

Pursuant to [SUNY guidance](#), individuals who are regularly on campus and intermingle with the campus community are expected to have a COVID-19 testing program in place.

**TESTING REQUIREMENT:**

Testing of unaffiliated entities is required IF:

1. The individual is “regularly” on campus:
  - a. at least weekly, or
  - b. for several days in one week, or
  - c. for extended times each day when on campus
- AND**
2. The individual “intermingles” with the campus community when they are:
  - a. meeting in an office or other enclosed location with on-campus employees or students, or
  - b. present in common areas using common facilities/equipment when others are present, or
  - c. inside dorm rooms or suites considered part of the student’s living area, or
  - d. performing a task where social distancing with SUNY Poly employees or students is not possible

***When BOTH of these criteria are met, a testing program is required. The test should be conducted and results received as close to the expected date of entry to the campus. Regular weekly testing is acceptable. Test results are NOT to be provided to SUNY Poly employees/students. Completion of the Visitor screening form will confirm compliance with COVID requirements.***

Please note, this procedure and form submission do not apply to personnel providing deliveries only (e.g. UPS, FEDEX, USPS), or service contractors providing routine services where activities occur on the exterior of the buildings, and interactions with on-campus personnel and students or others do not occur (e.g. waste removal, exterior pest control). It also does not apply to individuals who are on campus sporadically (e.g., once per month for a meeting or service call).

**SCREENING REQUIREMENT:**

[Visitor screening](#) is required each day the individual is present on the campus.

**REDUCING EXPOSURE/RISK:**

In order to ensure the reduction of risk of intermingling on campus, every effort should be made to eliminate the intermingling activities (see [SUNY guidance](#)). If that is not possible, and if the individual is not fully vaccinated, the entity must ensure the following:

1. Social distancing is maintained between entity and SUNY Poly employee/student,
2. Unless fully vaccinated, approved face coverings must be worn at all times when interacting or when in common areas or shared spaces,
3. Disinfection of surfaces likely to be used by SUNY Poly community members must occur following contamination or at the end of each work period,
4. Separate / designated / restricted areas should be used to prevent intermingling,
5. Only publicly available restrooms may be used (preferably designated for the entity or project).

**UTICA CAMPUS:**

Special COVID protocols are expected to be developed for any construction projects on campus. Please contact Matt Putnam, Director of Facilities, at [Matthew.Putnam@sunypoly.edu](mailto:Matthew.Putnam@sunypoly.edu) (315-792-7456) to address any requirements.

Please direct any questions related to the testing requirements of unaffiliated entities at SUNY Poly - Utica to Sean Clive, Director of EHS at [Sean.Clive@sunypoly.edu](mailto:Sean.Clive@sunypoly.edu) (315-792-7101).

**ALBANY CAMPUS:**

Please direct any questions related to the testing requirements of unaffiliated entities, contractors, construction sites at SUNY Poly - Albany to SUNY Poly EHS at [sunypolyehs@sunypoly.edu](mailto:sunypolyehs@sunypoly.edu) (518-437-8661).

**UNAFFILIATED ENTITY COVID-19 TESTING PROGRAM CERTIFICATION FORM:**

Unaffiliated entities that meet the criteria for regular presence AND intermingling with the campus community must certify that they have a testing program in place and that the following are included in the entity’s COVID Management / Testing plan:

I/We (the undersigned individual/entity representative) certify that

*(name of contractor / vendor / organization / agency / entity / representative / visitor)*

\_\_\_\_\_ has developed a COVID-testing plan that includes the following:

| In place<br><i>(check all that apply)</i> | Entity has a COVID-19 Testing Program which includes the following:                                  |
|---|--|
|   | a. Instructions to the employees on the testing process and the actual test itself;                  |
|   | b. A clear schedule for testing, coordinating timing and administration as to least impact work;     |
|   | c. Alert the employees of the need for provision of personal information including health insurance; |
|   | d. Provide the employees clear information of who covers the cost of the testing; and                |
|   | e. Inform the employees how results will be disseminated to the individuals.                         |

**OR**

*(please check if applicable)*

The individual(s) assigned to represent the contractor / vendor / organization / agency / entity noted above who is/are going to be regularly present on the SUNY Poly campus and intermingling with the SUNY Poly community, is/are fully vaccinated against COVID-19 as defined by the New York State Department of Health and/or CDC as applicable.

\_\_\_\_\_ Unaffiliated Entity Name

\_\_\_\_\_ Phone

\_\_\_\_\_ Representative Name (Print)

\_\_\_\_\_ Email

\_\_\_\_\_ Representative Signature

\_\_\_\_\_ Date

Please submit the completed and signed form to Sean Clive at [Sean.Clive@sunypoly.edu](mailto:Sean.Clive@sunypoly.edu).