

POLICY TO MINIMIZE THE SPREAD OF COVID-19

The University is implementing the following rules in an effort to minimize the spread of COVID-19 in our community. If you provide an “essential service” and have been requested to report to work by your supervisor, maintaining a safe and secure environment is of the utmost importance for your safety and for the safety of your colleagues. As such all such employees should:

- Maintain a distance of at least 6 feet from others.
- Avoid in person meetings and use the telephone, online conferencing, e-mail or instant messaging to conduct business as much as possible, even when participants are in the same building.
- If a face-to-face meeting is unavoidable, the meeting time should be for a minimum period of time, in a large meeting room with not more than 5 participants, and participants should sit/stand at least 6 feet from each other.
- Avoid person-to-person contact such as shaking hands.
- Avoid congregating in work rooms, pantries, copier rooms or other areas where people socialize.
- Eat at your desk or away from others.
- Avoid touching your face, nose, and mouth, and avoid rubbing your eyes.
- Practice proper coughing or sneezing etiquette.
- Wash your hands frequently (and especially after touching commonly used items) with soap and warm water for at least 20 seconds or use hand sanitizer when handwashing is not possible.
- Properly dispose of anything that comes in contact with your mouth, such as tissues or plastic eating utensils.
- Try to use only your knuckle to touch light switches, elevator buttons, etc., and use a paper towel, tissue or disposable glove when opening doors (especially bathroom or other public area doors).
- Utilize proper safety equipment as appropriate relative to your work activity.
- Not use other people’s phones, desks, offices, or other work tools and equipment, when possible.

Employees should not come to work if they (or any family member or other person living in their home) have symptoms (i.e., fever, cough, or shortness of breath). Employees should also not come to work if they have had direct contact (within 6 feet for 5-7 minutes) with someone who tested positive for Covid-19. Any employee who appears to have symptoms upon arrival at work or who becomes sick during the day should immediately be separated from other persons and sent home.

In addition, to the extent possible, employees are encouraged to avoid using public transportation.

Employees are also urged to follow all recommendations of the CDC and NY Department of Health and Mental Hygiene.

These rules are subject to change by the University as it may determine.