



Purchase College

STATE UNIVERSITY OF NEW YORK

GUIDELINES FOR WORKING ON CAMPUS SUMMER 2021

May 2021

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INTRODUCTION

Purchase College continues to work hard and plan for the return of staff, faculty, and students to campus during this pandemic. At the center of the planning is and has always been the health and safety of the entire Purchase College community. In order for this plan to be effective and keep our community as safe as possible, we need everyone to continue to cooperate and comply with the policies, protocols, and guidelines that have been developed related to this global pandemic. We must all do our part and take responsibility ensuring our own and each other's safety. This includes but is not limited to completing the daily health screening, participating in pool testing, wearing a mask/face covering, maintaining social distancing, complying with travel restriction and advisories, cleaning/sanitizing your workspace and any shared equipment or spaces and following travel restrictions/advisories.

Our plan has been developed working with Continuity of Programs and Services (CPS) Taskforce, guidance from SUNY System Administration, and in accordance with the New York State Department of Health, and the New York Forward Reopening Guidelines.

As you are aware information regarding the virus and recommendations from the Centers for Disease Control and Prevention (CDC), the Department of Health (DOH), and other agencies have changed over the course of the pandemic. This document was created based on the most current information available at the time. We will continue to monitor what these agencies say and amend these guidelines, our policies and processes as necessary.

As federal, state, regional and local governments manage the distribution of COVID-19 vaccinations, all staff and faculty are expected to follow all guidelines outlined in this document and all related campus policies regardless of vaccination status.

WORKING ON CAMPUS

PROCESS FOR EMPLOYEES WORKING ON CAMPUS

Purchase College has been planning for Summer and Fall 2021 and will continue to plan for a return of employees to campus and to continue with appropriate physical distancing and maintaining appropriate levels of density within departments on campus.

The college will be ending participation in the Telecommuting Program effective May 31, 2021.

With the increase to on-campus density increases, the College will continue to closely monitor and reassess our policies and procedures to mitigate any potential spread of the virus. This will be a critical part of assessing the impact of increased staffing. If outbreaks occur, tighter restrictions and reduced staffing may need to be implemented.

SAFETY MEASURES TAKEN BY THE COLLEGE

- Developed policies related to the pandemic.
- Implemented an electronic Daily Health Screening (paper form available for those without access to technology or need Spanish version)
- Conducting pool testing of employees working on campus
- Signs related to social distancing, wearing a face mask/covering, hand washing, etc. are posted throughout campus.
- Hand sanitizer will continue to be provided to departments and placed throughout campus.
- Wipes or disinfecting spray and paper towels will continue to be provided to departments.
- Electrostatic sanitizing sprayers have been purchased and will continue to be used to clean spaces.
- Facilities continues to check the operational effectiveness of all existing HVAC units across campus. Systems that could accept upgrades in filtration were upgraded to the highest allowable rating. As guidance and recommendations evolve, Facilities will adapt and follow to the best the campus infrastructure will allow.
- Paper towel dispensers were installed around campus.
- Electronic hand dryers were disconnected.
- Broadcasts will continue to be sent via email related to relevant topics and safety.

SYMPTOM MONITORING REQUIREMENTS

The campus developed a mandatory electronic Health Screening tool in accordance with New York State reopening requirements. The screening has been updated multiple times, and will continue to be, to reflect changing guidance and restrictions. Faculty and staff will continue to receive a daily email with a link to the assessment. The assessment needs to be completed on the employees' regular workdays and during the employee's period of obligation. Part-time employees will only need to complete the screening on their scheduled workdays. A paper version (in English and Spanish) has also been created and will be made available for those without access to a computer or smart phone. Everyone needs to be a responsible community member and recognize the importance of completing the Health Screening timely and honestly. Supervisors are responsible for ensuring their direct reports complete the assessments daily.

The Daily Health Screening asks:

- 1) Do you have a temperature equal to or more than 100F?
- 2) Will you be working on or coming to campus today?
- 3) Are you currently experiencing any of the following symptoms (not related to chronic, known conditions or seasonal allergies)?

Symptoms can include:

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

- 4) Have you tested positive for COVID-19 through a diagnostic test in the past 10 days?
- 5) Have you had close contact with a confirmed or suspected COVID-19 case in the past 10 days?
- 6) Have you traveled to any states or US territories (OTHER THAN Connecticut, Massachusetts, New Jersey, Pennsylvania and Vermont)?
- 7) Have you traveled internationally?

If the answer to any of the above questions (except "Will you be working on campus") is "yes," a message will appear stating that the employee either should not report to work and an email will be sent to Human Resources. The employee must inform their supervisor and call their primary health care provider or one of the local health system COVID-19 hotlines (see below).

- New York State Department of Health – (888) 364-3065
- Westchester County Department of Health – (914) 813 - 5000
- New Jersey Department of Health – (800) 962-1253
- Connecticut Department of Health – (833) 250 – 7633

It is important to note that the only record that will be retained is whether you have completed the State required daily screening questionnaire, and passed or were told not to come to campus or sent home. No health information will be retained. Human Resources will continue to monitor whether or not employees completed the daily health screening survey. If screenings have not been completed, HR will notify the responsible supervisor so that they may notify the employee to complete the daily health screening. Repeated failure to complete the screening may lead to the involvement of Human Resources.

Employees may not report to work on campus if they are feeling ill.

Employees should monitor themselves if they are not feeling well, especially if they feel any of the symptoms related to COVID. Upon the onset of any of these symptoms, employees should call their primary health care provider.

If an employee becomes symptomatic during the course of their workday, they must complete another health assessment and notify their supervisor. The individual should leave campus as soon as possible.

Employees should follow the instructions of their primary health care provider and/or the Department of Public Health if instructed to self-quarantine or self-isolate as a result of: COVID-19 symptoms, a positive COVID-19 test, or contact with someone who has COVID-19 symptoms or a positive COVID-19 test. They should also notify their supervisor and Human Resources (Kathleen.farrell@purchase.edu x5961 or Ricardo.espinales@purchase.edu x 6086.)

The supervisor and Human Resources (HR) will immediately direct the employee to leave work, if they are currently at work, or stay home if they are not at work, and self-quarantine as a precaution. The supervisor shall request the latest contact information from the employee, including home or mobile telephone numbers, and provide it to HR so that they can contact the employee for follow up information. If the employee is experiencing severe symptoms and requires urgent medical attention, the supervisor should call 911 and notify the dispatcher that the distressed employee may have COVID-19 symptoms, so that emergency medical service responders may use appropriate precautions.

Facilities will be notified so that the area(s) the individual worked in can be cleaned and disinfected. HR will get in touch with the employee via the information provided to the supervisor in order to:

- (1) inquire about current symptoms,
- (2) verify that they have precautionarily quarantined, and
- (3) direct the employee to call a health care provider and seek testing. The employee should first contact their primary health care practitioner to see if they are available and able to collect a sample for testing. If not, the employee should contact the New York State COVID- 19 hotline at 1-888-364-3065 to be referred to a regional testing site that can collect and submit a sample for testing. (The Connecticut and New Jersey Health Department contact information is above.) The employee must notify HR of the test results as soon as they are received. Test results will be verified by the applicable State Department of Health (DOH).

(4) inquire about their potential contact and interactions with other employees and students at the college.

According to the CDC, individuals with certain conditions may have a higher risk for COVID-19 infection. Those conditions may include:

- Older adults (aged 65 years and older)
- Undiagnosed or untreated HIV
- Asthma (moderate to severe)
- Chronic lung disease
- Diabetes – Type 2 Mellitus
- Serious heart conditions
- Chronic kidney disease being treated with dialysis
- Severe obesity
- Sickle Cell
- Being immunocompromised (e.g. someone currently taking prednisone. being treated for cancer, solid organ recipient)
- Pregnant

*list current as of February 2021

Employees who have been instructed to return to work on campus and have concerns about doing so based on one of the high-risk conditions listed above or those who wish to seek a Reasonable Accommodation (which is in compliance with the College's [Reasonable Accommodation Policy](#)) must contact the Reasonable Accommodation Officer via email at ricardo.espinales@purchase.edu or by phone at (914) 251-6086.

POOL TESTING

Since September 2020, the campus has been pool testing faculty and staff in accordance with Memorandums of Understanding between the State of New York and several bargaining units. Testing will continue for the Spring semester but now on a weekly basis.

The test is self-administered by taking a swab of your gum line and under the tongue. The swabbing technique can be seen in this [video](#). Your sample will be pooled with up to 11 other specimens for testing. If the pool tests positive for COVID-19, the 12 individuals in the positive pool will be notified to precautionary isolate until the positive case in the pool is identified. All individual samples in the positive pool will be tested at the laboratory.

Individuals will receive an email alert that their results are ready for viewing. Emails will only be sent when results are finalized, so you can expect to receive an automated email when your results are presumed negative, reflex negative, or reflex positive.

Results will not be detailed via email and can only be accessed by logging into the [SUNY Upstate Medical University COVID Test website](#). Further [detailed information](#) about accessing your results is available.

Test results:

- We expect results from the pooled testing within 2 days of the test date (this may vary based on laboratory volume)
- Individual secondary test results from positive pools are expected within 24 hours of pooled testing results
- Positive Pool Results:
 - Individuals in **positive pools** will be notified by Human Resources
 - Individuals **identified as positive** for COVID-19 will be notified by Human Resources and provided further guidance
- If you do not hear from Human Resources, you can safely assume that your pool was negative

The college is paying the cost of the pooled test. If further individual testing is necessary due to a positive pool, the campus will pay the cost for those without insurance (see below). Any bill received should be brought to Human Resources.

If you will not be on campus, please let us know by completing [the pool testing absence survey](#).

Instructions for pool testing:

- If this is your first time participating in pool testing, you must first create a COVID-19 Surveillance account via the suny-covid-test.com website **PRIOR** to showing up at the testing site.
 - You will **need your College ID# which is the P# on the top of your More Card**.
 - If you have health insurance enter your information from your health insurance card in the appropriate section. They are required fields. If you are in a positive pool, the secondary testing will be billed to your insurance. There are no copays or additional charges incurred in accordance with the MOU and the current CARES Act.
 - If you **do not** have health insurance enter "Purchase Campus" in the insurance fields and 914-000-0000 in the phone number fields.
 - Your registration must be complete before going to the test site. This will help speed up the process and the time you are at the test location.
- On the day of the testing, complete your daily COVID-19 self-assessment screening as you normally would. If you are symptomatic, indicate that on your Daily Health Screening and **DO NOT** come to campus for testing.
- Prior to testing:
 - Do not eat or drink anything, including gum, mints or lozenges, within 30 minutes of reporting to the testing site
 - Do not brush your teeth for 3 hours prior to testing.
 - Abstain from smoking, vaping or using smokeless tobacco products for 30 minutes prior to testing.
- Bring your **More Card (Purchase College photo ID)** and your **personal mobile device** to the testing site. **You must have these two items with you in order to be tested.**

- When arriving at the testing site, form into a line maintaining 6 feet distancing from others. A greeter will check you in for testing.
- Log-in to the SUNY COVID-19 Surveillance site (QR code available at the test site) and respond to the health questions.
- A greeter will check you in for testing.
- You will need to enter the number from a test tube two times (2xs) in the surveillance website when you are ready to test.
- Click “Next” and then “Submit”, and then complete the mouth swab. Deposit your sample in the marked area.

VACCINE

Currently, the FDA and New York State’s independent Clinical Advisory Task Force have approved three COVID-19 vaccines: one developed by Pfizer and BioNTech, one by Moderna, and another by Johnson & Johnson. The vaccines will be available at no cost. Others may be approved for emergency use in the future. The current approved emergency use vaccines may also receive full FDA approval in the near future.

Even if an employee has received the vaccine, is in the process of receiving the vaccine, or receives the vaccine over the Summer, they will still be required to follow all campus policies and protocols related to the COVID-19 pandemic including participating in pool testing.

Vaccine Distribution

Both the federal government and New York State developed plans to roll out the vaccine and ensure that everyone will be able to get a COVID-19 vaccine. Purchase College had/has no jurisdiction over the distribution and availability of the vaccine. New York State will oversee the vaccine distribution program as part of a [phased approach](#). Currently all New Yorkers over the age of 16 are eligible for the vaccine.

Employees are encouraged to use the NYS DOH “[Am I Eligible Tool](#)” to determine where that can receive the COVID-19 vaccine.

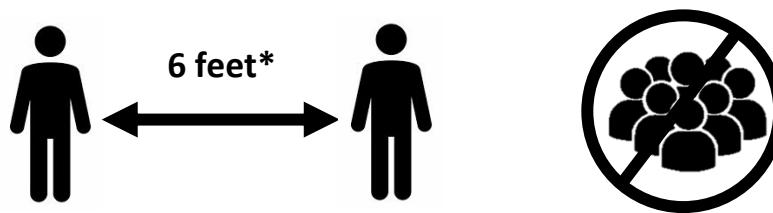
HEALTH & SAFETY GUIDANCE

PERSONAL SAFETY PRACTICES

Physical Distancing

Maintaining physical distance is one of the best tools to avoid being exposed to COVID-19 and reducing its transmission. Since people can spread the virus before they know they are sick, it is important to maintain a safe distance (6* feet or more) from others when possible, even with no noticeable symptoms. Physical distancing is important for everyone, especially to help protect people who are at higher risk of getting very sick. Employees working on campus should follow these physical distancing practices:

- Stay at least six (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.



Face Masks/Cloth Face Coverings

Appropriate use of cloth face coverings/disposable masks (masks) is critical in minimizing risks to others. COVID-19 can be spread to others even by people who do not have any symptoms. Use of masks or cloth face coverings is not a substitute for physical distancing. Both should be done as at all times.

On August 13, 2020, Purchase College issued a [Social Distancing and Face Covering Policy](#).

Masks must be worn in mask zones, common areas and when in the presence of others, including but not limited to meeting rooms, classrooms, hallways, reception areas, on the Mall, etc. See Workplace Guidance, p. 14 for more information.

All faculty and staff must have a face covering or mask on their person at all times and be ready to put it on.





*The distance is subject to change but as of now is 3ft.

Cloth face coverings must only be worn for one (1) day at a time, and must be properly laundered before repeat use. Having several masks/ face coverings can help reduce the need for daily laundering. Bear in mind that neck gaiters and bandanas offer a low level of protection and should not be selected for use.

Disposable masks may be provided to employees, if requested, on a case-by-case basis. Disposable masks may only be worn for one (1) day and then must be discarded.

See details regarding mask use and care below.

TYPE AND INTENDED USE OF FACE COVERINGS / MASKS

TYPE	 Cloth Face Covering	 Disposable Mask	Medical-Grade Surgical Mask 	N95 Respirator 
DESCRIPTION	Home-made or commercially manufactured face coverings that are washable and help contain wearer's respiratory emissions	Commercially manufactured masks that help contain wearer's respiratory emissions	FDA-Approved masks to protect the wearer from large droplets and splashes; helps contain wearer's respiratory emissions	Provide effective respiratory protection from airborne particles and aerosols; helps contain wearer's respiratory emissions
INTENDED USE	Cloth or disposable face coverings are Required for campus community use in non-healthcare settings (office spaces, general work settings, shops, community areas where 6 feet of physical distancing cannot be consistently maintained. Must be replaced daily. <ul style="list-style-type: none"> • Not required for working alone in office • Required for ingress/egress 	Cloth or disposable face coverings are Required for campus community use in non-healthcare settings (office spaces, general work settings, shops, community areas where 6 feet of physical distancing cannot be consistently maintained. Must be replaced daily. <ul style="list-style-type: none"> • Not required for working alone in office • Required for ingress/egress 	Medical-Grade Surgical Masks and N95 Respirator are reserved for healthcare workers and other approved personnel with task-specific hazards determined by the Office of Environmental Health and Safety.	Medical-Grade Surgical Masks and N95 Respirator are reserved for healthcare workers and other approved personnel with task-specific hazards determined by the Office of Environmental Health and Safety. Must not be equipped with an exhalation valve.

Selection of Face Coverings / Masks

Cloth masks are considered “non-medical” and are for general use. The characteristics of the material used, the number of layers, size of the pores in the fabric, the fit to the face and other factors determine the ability of a cloth mask to effectively filter the larger aerosol and droplet particles. In addition, this must be balanced with the breathability of the mask so that it can be worn for prolonged periods of time. Keep in mind that due to the large variety of cloth fabric types, the lack of manufacturing standards of cloth masks and the large numbers of cloth masks products on the market, it is very challenging to make scientific-based recommendations for cloth face masks.

The table below summarizes recommended mask properties to help with the selection of cloth masks.

Mask Properties	Recommendations*
Materials	Prefer 100% cotton or high cotton content; avoid latex
# of layers	Prefer three layers or more for most cases; two layers are acceptable if manufacturers provide test data to indicate comparable filtration efficiency.
Thread Count	High thread count is better; need to balance with breathability
Size	Does the filtration area of the mask fit from under the chin to over the nose?
Suggested Light Test	The mask should look almost opaque when held up to a light bulb.

A Word about masks with Exhalation Valves

The purpose of face coverings is to keep respiratory droplets from reaching others. However, masks with one-way valves or vents allow air to be exhaled through a hole in the material, which can result in expelled respiratory droplets that can reach others. This type of mask does not prevent the person wearing the mask from transmitting COVID-19 to others. Therefore, CDC does not recommend, and the College does not permit, using masks for source control if they have an exhalation valve or vent.

Use and Care of Face Coverings

Putting on the Mask

1. Before putting on the mask, wash your hands for at least 20 seconds with soap and water, or rub your hands together thoroughly with alcohol-based hand sanitizer.
2. Check for defects in the face mask, such as tears or broken loops.
3. Position the colored side of the mask outward.
4. If present, make sure the metallic strip is at the top of the mask and positioned against the bridge of your nose.
5. If the mask has:
 - Ear loops: Hold the mask by both ear loops and place one loop over each ear
 - Dual elastic bands: Pull the top band over your head and position it against the crown of your head. Pull the bottom band over your head and position it below the ears and against the nape of your neck.
6. Mold the bendable metallic upper strip to the shape of your nose by pinching and pressing it down with your fingers.
7. Pull the top of the mask up so it completely covers your nose.
8. Pull the bottom of the mask down so it completely covers both your mouth and chin.
9. Be sure the mask fits snugly.
10. Don't touch the mask once in position.
11. Do NOT attempt to get a better fit by tying the elastic bands (if present) into "knots" to shorten them.
12. If the mask gets damaged, soiled or damp, replace it with a new one.

When removing your mask:

1. The front of mask may be contaminated – DO NOT TOUCH!
2. Grasp bottom strap and pull over back of head without touching mask, then with top strap carefully remove mask.
3. Discard in waste container and wash your hands thoroughly after removing the mask. Use hand sanitizer if soap and water are not available.

Care, Storage, and Laundering:

- Store face coverings/disposable mask in a paper bag when not in use.
- Cloth face coverings may not be used for more than one (1) 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 workday /shift. Cloth face coverings should be replaced immediately if soiled, damaged (e.g., ripped or punctured) or visibly contaminated.
- Disposable masks must not be used for more than one (1) day and should be placed in the trash after completion of the workday /shift or if it is soiled or damaged (e.g., stretched ear loops, torn or punctured material) or visibly contaminated.

Handwashing

Employees should wash their hands often with soap and water for at least twenty (20) seconds, especially after being in a public place, or after blowing their nose, coughing, sneezing, or touching their face. If soap and water are not readily available, use a hand sanitizer provided by the campus or one that contains at least 60% alcohol (ethyl alcohol or isopropyl alcohol), covering all surfaces of the hands and rubbing them together until they feel dry (15-30 seconds). Employees should avoid touching their face whenever possible, and if they do, should wash their hands afterwards.

Note on use of disposable gloves: According to the CDC, gloves are not necessary for general use and do not replace good hand hygiene. Washing hands often is considered the best practice for common everyday tasks.

Coughing/Sneezing Hygiene

When sneezing or coughing, employees should cover their mouth and nose with a tissue or use the inside of their elbow. Used tissues should be thrown in the trash immediately, and the employee should wash their hands. If soap and water are not readily available, hand sanitizer that contains at least 60% alcohol is an acceptable substitute.

Disinfection of Workspaces & Commonly Used Surfaces

While Custodial Services will continue to clean and disinfect frequently touched surfaces within common areas based on CDC guidelines (e.g. door handles, sink handles, drinking fountains, grab bars, hand railings, bathroom stalls, etc.) all employees should take an active role in helping keep their workplaces clean and sanitized by wiping down commonly used surfaces. Before starting work and before leaving any room in which an employee has been working, they should wipe down all work areas with EPA-registered disinfectant provided by the College. This includes any shared-space location or equipment (e.g. copiers, printers, computers, A/V and other electrical equipment, coffee makers, desks, and tables).

MENTAL & EMOTIONAL WELLBEING

The Employee Assistance Program (EAP) is available to offer emotional support and resources during this stressful period. Obtaining EAP services is as easy as making a phone call. Coordinators will connect employees to the services they need, professionally and confidentially.

If you have questions about EAP services, please contact Odile Delgado at (914) 251 – 6098. You can also schedule a zoom meeting by emailing EAP@Purchase.edu.

Whether you looking for ways to cope with COVID, the recent civil unrest or need assistance finding childcare or elder care, links to resources for a wide range of issues can be found on the [EAP Resources](#) page.

If you prefer to speak with an EAP coordinator at a different facility, you can also call (800) 822-0244, for a referral to another EAP coordinator or visit the [Find a Coordinator](#) site.

If you have questions about health benefits or leaves, please contact Noemi Spaziante, benefits/payroll coordinator, at (914) 251-6448 or noemi.spaziante@purchase.edu. You may also visit the [Benefits Information](#) page for more information.

WORKPLACE GUIDANCE

COMMON AREAS AND OFFICE WORKSPACES

Masks must be worn at all times in common areas and while in the presence of others. All faculty and staff must have a face covering or mask on their person at all times. Failure to comply may result in disciplinary action.

Face covering/reusable or disposable masks should be worn in all common areas, including, but not limited to:

- Reception/receiving areas (for those visiting or passing through those areas)
- Hallways
- Break rooms
- Conference/meeting rooms
- Any common areas (kitchens, restrooms, etc.)

Masks must be worn in shared offices. Facilities Management installed physical barriers in locations with direct customer contact and shared offices. Human Resources and Facilities Management must review any requests for physical barriers. Barriers cannot block heating, cooling, fire systems or impend accessibility.

Masks must be worn when entering and exiting all offices/rooms. Any employee visiting or passing through a shared workspace must wear a mask.

Masks are not required inside singly occupied workspaces when the individual is alone.

Employees whose primary workspace is outdoors need not wear a mask as long as social distancing can be and is maintained but should always have one readily available to put on if someone else approaches.

Prior to the start of the Fall 2020 semester Department Heads/Supervisors were asked to complete a Social Distancing Departmental Assessment to evaluate whether their workspaces (offices, conference rooms, etc.) could accommodate six (6) feet of distance or more between people. The assessment responses came to Human Resources. Where appropriate, the requests were sent to Facilities for follow-up.

USING RESTROOMS

Face masks must be worn in 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. Electronic hand dryers have been disabled. Dry your hands using paper towels. Hand sanitizer dispensers have been placed outside the restrooms.

USING ELEVATORS

No more than the designated number of people may use an elevator at a time unless one individual is providing assistance to the other or are members of the same household. In the event signage or floor markers are not present to indicate the number of people, it should be assumed that only one person might ride the elevator at a time. Employees are encouraged to use the stairs whenever possible. Masks must be worn while using the elevator, and care should be taken to avoid touching the elevator buttons with exposed hand/fingers, if possible. (Using one's elbow is a good alternative to using one's fingers.) Employees should wash their hands or use hand sanitizer with at least 60% alcohol upon departing the elevator.

MEETINGS

Convening in groups increases the risk of viral transmission. Whenever feasible, meetings should be held in whole or part using the extensive range of collaboration technology available (e.g. Zoom, Teams, conference lines, telephone, etc.).

In-person meetings are limited to the restrictions of local, state, and federal orders and should not exceed fifty (50) percent of a room's capacity, assuming individuals can still maintain six (6) feet of separation for physical distancing requirements. Departments should remove or rearrange chairs and tables or add visual cue marks in meeting rooms to support physical distancing between attendees. **Everyone participating in an in-person meeting must wear masks.**

At this time employees are encouraged whenever possible to communicate with colleagues and supervisors as needed by Zoom, email, telephone, or other available technology rather than face-to-face even if present on campus.

MEALS

Before and after eating, employees should wash their hands thoroughly to reduce the potential transmission of the virus.

If dining on campus, employees should wear a mask until they are ready to eat and then replace it immediately afterward. (See guidelines on p. 8-9 for instructions on how to remove and replace a face covering/disposable mask.) Eating establishments must meet requirements to allow at least six (6) feet of distance between each customer, including lines and seating arrangements. Individuals should not sit facing one another. Employees are encouraged to take food back to

their office area or eat outside (weather permitting), while continuing to maintain appropriate physical distancing.

If eating with others present, employees should maintain six (6) feet of distance between them and should not sit facing one another. After eating or preparing food in common areas, wipe all surfaces, including table, refrigerator handle, coffee machine, etc. using cleaner/wipes provided in these spaces.

PUBLIC TRANSPORTATION

Employees that must take public transportation should wear a mask before entering the bus or train and avoid touching surfaces with their hands. Upon disembarking, employees should wash their hands or use hand sanitizer with at least 60% alcohol as soon as possible and before removing their mask.

CONTROL OF ENTRY/EXIT

A More card or key is required for entry, as appropriate, to buildings. Employees should not hold or prop open exterior doors for any other person. Face coverings/reusable or disposable masks must be worn while entering and exiting Purchase College buildings and facilities.

Supervisors and building managers should work with Facilities regarding space utilization. Supervisors should schedule employee arrivals, departures, breaks, and meal periods in increments and/or stagger workdays to reduce personal interactions at building access points, hallways, stairs/elevators, etc.

Once employees have returned to work on campus, they should report to work or depart work through the designated building access (if applicable) and at the designated time (if applicable) to limit the number of people entering and exiting buildings at any one time. Employees should limit where they go on campus (i.e. if you normally pass through another building(s) on the way to your work location, office or classroom you should discontinue and remain outside for as long as possible (weather and accessibility permitting).

CONTACT FOR INFORMATION

Human Resources: (HRM.Director@purchase.edu) or x6090

Benefits: Noemi.Spaziante@purchase.edu or x6448

Facilities: FMG.Facilities.Management@purchase.edu, x6920

Health and Safety: louis.wirtz@purchase.edu

University Police Department: x6900, x6911 (Emergencies only)