A. Preface

Binghamton University has drafted guidelines and responsibilities for the campus pursuant to guidelines received from SUNY that establishes requirements for the use of face coverings, expectations for physical distancing and cleaning of personal spaces, and cooperation with screening, contact tracing and testing initiatives.

Note that these guidelines and responsibilities reflect rules that apply to state employees, but not to other populations on campus, such as those employed by various auxiliary services or the Research Foundation. We believe these differences will be eliminated in the near future as discussions between SUNY and New York state evolve.

We are in a rapidly changing environment, therefore, these guidelines are subject to change. Notifications will be made to the campus community if that happens. New guidelines will be established for the fall 2021 semester and will be disseminated later this summer.

Employees will be transitioning back to campus through the summer in accordance with their division’s plans. It is expected that all employees will return to campus full time as of Monday, Aug. 2, 2021.

B. Requirements for Returning to Campus – Summer 2021

1. Daily symptom attestation and monitoring

Everyone must conduct symptom monitoring daily before reporting to work. Each day a community member is on campus, the individual must complete a daily symptom attestation, a very brief questionnaire, through mybinghamton.edu before arriving on campus or within the first hour of physically reporting to the workplace. It will take less than a minute to complete and can be done from a computer or smartphone. Employees must be free of ANY symptoms potentially related to COVID-19 or have had an evaluation and been cleared by their primary care provider to be eligible to report to work on campus.

Employees with any symptoms should not report to work until cleared by their primary healthcare provider. Individuals should notify their supervisor of the situation, as well as Human Resources at 607-777-4939. Research Foundation employees should call 607-777-4266. Individuals should wear a face mask to avoid possible virus transmission to others and should self-isolate until told this is not necessary by their healthcare provider.

2. Testing and contact tracing

- Symptomatic Testing
  Persons with symptoms suggestive of COVID-19 should not report to work and should be evaluated by their personal healthcare provider. Anyone who tests positive should report this to Human Resources at Binghamhamton University.
• **Surveillance Testing**
  Fully vaccinated members of the campus community are exempt from weekly testing upon the submission of documentation showing completion of a full vaccination series. To opt-out of the weekly testing you must present proof of vaccination to Human Resources. A copy of your vaccination card, a screenshot of the NYS Excelsior app, or other proof of vaccination may be emailed confidentially to Sara DeClemente-Hammoud at declemen@binghamton.edu.

Mandatory weekly testing will continue to be required for any person who regularly reports to campus and who has not been fully vaccinated or who has not shown proof of vaccination. These individuals should schedule their weekly surveillance test and maintain their assigned testing cadence. Diagnostic (PCR) testing of all symptomatic persons, including vaccinated persons who display COVID-related symptoms will continue. All testing exemptions granted during spring 2021 have expired and must be renewed. If you are not physically reporting to work and would like to request an exemption, follow this link: [http://cglink.me/2eQ/s34016](http://cglink.me/2eQ/s34016)

• **Engagement in contact tracing**
  Community members are expected to cooperate fully if contacted by campus or public health authorities engaging in contact tracing. Complete and honest disclosure of symptoms, close contacts and social activities is critical for contact tracers to identify persons who are at risk and to support the process of isolation and quarantine.

C. **Health and Safety Procedures – Summer 2021**

1. **Basic public health preventive measures**

When on campus, the core of our public health preventive measures for the COVID-19 pandemic are adherence to CDC guidelines and New York state and SUNY directives.

As community vaccination rates increase and as disease prevalence declines, we anticipate these guidelines will be modified further.

2. **Face coverings (Indoors)**

This term includes the use of a range of face coverings meant to protect both wearers and those around them. **Acceptable face coverings** include multi-layer cloth face coverings (commercially manufactured or homemade) and disposable face masks.

**Indoors**

Until further notice, state employees must continue to wear masks and practice 6-foot social distancing indoors, regardless of vaccination status. This includes Binghamton University (or University affiliated) indoor spaces include buildings, shared laboratory areas, conference rooms, restrooms, elevators, etc., must wear a face covering or mask that covers both nose and mouth at all times.

The very few times when it could be acceptable for state employees to not wear a face covering: eating meals on campus, or when alone in a private room, private office, private vehicle or
cubicle space when appropriate social distancing can be maintained. For example, if you are alone in an office, you are not required to wear a face mask (unless you so desire). If you sit in a cubicle environment and there are others within 6 feet of you, you must wear your face mask. However, if there are no co-workers in cubicles within 6 feet of you, you can treat it like being in an office and not wear a face mask.

**Outdoors**

Everyone on the Binghamton University campus may gather or conduct activities outdoors without wearing a mask, except in certain crowded settings and venues.

**3. Social distancing**

State employees should maintain a physical distance of at least 6 feet between persons whenever possible.

**4. Cleaning**

Physical Facilities will continue to deploy cleaning staff from third shift to first in order to enhance the cleaning of high-traffic areas and touch points across the campus, adhering to hygiene, cleaning and disinfection requirements from the Centers for Disease Control and Prevention and the Department of Health. Cleaning will be performed in accordance with applicable CDC and NYS Department of Health guidelines, including the use of a disinfectant that is DEC- and EPA-registered for use against SARS-CoV-2.

Physical Facilities will provide cleaning and disinfection of exposed areas, with such cleaning and disinfection to include, at a minimum, all heavy transit areas and high-touch surfaces (e.g. elevators, lobbies, building entrances, badge scanners, restrooms, handrails, door handles).

All faculty, staff and students received a 2 oz. personal-size bottle of hand sanitizer that can be refilled at designated stations across campus. These were distributed in summer 2020. Employees should clean surfaces that are frequently touched. In addition, hand-sanitizing units are located at the main entrances to all buildings on campus and in multiple locations in high-traffic buildings. Requests for additional 2 oz. bottles of hand sanitizer can be sent to pfsc@binghamton.edu

Should an individual on campus be confirmed to have COVID-19, Physical Facilities will provide cleaning and disinfection of exposed areas, with such cleaning and disinfection to include, at a minimum, all heavy transit areas and high-touch surfaces (e.g. elevators, lobbies, building entrances, badge scanners, restrooms, handrails, door handles).

**D. Guidance for Specific Worksite Issues – Summer 2021**

1. **Meetings/conference/break rooms**

Some meeting/conference or break rooms may continue to have reduced capacity; follow the occupancy sign on the door for guidance. Current masking policies and 6-foot distancing is still
required for state employees, including in break rooms where individuals may be removing masks to eat or drink. Meetings may be held in person following guidelines or in hybrid fashion.

2. Elevators

All elevators should follow the capacity limits listed on or near the elevator. All high-touch surfaces within the elevator will be cleaned and disinfected at an increased frequency.

3. Event information

The University is welcoming external visitors to the campus.

Standards and guidelines around indoor events continue to evolve rapidly. Requests for events should be directed to Darcy Fauci at dfauci@binghamton.edu.

4. Vaccinations

New York state and SUNY will require vaccinations for students for the fall 2021 semester contingent on full FDA approval of COVID-19 vaccines. We do not know whether or not this will be required for faculty/staff at this time. The University strongly encourages vaccination against COVID-19 for anyone who is eligible for vaccination — all those age 12 and up. The vaccine is proven to be both very safe and highly effective. It reduces the chance of symptomatic infection, hospitalization and death due to COVID-19, and also reduces the likelihood of carrying the virus.

The widely available COVID-19 vaccine has been shown to nearly eliminate the chances of death or serious illness related to a COVID-19 infection, and is a critical element in protecting public health locally and globally.

While employees are free to voluntarily share their vaccination status, and must do so to exempt themselves from weekly surveillance testing as explained above, supervisors must respect personal privacy and may not inquire about their employees’ vaccination status or make staffing decisions or assignments based on one’s vaccination status. Anyone with questions or concerns regarding this matter may contact Human Resources.

5. ADA Requests

An ADA reasonable accommodation is a modification of job duties or the work environment that enables a qualified individual with a disability to attain the same level of performance or to enjoy equal benefits and privileges of employment available to a similarly-situated employee without a disability. Reasonable accommodations may be granted on a case-by-case basis after an analysis of the essential functions of the job, disability in question, appropriate medical documentation documenting the necessity of the accommodation and to ensure the modification does not cause an undue hardship (e.g. significant difficulty or expense) on the University.

If you think you qualify for an ADA exemption and would like to request an accommodation, contact Human Resources.