fully vaccinated prior to occupancy for the Fall 2021 term, with limited exceptions. Submission of vaccine information is due by August 8, 2021.

• All students, faculty, staff and visitors no matter their vaccination status will be required to wear masks in all indoor spaces — including classrooms, laboratories, bathrooms, meeting/event spaces, the Campus Library, Student Union, Shuttle Buses, and Student Health Center — and in any indoor space where six feet of social distancing cannot be achieved. Those who have not provided evidence of vaccination must wear masks at all times when indoors. Further details on this are available in “Section 2: Campus-wide Protocols.”

• All students who do not provide proof of vaccination or are deemed exempt from vaccination and all employees who do not provide proof of vaccination will be required to participate in weekly testing for COVID-19.

• All students who have not yet completed the vaccination verification process or have an approved exemption and all employees who do not provide proof of vaccination are required to maintain six feet of social distancing, where practicable, across campus.
Section 2: Campus-wide Protocols

Masks and Social Distancing

Indoors

Masks are required for all students, faculty, staff and visitors in all indoor spaces — including classrooms, laboratories, bathrooms, meeting/event spaces, the Campus Library, Student Union, Shuttle Buses, and Student Health Center. This protocol is in place given the continued spread of COVID-19 and its Delta variant and with the vaccination status of our campus still coming into focus. Any relaxation of the mask requirement will require the recommendation of the College's COVID-19 Campus Safety Monitoring Workgroup, which will monitor vaccination rates and other campus factors as we progress from summer into fall.

In group settings, social distancing should be maintained, wherever practicable, with all participants remaining fully masked.

Masks may be removed indoors only in the following situations:

- when socially distanced and eating/drinking while seated. Please note that no food or drink is allowed in any classroom or lab during instruction.
- while socially distanced and working at workstations or in personal residence hall rooms.

Outdoors

Individuals who have submitted proof of vaccination are able to remove their masks outdoors without having to maintain social distancing.

Unvaccinated, partially vaccinated, and those who have not provided proof of vaccination status are only required to wear masks outdoors when social distancing from others cannot be maintained.

Characteristics of Face Masks

It is recommended that masks used:

- Have two or more layers of washable and breathable fabric
- Completely cover your nose and mouth
- Fit snugly against the sides of your face and nose without having any loose gaps
- Have a nose wire to prevent air from leaking out of the top of the mask
**Density and Spacing**

While SUNY Old Westbury seeks to serve its students and employees with a more traditional College experience that has not been possible since the beginning of the COVID-19 pandemic, some indoor space constraints will remain in place for the Fall 2021 semester.

The College retains the right to increase or reduce space capacities on campus based on the level of presence of COVID-19 found in its community.

Workplace capacity for employees is only limited by the space available for individuals to maintain six foot social distancing based on their COVID-19 vaccination status. For fully vaccinated individuals, no social distancing is required.

**Public Use Spaces**

- Student Union Multipurpose Rooms: 75% occupancy maximum
- Student Union Lounges: 75% occupancy maximum
- Maguire Theater: 75% occupancy maximum
- NAB 1100: 75% occupancy maximum

**Student Support and Student Development Offices**

In-office appointments can be made available for individual and small group sessions as a facilities space requirements allow. A virtual “space” should be used for larger sessions/programs and in those situations where an office or space cannot support six foot social distancing.

**Hand Hygiene**

Alcohol-based hand sanitizer dispensers are located in most public spaces on campus and at or near entrances to all buildings. Each unit dispenses New York State Clean sanitizer, which contains at least 60% alcohol.

Signage will be present at prominent locations across campus promoting good hand hygiene.

While the College’s custodial team will monitor usage through the course of its daily activities, the Maintenance & Facilities Department should be notified (extension 3303) if a member of the campus community finds supplies diminished in a given location on campus.
Cleaning and Disinfection

The College’s custodial staff will clean and disinfect high-touch locations/surfaces in public spaces such as common areas, shared workstations, handrails and bathrooms at least twice daily. Cleaning and disinfection records for these locations/surfaces are maintained by the Maintenance & Facilities Department.

Regular cleaning and disinfecting of other surfaces by custodial staff will be conducted as necessary given the level of traffic and type of individuals who use the space and general risk of community transmission of COVID-19.

Thorough cleaning of instructional spaces will occur during previously scheduled down times between classes and after-hours.

Cleaning and disinfection efforts will comply with guidance provided by the New York State Department of Health and the CDC. Products used meet Environmental Protection Agency (EPA) criteria for proactive use against COVID-19.

Disinfectant wipes are made available to departments upon request so employees can disinfect their own high touch surfaces. A routine disinfecting of high-touch surfaces within personal spaces twice daily is recommended. Employees and students are asked to clean their desks/work surfaces, before and after use with provided disposable, disinfectant wipes.

Cleaning When Infection is Reported

In the event an individual who has visited campus is confirmed to have tested positive for COVID-19, cleaning and disinfection, at a minimum, will take place in all heavy transit areas and on high-touch surfaces. In addition, the College will:

- Close off areas used by the individual who is suspected or confirmed to have tested positive for COVID-19. Operations in areas in close proximity to the affected area may not be altered if the affected area can be suitably confined.
- Open outside doors and windows to increase air circulation in the area.
- Clean and disinfect all areas used by the individual, such as offices, classrooms, bathrooms, and common areas.

Once the area has been appropriately cleaned and disinfected, it can be reopened for use. As per CDC guidelines, if less than 24 hours have passed since the individual who is sick or diagnosed with COVID-19 has been in the space, the space will be cleaned and disinfected. If more than 24 hours have passed since the individual who is sick or diagnosed with COVID-19 has been in the space, cleaning will be conducted. If more than 3 days have passed since the individual who is sick or diagnosed with COVID-19 has been in the space, no additional cleaning (i.e., beyond regular cleaning practices) will be conducted.
**Ventilation and Air Filtration**

SUNY Old Westbury is maintaining its ventilation and air filtration systems in alignment with guidelines released by the American Society of Heating, Refrigeration and Air Conditioning Engineers (ASHRAE) Epidemic Task Force in January 2021.

As such:

- Outdoor airflow and ventilation rates have been increased in indoor settings to the extent compatible with individual comfort and safety and in accordance with building codes and standards, and
- Either standalone or a combination of filters is in place on those air handlers throughout the College’s academic, administrative and residential facilities whose filter rack and air handling systems can support Minimum Efficiency Reporting Value (MERV) 13 or better levels of performance

In addition, individual air purifiers are being installed in each residential unit on campus.

**Campus Transportation**

The College Shuttle Bus will run on its regular schedule in concert with the College’s class schedule.

All drivers and riders will be required to wear face masks while on the shuttle bus, regardless of COVID-19 vaccination status. Buses will be cleaned at the end of each driver's shift.

**Domestic and International Travel**

As of June 25, 2021, the New York State Travel Advisory is no longer in effect.

**Recommendations for Those who are Vaccinated**

If you are fully vaccinated, the CDC recommends:

- Wearing a face mask during travel over your nose and mouth during travel on planes, buses, trains, and other forms of public transportation traveling into, within, or out of the United States and while indoors at U.S. transportation hubs such as airports and stations. Travelers are not required to wear a face mask in outdoor areas of a conveyance (like on open deck areas of a ferry or the uncovered top deck of a bus).
- Follow all state and local recommendations at your destination and requirements, including face mask wearing and social distancing.
• After travelling, self-monitor for COVID-19 symptoms; isolate and get tested if you develop symptoms.

**Recommendations for Those who are not Vaccinated**

If you are not fully vaccinated, the CDC recommends that you delay travel until a vaccination series can be completed. If you are not fully vaccinated and must travel, the following CDC recommendations apply:

• Get tested with a viral test 1-3 days before your trip.
• Wear a face mask while traveling over your nose and mouth on planes, buses, trains, and other forms of public transportation traveling into, within, or out of the United States and while indoors at U.S. transportation hubs such as airports and stations. Travelers are not required to wear a face mask in outdoor areas of a conveyance (like on open deck areas of a ferry or the uncovered top deck of a bus).
• Avoid crowds and stay at least 6 feet from anyone who is not traveling with you.
• Wash your hands often or use hand sanitizer (with at least 60% alcohol).
• After traveling, get tested with a viral test 3-5 days after travel AND stay home and self-quarantine for a full 7 days after travel.
  o Even if you test negative, stay home and self-quarantine for the full 7 days.
  o If your test is positive, isolate yourself to protect others from getting infected.
  o If you don’t get tested, stay home and self-quarantine for 10 days after travel.
• Avoid being around people who are at increased risk for severe illness for 14 days, whether you get tested or not.
• Self-monitor for COVID-19 symptoms; isolate and get tested if you develop symptoms.
• Follow all state and local recommendations or requirements.

**Visitors to Campus**

**Campus Activities**

Non-residential visitors to campus are allowed for campus events and activities, based on existing campus policies and procedures. New York State and local guidelines regarding capacity limits must be followed.

All visitors must wear masks in all indoor event spaces and adhere to six foot social distancing norms, where practicable.

**Residence Halls**

Off-campus overnight visitors will not be allowed during the Fall 2021 semester.
Visits among SUNY Old Westbury students between halls are allowed in accordance with pre-pandemic policies and procedures.

**Campus Offices**

For guests of administrative and/or academic departments, the department(s) responsible for the invitation must ensure guests comply with campus policies and procedures while on campus, including those related to unvaccinated individuals.
Section 3: Student Guidance

Vaccination Requirements — General

SUNY has announced a system-wide policy that all students who access campus facilities in person must be vaccinated against COVID-19, with limited exceptions. Students are advised that SUNY Old Westbury will require full compliance with this general SUNY-wide policy requiring student vaccinations.

Submittal of vaccine records to the Student Health Center is due for all students by August 8, 2021. Directions on how to submit vaccine information is available via the College’s COVID-19 Immunization Compliance webpage.

Students are further advised that SUNY Old Westbury has adopted a campus regulation requiring vaccinations of all students who live in campus residence halls which must be complied with prior to moving into the residence halls.

Students will have 10 days from full FDA authorization to provide evidence they are complying with the vaccine requirement. Students who do not provide evidence of compliance when or before this event occurs will not be permitted on campus.

To ensure compliance with this requirement and a smooth return to campus, students are advised to become vaccinated as soon as possible.

For the purposes of this guidance, students are considered fully vaccinated for COVID-19 more than two weeks after they have received the second dose in a two-dose series (e.g., Pfizer-BioNTech or Moderna), or more than two weeks after they have received a single-dose vaccine Johnson & Johnson/Janssen).

As per the SUNY policy, this requirement will not take full effect for non-residential students until at least one COVID-19 vaccination receives full U.S. Food and Drug Administration (FDA) approval. Students are advised that SUNY Old Westbury will require full compliance with this general policy.

Medical Exemptions

Students may be exempt from the vaccination requirement if a duly licensed healthcare provider formally certifies in writing that the student has a medical contraindication to the COVID-19 vaccine. Students requesting consideration for a medical exemption from vaccination requirements must submit the appropriate exemption request form available via the College’s COVID-19 Immunization Compliance webpage.

Requests for medical exemptions must contain:

1. The certification of a licensed healthcare provider
2. Sufficient information for Student Health Center staff to understand the medical basis for the exemption
3. The necessary length of a requested exemption, and
4. Contact information for the licensed healthcare provider.

Student Health Center staff will review all exemption requests in the same manner as it considers requests for other medical exemptions (e.g., MMR immunization requirements).

**Religious Exemptions**

Students who hold genuine and sincere religious beliefs and practices that are contrary to obtaining a COVID-19 vaccination may petition for exemption from the vaccination requirement by submitting the appropriate exemption request form available via the College’s [COVID-19 Immunization Compliance webpage](#).

Such a statement should explain how receiving the COVID-19 vaccination conflicts with the student's sincere religious belief or practice. Student Health Center staff will review all exemption requests, as they do for the MMR immunization exemption requests.

Students requesting medical or religious exemptions from the COVID-19 vaccination requirement should first consult with their academic program dean/director/principal investigator to confirm that the failure to be vaccinated does not prevent the student from otherwise fulfilling their programmatic or curricular requirements of their specific academic program(s).

Students granted a medical or religious exemption from the COVID-19 vaccination requirements will be subjected to certain campus restrictions in addition to weekly COVID-19 testing responsibilities as set forth in this policy.

**Vaccination Requirement — Resident Students**

SUNY Old Westbury will house all residential students in single room accommodations for the Fall 2021 semester. The College is requiring all students living in campus housing to be fully vaccinated prior to occupancy for the Fall 2021 semester, with limited medical and religious exemptions only as specified below and independent of the FDA approval process.

For the purposes of this guidance, students are considered fully vaccinated for COVID-19 more than two weeks after they have received the second dose in a two-dose series (e.g., Pfizer-BioNTech or Moderna), or more than two weeks after they have received a single-dose vaccine (Johnson & Johnson/Janssen). COVID-19 vaccines recognized by the World Health Organization (WHO) may now be accepted for purposes of determining vaccine status.
Medical and Religious Exemptions

Residential students intending to live in campus residence halls who wish to request an exemption from the COVID-19 vaccination requirement must submit the appropriate exemption request form no later than Sunday, August 8, 2021. The procedures for submitting exemption requests can be found on the College’s COVID-19 Immunization Compliance webpage.

Obligations of Residential Students Exempted from Vaccination Requirement

Students who are granted an exemption from the COVID-19 vaccine requirement are subject to special precautionary obligations to enable them to remain on campus. Such students are required to:

1. Provide proof of a negative COVID-19 test taken within 72 hours of the student's move-in date.
2. Comply with mandatory COVID-19 surveillance testing at least once a week.
3. Maintain six feet of social distancing practices and wear a face mask at all times the student is indoors, where practicable, except:
   a. when the student is in their private residential or personal space;
   b. when the student is eating meals on campus while seated and six feet of social distancing is appropriately enforced;
   c. when the student is by themselves;
   d. when the student must comply with other stated or posted guidelines applying to campus instructional, work, and research spaces, as set forth in these guidelines or in other College policies.

Housing Cancellation for Unvaccinated Students

Students unwilling to comply with the vaccination requirement for on-campus housing may petition to cancel housing on or before Sunday, August 8, 2021 via email to reslife@oldwestbury.edu. Students who fail to meet this deadline will be subject to housing charges for the fall 2021 semester, but are only permitted to move into their space if they are fully vaccinated prior to occupancy.

Testing Responsibility/Consequences of Non-compliance for Residential Students

Students living on campus and granted medical or religious exemptions from the vaccination requirement must participate in weekly COVID-19 testing. Details concerning location and hours of testing is pending and will be announced in August 2021.

See the “COVID-19 Testing of Students” section for details on the COVID-19 testing program.
It is the responsibility of the student to schedule and complete testing each week as long as they remain unvaccinated or are not yet fully vaccinated (i.e., less than two weeks post-completion of vaccination or vaccination series). Students will be granted one warning for failure to comply with this testing responsibility. Upon a second missed test, the student will be subject to the Student Conduct process and possible removal from College housing.

Vaccination Requirement — Commuter Students

This policy requires all SUNY Old Westbury students who access campus facilities in person to receive a COVID-19 vaccination beginning before the start of the Fall 2021 semester, with limited exceptions. While this requirement will not take full effect until at least one COVID-19 vaccination receives full FDA approval, all students are advised that the College will require full compliance with this general policy requiring student vaccinations within 10 days of full FDA approval. Pending FDA full approval, the following guidelines shall apply to all commuter students having any on-campus presence and engagement with on-campus activities.

Students are strongly encouraged to submit proof of vaccination in accordance with the information posted on the SUNY Old Westbury COVID-19 Immunization Compliance webpage. Students submitting proof of vaccination should do so by August 8, 2021, to ensure the College can confirm their vaccination status prior to the start of the Fall 2021 semester.

Medical and Religious Exemptions

Commuter students who wish to request an exemption from the vaccination requirement must submit the appropriate exemption request form no later than Sunday, August 8, 2021. The procedures for submitting exemption requests can be found on the College’s COVID-19 Immunization Compliance webpage.

Obligations of Unvaccinated/Vaccination Status Unknown Commuter Students

Commuter students who do not submit proof of COVID-19 vaccination prior to full FDA approval or who are granted an exemption from the COVID-19 vaccination requirement in accordance with these guidelines are subject to special obligations to enable them to have a physical presence on campus. Such students are required to:

1. Provide proof of a negative COVID-19 test taken within 72 hours of the first day of classes or quarantine for 10 days prior to the first day of class and have a negative COVID-19 test on the 10th day to be eligible for release.
2. Comply with mandatory COVID-19 surveillance testing at least once a week.
3. Maintain six feet of social distancing practices and wear a face mask at all times the student is indoors, where practicable, except:
a. when the student is eating meals on campus while seated and six feet of social distancing is appropriately enforced;

b. when the student is by themselves; and

c. when the student must comply with other stated or posted guidelines applying to campus instructional, work, and research spaces, as set forth in these guidelines or in other College policies.

**Testing Responsibility/Consequences of Non-compliance for Commuter Students**

Commuter students who have not provided evidence of vaccination or who have been granted medical or religious exemptions from the vaccination requirement must participate in weekly COVID-19 testing.

See the “COVID-19 Testing of Students” section for details on the COVID-19 testing program.

**It is the responsibility of the student to schedule and complete testing each week as long as they remain unvaccinated or are not yet fully vaccinated (i.e., less than two weeks post-completion of vaccination or vaccination series).** Students will be granted one warning for failure to comply with this testing responsibility. Upon a second missed test, the student will be subject to the Student Conduct process.

**Vaccination Requirement — International Students**

The Center for Disease Control (CDC) and New York State Department of Health (NYS-DOH) have recommended that completing a WHO-approved vaccine series is acceptable as proof of being fully vaccinated.

The current list of WHO-approved vaccines is available online. A vaccine is approved if "Finalized" appears in the column called "Status of Assessment."

All health information requirements must be presented in English or accompanied by a translation. Students who require the translation of documents can use one of the many translation services available on the internet.

Directions on how to submit vaccine information is available on the College’s [COVID-19 Immunization Compliance webpage](#).

**Medical and Religious Exemptions**

International students who wish to request a medical or religious exemption from the COVID-19 vaccination requirement must submit the appropriate exemption request form no later than **Sunday, August 8, 2021**. The procedures for submitting exemption requests can be found on
the College’s COVID-19 Immunization Compliance webpage.

**Obligations of Unvaccinated/Vaccination Status Unknown International Students**

International students who do not submit proof of COVID-19 vaccination prior to full FDA approval or who are granted an exemption from the COVID-19 vaccination requirement in accordance with these guidelines are subject to the special obligations that apply to their status as either a resident or commuter student.

**Vaccination Requirement — Special Programs and Services**

Student-athletes competing in the College’s NCAA Division III programs are required to be vaccinated to participate in any team activities, practices, or games for the Fall 2021 semester. Student-athletes must provide proof of vaccination before participating.

The College reserves the right to issue further guidance regarding athletics and other programs once there is a more complete understanding of the campus vaccination rate.

**Return to Campus Testing Requirement**

SUNY guidance for fall calls for students who do not provide evidence of vaccination to present a negative COVID-19 test result dated within five days of their arrival on campus (move-in date for residential students or the first day of classes for commuter students).

All SUNY Old Westbury students should email results of this testing to studenthealth@oldwestbury.edu before the required date related to their residential or commuter status.

- Deadline for residential students: Test taken no earlier than August 23 and on or before August 28.
- Deadline for commuter students: COVID-19 test taken no earlier than August 27 and before September 1.

Find a COVID testing location

**Ongoing COVID-19 Testing of Students**

**Mandatory Weekly Testing**
Commuter and Residential Students who do not submit proof of COVID-19 vaccination or who have an approved medical or religious exemption must participate in weekly COVID-19 testing on campus.

Testing will take place in the Student Health Center Annex outside Roosevelt Hall in the Academic Village. Testing type and hours will be announced prior to the start of the Fall 2021 semester.

**Any student who fails to meet weekly COVID-19 testing obligations will be granted one warning.** Thereafter, non-compliant students will be referred to the Office of Student Conduct. Students found responsible for violations of these College requirements may be subject to separation from the campus for the remainder of the Fall 2021 semester.

### Diagnostic Testing Upon Presence of Symptoms

Commuter and Residential Students who have any symptoms of COVID-19 should contact the Student Health Center during the first day they are ill, even if symptoms are mild. This applies to vaccinated and unvaccinated students.

Students that are ill/symptomatic can be tested on campus at the Student Health Center or by their personal healthcare provider. They should isolate until tested.

**Because Student Health Center only performs COVID-19 diagnostic testing, it is critical that only students with symptoms, or students who have been told by the Health Department that they have been exposed to COVID-19, request a diagnostic test through the Student Health Center.**

Information about any positive COVID-19 tests will be provided to the Nassau County Department of Health (NC-DOH) for further action.

Costs for COVID-19 analysis are to be covered by the medical insurance of each student.

### Isolation and Quarantine Responsibilities

Students symptomatic of COVID-19 are expected to isolate until their COVID-19 test results are known, at which time they will be instructed on the next steps to be followed.

Upon a positive test, students and faculty/staff would be expected to self-isolate in their homes. As the College is not offering a housing option for fall, no areas for isolation will be required on campus.

Unvaccinated students found to have had recent COVID-19 exposure must quarantine for 10 days or may leave quarantine after day seven, following receipt of a negative test result (test must occur on day five or later).

Vaccinated students found to have had recent COVID-19 exposure should get tested 3-5 days after that exposure, even if no symptoms are present. Individuals in this situation should also
wear a face mask in all indoor spaces for 14 days following exposure or until a negative test result is received. In the event of a positive test result, an isolation period of a minimum of 10 days would be required.

Residents of campus residence halls who are required to either quarantine or isolate due to COVID-19 exposure or a confirmed diagnosis will have the option to conduct that quarantine or isolation period at home or to be moved to space that has been reserved for such purposes in the Academic Village Residence Halls.

**Special Guidelines for Classrooms, Instructional, and Research Environments**

Students who have an approved exemption or commuter students who have not yet completed the vaccination verification process are required to maintain six feet of social distancing, where practicable, in indoor settings and comply with all additional requirements applying to classroom, work and research spaces as posted by the College.

With face masks required for all on campus in indoor settings, including classroom, laboratory and research spaces, the College is procuring clear masks for faculty use to enhance the presentation of lectures, etc. in this environment.
Section 4: Employee Guidance

Vaccination

While New York State, SUNY, and campus policies requiring COVID-19 vaccination do not currently apply to faculty and staff, SUNY Old Westbury faculty and staff are strongly encouraged to get vaccinated against COVID-19 in accordance with the health and safety precautions set forth in this guidance.

All employees can submit COVID-19 vaccine records via the “Human Resources” section of the ConnectOW portal. Those records will be held in confidence.

The College supports and would implement the mandatory vaccination of employees if such were to become available via agreements with SUNY and its representative bargaining units.

COVID-19 Testing of Employees

Mandatory Weekly Testing

Employees who do not submit proof of COVID-19 vaccination must participate in weekly COVID-19 testing on campus, in accordance with the memoranda of understanding (MOU) negotiated by NYS with those collective bargaining units representing campus personnel.

Testing will take place in the Student Health Center Annex outside Roosevelt Hall in the Academic Village. Testing type and hours will be announced prior to the start of the Fall 2021 semester.

Isolation and Quarantine Responsibilities

Employees who are ill are advised to stay home or leave campus immediately to ensure the utmost caution is exercised as the pandemic persists.

Employees symptomatic of COVID-19 are expected to undergo a COVID-19 test as soon as possible and to then isolate until their COVID-19 test results are known. Results are to be reported to the Office of Human Resources which will provide instructions on the next steps to be followed.

Unvaccinated employees found to have had recent COVID-19 exposure must quarantine for 10 days or may leave quarantine after day seven, following receipt of a negative test result (test must occur on day five or later).

Vaccinated employees found to have had recent COVID-19 exposure should get tested 3-5 days after that exposure, even if no symptoms are present. Individuals in this situation should also wear a face mask in all indoor spaces for 14 days following exposure or until a negative test
result is received. In the event of a positive test result, an isolation period of a minimum of 10 days would be required.

**Telecommuting**

Telecommuting provisions announced by SUNY via the pilot SUNY Telecommuting Policy released on August 2, 2021 will be followed.

Supervisors seeking the development of a telecommuting arrangement for an employee(s) within their operational areas should contact the Office of Human Resources.
Section 5: When Infection or Violations Occur

Contact Tracing

The College has been informed by leaders of Nassau County that the NC-DOH will be conducting COVID-19 contact tracing for positive cases identified within the College. In addition, five staff members of the Student Health Center and three trainers from the athletic department have completed contact tracing training via Johns Hopkins University and have served as contact tracers for the campus during the pandemic.

The campus' senior medical advisor will oversee any COVID-19 contact tracing required by the campus team and facilitate communication between the NC-DOH and the College.

Decisions Informed by Contact Tracing

When a positive COVID-19 diagnosis is returned for a student or employee, contract tracing will focus on individuals that were in proximity to the affected student or employee those who were in proximity to the affected individual during that person's time on campus.

- Unvaccinated individuals found to have had recent COVID-19 exposure must quarantine for 10 days or may leave quarantine after day seven, following receipt of a negative test result (test must occur on day five or later).

- Vaccinated individuals found to have had recent COVID-19 exposure should get tested 3-5 days after that exposure, even if no symptoms are present. Individuals in this situation should also wear a face mask indoors in public for 14 days following exposure or until a negative test result is received. In the event of a positive test result, an isolation period of a minimum of 10 days would be required.

Impacts related to individual or small group instances

- For COVID-19 positive cases involving academic and instructional settings featuring classroom instruction, faculty are to work with impacted students to enable the students to continue their studies, employing strategies and methods in accordance with pre-existing practices for student suffering from illness, etc. In the event the faculty member tests positive for COVID-19 or is required to quarantine due to a close contact, the faculty member will work with their department chair and, if necessary, the dean of their respective school to determine the course of action to be followed.

- For cases involving administrative functions, an employee's ability to conduct their responsibilities will be guided the operational needs of the campus and supported via the pilot SUNY Telecommuting program, if appropriate. If telecommuting support is not approved, the employee will be required to consult with the Office of Human
Resources regarding the need for immediate leave from campus — using the appropriate combination of family sick and sick leave — and the requirements concerning a return to campus.

**Impacts related to larger numbers of impacted campus members stemming from one case or location**

- For positive COVID-19 cases involving academic and instructional settings featuring classroom instruction, faculty are to work with their department chair and, if necessary, the dean of their respective school to determine how to maintain the continuity of instruction, which may include a temporary move to remote instruction for all enrolled in a given course or courses until such time as the quarantine period for affected individuals is complete.

- For cases involving administrative functions, supervisors must work with the leaders of their respective divisions to ensure the required efforts of the College are maintained. Affected employees ability to conduct their responsibilities will be guided the operational needs of the campus and supported via the pilot SUNY Telecommuting program, if appropriate. If telecommuting support is not approved, the employee will be required to consult with the Office of Human Resources regarding the need for immediate leave from campus — using the appropriate combination of family sick and sick leave — and the requirements concerning a return to campus.

**Monitoring of Campus-wide Infection and Resultant Measures**

SUNY Old Westbury has crafted a three-tiered “COVID-19 Engagement Plan” that outlines the parameters upon which activity levels on campus will be decreased at pre-defined COVID-19 positivity rates on campus.

<table>
<thead>
<tr>
<th>Engagement Level</th>
<th>Campus Positivity Rate Range</th>
<th>Campus Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>Level 1 (Green)</td>
<td>0%-2.49%</td>
<td>Campus operates consistent with its fall plan regarding instructional modalities, density/occupancy, health and safety, etc.</td>
</tr>
<tr>
<td>Level 2 (Amber)</td>
<td>2.5%-4.9%</td>
<td>Campus reduces operations to its “50%” operational plan, affecting class modalities, service methods, space occupancies, etc. until the day its positivity rate falls into Level 1 range.</td>
</tr>
<tr>
<td>Level 3 (Red)</td>
<td>5% or more</td>
<td>Campus moves all operations to a remote setting, including further revisions impacting class modalities, service methods, space occupancies, etc. for 14 days</td>
</tr>
</tbody>
</table>
The Engagement Level status marker (green or amber or red) will be posted to the College’s website daily. Positivity rate data from the campus’ COVID-19 Testing Program will be reviewed daily with changes to the marker made accordingly.

Reporting Violations

Along with providing the excellent instruction, dynamic campus life, and extensive student development opportunities for which the SUNY Old Westbury community is known, all members of campus community must do their best to ensure the health and safety of their peers, colleagues, and campus at-large.

In those instances where a member of the campus witnesses a violation the College’s announced COVID-19 practices – whether in class, in a public space, or otherwise on campus -- that they believe must be reported, please follow the procedures below:

- **Instances involving student conduct**: Contact the Office of Student Conduct via extension 3067 or email to lieblichk@oldwestbury.edu.
- **Instances involving employee conduct**: Contact the Office of Human Resources via extension 3179 or email to HR@oldwestbury.edu.