



SUNY Oswego Workplace Entry Guidelines

The health and well-being of students, faculty and staff are central to SUNY Oswego's workplace policies and procedures for responding to the COVID-19 pandemic. Our primary focus in these guidelines is to maximize the health and safety of faculty, staff and students while pursuing our educational mission.

To minimize the risk to public health while working on campus, all employees are expected to fully comply with the State and SUNY Oswego policies, protocols and guidelines outlined in this document.

For your reference please see the Office Based Work Guidelines [Summary Guidance](#) and [Detailed Guidance](#) provided by the Governor's Office. Note that these SUNY Oswego Workplace Entry Guidelines are subject to change based upon future guidance/mandates from SUNY or New York State. Please contact Human Resources at hr@oswego.edu for additional information and assistance.

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Campus Staffing Approach

Employees working on campus:

Area Vice Presidents or Department Heads will communicate with their employees regarding when and how they will return to on-campus work. Employees should not come to work on campus until they have been directed to do so. Employees directed back to campus will be employees that must be on campus to handle mission-critical operations. Employees on campus that cannot work remotely must adhere to New York State guidance regarding appropriate social distancing and wearing of face coverings, in addition to use of any other necessary personal protective equipment (PPE).

Departments working on campus are encouraged to institute staggered reporting/departing so that there are fewer people who meet at common entry/exit points, etc. Staggering arrival and departure times by 15-30 minutes will reduce traffic in common areas to meet social distancing requirements. Supervisors should contact employees regarding any adjustments in reporting/departure times.

Employees working remotely:

Since the Statewide Telecommuting Pilot Program has been extended until October 2, 2020, employees who can continue to effectively work remotely will be allowed to do so to the greatest extent possible until restrictions on density are eased and/or the Telecommuting Pilot Program is discontinued. Working remotely helps to reduce the density of people on campus and helps to meet physical distancing requirements. All remote work arrangements, which should be approved by an immediate supervisor and divisional Vice President, may be arranged on a full- or partial-week schedule as agreed upon.

Some departments may find that a combination of working remotely and reporting physically may work best for their operation. In these instances, supervisors are encouraged to consider rotating days and times among employees physically reporting to work. This will again help reduce density on campus, especially in areas with large, common workspaces or co-shared workspaces.

Departments that have staff telecommuting full or part time should have a technology plan to ensure they have adequate and secure computing equipment for the employees to work both on campus and remote locations.

Physical Workplace Requirements

1. Completion of a 12-minute Return to Campus training video

This video will be made available to all employees via a link provided in an email message from Thomson Reuters Compliance Learning. All employees are required to view this course titled "New York State COVID-19 Response: Return to Work". If you have any questions about the training please contact Human Resources at hr@oswego.edu.

2. Symptom Monitoring

Staff who have been instructed to physically return to the workplace must conduct symptom monitoring daily check prior to reporting to work. This daily health screening questionnaire will be available as a link from the [Oswego Forward webpage](#). You will click on the [link](#) and log on through single sign on to complete the very brief questionnaire before arriving on campus. If you do not possess adequate technology at home to complete before coming to work then this must be completed within the first hour of physically reporting to the workplace. **Note: Anyone that is symptomatic should NOT report to work and should contact their supervisor about their absence.** The daily screen should take less than a few minutes to complete and can be done from a computer or smartphone. Employees must be free of ANY symptoms potentially related to COVID-19 (not related to chronic, known conditions or seasonal allergies) or have had an evaluation and been cleared by their primary care provider to be eligible to report to work on campus.

As of July 28, 2020, these symptoms include one or more of the following:

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

Other less-common symptoms have been reported, including gastrointestinal (GI) symptoms such as nausea, vomiting and/or diarrhea. Check the [CDC website](#) regularly for a list of updated symptoms.

Employees with any symptoms (not related to chronic, known conditions or seasonal allergies) should not report to work until cleared by their primary healthcare provider or the appropriate health department. Individuals should notify their supervisor of the situation and their absence.

Human Resources has a dedicated email address eehealthscreen@oswego.edu where you can submit any questions you may have on the Daily Health Screening requirements and reporting.

You may also refer to the [Oswego County Health department website](#) for additional information and resources.

According to the CDC, individuals with certain conditions may have a higher risk for COVID-19 infection (as of July 28, 2020). Those conditions include:

- Older adults (aged 65 years and older)
- People with HIV
- Asthma (moderate-to-severe)
- Chronic lung disease
- Diabetes
- Liver disease
- Serious heart conditions
- Chronic kidney disease being treated with dialysis
- Severe obesity
- Being immunocompromised
- Pregnant

Check the [CDC website](#) regularly for the most up to date information about high-risk categories.

Employees who have been made aware of their department's return to work plan (and are instructed to return to work on campus) and have concerns about doing so due to one of the high-risk conditions above, those who are pregnant, or those who wish to seek ADA Reasonable Accommodations related to returning to campus should contact the Human Resources Office via email at hr@oswego.edu.

3. Face Coverings/Cloth Face Coverings

Anyone in a SUNY Oswego space (including buildings, grounds, shared laboratory areas, conference rooms, hallways, restrooms, elevators, etc.) must wear a face covering or mask that covers both nose and mouth at all times, *except* when alone in a private room, private office, private vehicle, walking in a more isolated area with no other people in proximity, or when exercising outside when appropriate physical distancing can be maintained.

- If you are alone in an office, you are not required to wear a face mask (unless you so desire). However, once you step out of your office into a common area, you must wear your face mask.
- If you sit in an open environment and there are others within 6 feet of you, you must wear your face mask. Again, once you step out of your cubicle and into a hallway or aisleway, you must wear a face mask.
- Employees may wear their own cloth face covering, which will help SUNY Oswego reduce the need to purchase additional masks, which continue to be in high demand and short supply. The College will be issuing each employee two cloth face coverings as needed. Anyone needing a cloth face covering can contact SUNY Oswego Environmental Health and Safety Department at ehs@oswego.edu. Cloth face coverings must only be worn for one day at a time and must be properly laundered before use again.

TIPS ON THE USE AND CARE OF FACE COVERINGS

<https://www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/about-face-coverings.html>

HOW TO WEAR AND SAFELY TAKE OFF A CLOTH FACE COVERING

- Wash hands or use hand sanitizer prior to handling the face covering/disposable mask.
- Ensure the face covering/disposable mask fits over the nose and under the chin.
- Situate the face covering/disposable mask properly with nose wire snug against the nose (where applicable).
- Tie straps behind the head and neck or loop around the ears.
- Throughout the process, avoid touching the front of the face covering/disposable mask.

TAKING OFF THE FACE COVERING/DISPOSABLE MASK

- Do not touch your eyes, nose or mouth when removing the face covering/disposable mask.
- When taking off the face covering/disposable mask, loop your finger into the strap and pull the strap away from the ear or untie the straps.
- Wash hands immediately after removing.
- Place soiled mask into plastic bag to be laundered.

CARE, STORAGE AND LAUNDERING OF FACE COVERINGS

- Keep face coverings/disposable masks stored in a paper bag when not in use.
- Cloth face coverings may not be used more than one day at a time and must be washed after use. Cloth face coverings should be properly laundered with regular clothing detergent before first use, and after each shift. Cloth face

coverings should be replaced immediately if soiled, damaged (e.g. ripped, punctured) or visibly contaminated.

- Disposable masks must not be used for more than one day and should be placed in the trash after your shift or if they are soiled, damaged (e.g., stretched ear loops, torn or punctured material) or visibly contaminated.

4. Physical Distancing

Keeping space between you and others is one of the best tools we have to avoid being exposed to the COVID-19 virus and slowing its spread. Since people can spread the virus before they feel sick, it is important to stay away from others whenever possible, even if you have no symptoms. Physical distancing is important for everyone, especially to help protect people who are at higher risk of getting very sick. Staff at work on campus must follow these physical distancing practices:

- Stay at least 6 feet from other people at all times. (Two arms' lengths is a good rule of thumb to approximate this distance.)
- Do not gather in groups.
- Stay out of crowded places and avoid mass gatherings.

5. Other

- **Handwashing:** Wash your hands often with soap and water for at least 20 seconds, especially after you have been in a public place or after blowing your nose, coughing or sneezing. Handwashing should occur before and after eating or touching your face. If soap and water are not readily available, use a hand sanitizer that contains at least 60% alcohol. Cover all surfaces of your hands and rub them together until they feel dry. Avoid touching your eyes, nose and mouth, and wash your hands after touching your face.
- **Gloves:** Healthcare workers and others in high-risk areas should use gloves as part of PPE (Personal Protective Equipment), but according to the CDC, gloves are not necessary for general use and do not replace good hand hygiene. Washing your hands often is considered the best practice for common, everyday tasks.
- **Goggles/Face Shields:** Staff do not need to wear goggles or face shields as part of general activity on campus. Good hand hygiene and avoiding touching your face are generally sufficient for non-healthcare environments.
- **Coughing/Sneezing Hygiene:** If you are in a private setting and do not have on your cloth face covering, remember to always cover your mouth and nose with a tissue when you cough or sneeze or use the inside of your elbow. Immediately throw used tissues in the trash and wash your hands with soap and

water for at least 20 seconds. If soap and water are not readily available, clean your hands with a hand sanitizer that contains at least 60% alcohol.

6. Arrival/Departure Control

Departments should consider staggering arrival, departure and lunch times, which will also reduce personal interactions at locations such as hallways, stairs, elevators, etc.

7. Meals

Before and after eating, wash your hands thoroughly to reduce the potential transmission of the virus. Staff are encouraged to take food back to their office area or eat outside, if this is reasonable for your situation. Common eating areas such as break rooms should be avoided.

8. Using Restrooms

Use of restrooms with multiple stalls should be limited based on room size to ensure at least six (6) feet of distance between individuals. Employees should wash their hands for at least twenty (20) seconds after using restroom facilities to reduce the potential transmission of the virus.

9. Meetings

Convening in groups increases the risk of viral transmission. Whenever feasible, meetings should be held in whole or part using available technology.

Employees are encouraged whenever possible to communicate with colleagues and supervisors as needed by email, instant message, telephone, or other available technology rather than face-to-face.

Managing Density in Public Spaces

How do departments manage density in public spaces in their areas of responsibility?

All meeting and common-area rooms such as waiting areas within campus facilities must meet requirements to allow at least 6 feet of distance between individuals. This includes seating arrangements and places individuals would naturally gather in common areas (i.e., waiting for an elevator). Individuals should not stand or sit directly opposite and facing one another at any time.

What happens if someone reporting to work is sick?

Presenting Symptoms: Any employees who are presenting COVID-19 symptoms should not report to their workplace. Employees should complete the [Daily Health Screening Form](#), report their absence to their supervisor, Human Resources and immediately seek medical guidance from their healthcare provider. The [Supervisor Protocol FAQ's](#) may also be referenced. There is also an [online form](#) available for reporting.

Testing (presenting symptoms): Employees who are presenting COVID-19 symptoms and have been tested for COVID-19, should not report to work.

- **Negative Test Result:** If results are negative, employees should return to work as soon as they are well enough to do so. Human Resources will require a copy of negative test results from the employee prior to returning to work.
- **Positive Test Result:** Employees who have tested positive must self-isolate until the Department of Health or their healthcare provider clears them to return to work. They must also notify Human Resources immediately and inform their supervisor they will not be reporting to work. Supervisors should not disseminate this information to others due to confidentiality reasons. Human Resources will require appropriate documentation from the employee to return to work.

What about the co-workers of an employee who has tested positive for COVID-19?

Any employees who are required to quarantine will be contacted by the Oswego County Health Department (or appropriate health department in the county of residence) and should not report to work. Working remotely while in quarantine may be considered if the nature of the job allows it. All employees that have been contacted by the Department of Health should follow their instructions closely.

Mental and Emotional Well-being

Employee Assistance Program:

(EAP) is available to offer emotional support during this stressful period. Employees may contact EAP by [requesting a consultation](#) or visiting the [EAP website](#).

Additional Resources:

NYS Office of Mental Health: [COVID-19 Resources](#)

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