



# SUNY EMPIRE STATE COLLEGE

## Safe Return to Onsite Work Location-Specific Guidelines and Information

*Safe, Welcoming Return to Work, Onsite Teaching, Learning, and Services for the Fall of 2021*  
Version 5

Date Revised: August 6, 2021

This updated Return to Onsite Work plan comes in response to the new [SUNY System Administration telecommuting agreement](#), which was approved by the Governor's Office of Employee Relations (GOER) on August 2, 2021. It also incorporates new protocols in response to [updated masking guidance](#) issued by the Centers for Disease Control and Prevention (CDC) on July 27, 2021. These updates follow changes issued June 18, 2021, by GOER and the New York State Department of Health (DOH) and contains updates to our previous [Return to Onsite Work Report](#) sent out April 16, 2021.

The document includes guidance and information on returning to specific locations, using a phased-in approach and supports our plans to give our students and college community an onsite, in-person learning experience while ensuring the health and safety of all members of the SUNY Empire State College community amid a recent uptick in COVID-19 infections in certain areas.

As of **August 2, 2021**, here are some important changes to SUNY Empire's Return to Onsite Work:

- SUNY System Administration and GOER have agreed upon a [new telecommuting agreement](#) that will take effect **September 7, 2021**, and will expire on **December 31, 2021**. The policy will enable some employees to perform their jobs offsite. The number of days an employee is allowed to work offsite will be determined by management and is limited to no more than five (5) workdays in a pay period. **Telecommuting arrangements will be considered only when they support the operational needs of the campus and enable the college to continue providing the highest level of service possible.** For more information, see the [SUNY Telecommuting Policy](#). To apply, please fill out the [SUNY Telecommuting Application and Workplan](#) and submit it to your supervisor, who will then provide it to a department head and senior college leader for approval.

- Beginning **August 9**, we will resume July schedules for [Return to Onsite Work](#) through **September 3**, which in most cases is alternating A/B schedule. Individuals approved for alternate phase-in schedules should consult with their supervisors, who should communicate any updates to Human Resources (HR). The Office of Academic Affairs (OAA) will work with deans to develop appropriate schedules for faculty after reading period.
- **Also, effective August 9, all faculty, staff, students, and visitors must wear masks while onsite, regardless of vaccination status. Employees should follow the mask-wearing guidance below.**
- Beginning **August 23**, we will be open for in-person student services by appointment only until the first day of the term, **September 7**. During that time, student appointments will be limited to one hour on certain days. Employee A/B schedules may be adjusted to meet student needs.

Some of these changes are in response to the CDC issuing updated masking guidance, recommending fully vaccinated individuals resume wearing masks indoors in areas of “substantial or high transmission.” The recommendation was driven by an increase in what are known as “breakthrough infections,” the infection of vaccinated individuals as a result of the Delta variant now circulating in the United States. Several SUNY Empire sites fall within the “substantial or high transmission” zones. “Substantial” transmission is 50 to 100 cases of COVID-19 per 100,000, or a positivity rate between 8% and 10%, and “high” transmission is 100 or more cases per 100,000 people or a positivity rate of 10% or higher.

In late July, Governor Cuomo announced that all 130,000 state employees will be required to receive a full regimen of a two-dose or single-dose COVID-19 vaccine by Labor Day, **September 6**. This includes faculty and staff here at SUNY Empire. Faculty and staff who do not get vaccinated, whether by personal choice, or for medical or religious exemptions, must undergo COVID-19 testing once a week. The state is currently working with our respective unions to finalize an agreement on this program.

This document includes the original location-specific information and guidance established to plan your return to onsite work. We understand that while SUNY Empire is cohesive, united, and inclusive in its mission, it is also unique and successful because of its expanse across the state and its diversity in individual offerings at our locations.

The success of this plan and the ability to return to onsite work is allowable in large part due to the widespread availability of vaccinations, mask wearing, and the practice of social distancing. **SUNY System Administration and SUNY Empire administration strongly encourage each student and employee to be fully vaccinated before returning to onsite work/study.**

SUNY Empire locations vary in size, scope, and geography, requiring different approaches, and we recognize that some locations are in transition. Locations that have moved or are under construction will have a modified phase-in plan. Employees impacted by closed locations

and who have questions about their current location assignment should reach out to the Office of Human Resources.

The Return to Onsite Work Committee has been clear about the importance of communicating with locations about factors such as geographic and demographic density, individual facility specifics, and unique offerings at each site. SUNY Empire administration will continue to monitor COVID-19 in New York state as published on the [state's regional positivity rate dashboard](#). A spike in positivity rate and/or reported cases may trigger a pause or a change in the phase we are in. The college will also adhere to state and local health department directives.

To facilitate a smooth return, we developed the following guidelines and phases:

### **Phase 1: June 1- July 2**

#### **Who:**

- Staff as directed by the president's office to return onsite before July 2.
  - June 1 President's cabinet onsite a (minimum of 2 days per week)
  - June 7 President's council onsite a (minimum 2 days per week)
  - June 28 director level, at a minimum of 1 day onsite that week

#### **Notes:**

- Student contact and communication continues virtually.
- Building doors remain locked, with ID badge access only.
- Meetings may take place in small groups and will be limited to room capacities and socially distanced. See [NYSDOH Guidance](#).

**Phase 2: July 6** (Beginning **August 9**, many SUNY Empire locations will return to a modified version of these schedules.)

#### **Who:**

- All Phase 1 cabinet and council report (**minimum Monday-Thursday**) onsite.
- Staff shall report onsite in groups.
  - Group A, a minimum of Monday/Tuesday
  - Group B, a minimum of Wednesday/Thursday
  - Group A/B will be required to report with both groups (minimum Tuesday/Wednesday)
- Directors will be expected to be onsite at the same time as their groups.
- Faculty on reading period may remain on reading period and are expected to return to their onsite locations at the end of reading period. However, faculty are welcome to use their offices as needed. For access, please email [COVID@esc.edu](mailto:COVID@esc.edu).

#### **Notes:**

- Staff must follow all new protocols, including the wearing of masks indoors for all employees, regardless of vaccination status.
- You will be required to complete [Empire Entry](#), powered by the [ENVOY](#) app.
- Students will have the option to meet with faculty and staff in person beginning August 23. Meetings are by appointment only, and are restricted to no more than one hour, on certain days only.
- Building doors remain locked, with ID badge access only.
- If you need assistance with your workspace or have technology needs, please enter a work ticket with [Facilities](#) or [I.T.](#)
- Meetings may take place, but should be limited to room capacities and socially distanced.

### **Phase 3: July 19**

#### **Who:**

- Staff and details as indicated in Phase 1 and Phase 2.

#### **Notes:**

- Continue to follow all new protocols.
- You will be required to complete [Empire Entry](#), powered by the [ENVOY app](#).
- Student contact and communication continues virtually.
- Building doors remain locked, with ID badge access only.
- Meetings may take place and should be limited to room capacities and socially distanced.

### **Phase 4: August 9**

#### **Who:**

- We will resume July schedules for return to onsite work through **September 3**, which in most cases is an alternating A/B schedule. Individuals approved for alternate phase-in schedules should consult with their supervisors, who should communicate any updates to HR. The OAA will work with deans to develop appropriate schedules for faculty after reading period.

Locations are open for in-person student services beginning **August 23** by appointment only. Appointments must be limited to no longer than an hour until the start of the fall term, **September 7**.

#### **Notes:**

Normal planning/work/operations.

Student contact and communication allowed onsite according to and following room capacity levels.

Building doors are unlocked during business hours.

Meetings may take place and should be limited to room capacities and socially distanced. See NYSDOH Guidance.

**Location-specific, phase-in schedule dates are identified later in this document.**

### **Telecommuting**

SUNY System Administration and GOER have agreed upon a [new telecommuting agreement](#) that will take effect **September 7, 2021**, and expire on **December 31, 2021**. The policy will enable some employees to perform their jobs offsite. The number of days an employee is allowed to work offsite will be determined by management and is limited to no more than five (5) workdays in a pay period. **Telecommuting arrangements will be considered only when they support the operational needs of the campus and enable the college to continue providing the highest level of service possible.** For more information, see the [SUNY Telecommuting Policy](#). To apply, please fill out the [SUNY Telecommuting Application and Workplan](#) and submit it to your supervisor, who will then provide it to a department head and senior college leader for approval.

### **Exceptions:**

- Early voluntary returns will be considered if you would like to return to the office earlier than your group. For consideration, please email [COVID@esc.edu](mailto:COVID@esc.edu), and copy your supervisor.
- SUNY Empire understands that individual employees, based on their personal circumstances, may seek flexibility in how they manage their professional and personal responsibilities, especially as we return to work. There are several options for individual employees to explore flexibility, both in the return-to-work phase-in process and beyond.
  - Individuals interested in requesting a modified phase-in schedule through September 7 need supervisor and HR approval. Requests should be made by submitting the Alternate Phasein Schedule COVID-19 to Human Resources.
  - Please consider the following options to assist your return to work after August 1. The college offers these options to support work-life flexibility:
    - **Alternative Work Location Request Process (professional employees only).** An alternate work location assignment or schedule is defined as a working arrangement of a specified, limited duration. All requests should be made using the Alternate Work Location Request.
    - **Voluntary Work Reduction Schedule (VRWS).** VRWS is a program for employees to voluntarily trade income for time off. The program allows for a reduced work schedule of between five (5) and thirty (30) percent. Employees may participate in the program for up to twenty-six (26) payroll periods, which is equivalent to one year. All VRWS requests should be made through department supervisors in consultation with the Office of Human Resources.
    - **Use of appropriate leave accruals with prior approval from supervisor.** The Employee Assistance Program (EAP) is designed to help state employees

balance work and life, as well as more serious problems that may impact work performance. EAP services are confidential, voluntary, and offered at no cost to employees and their families.

**ADA Accommodations:**

For [ADA accommodations](#), please contact the Office of Human Resources. Requests for accommodations will be granted based on ADA federal guidelines. Please complete and submit the [ADA Application for Reasonable Accommodation](#) for review.

**Locations in Transition:**

During the past year, SUNY Empire has closed certain locations. If you have a question about your new onsite location, or are not certain where you should report, please contact the Office of Human Resources.

We are currently finishing construction projects at new locations, which may cause a delay in opening at these sites. Specifically:

- 4 Park Ave, Manhattan
- Harlem
- Brooklyn, Shirley Chisolm

Please note specific phase-in schedules for these locations below.

**Important State Document and Updated Mask Rules**

All state employees, including those at SUNY Empire State College, have been asked to read, sign, and return a form to human resources, entitled "[Revised Guidance for State Agencies and Authorities During the COVID-19 Public Health Emergency](#)." The form was drafted by the New York State DOH and outlines minimum guidelines that all employees must follow regarding masking, social distancing, and other health and safety protocols based on their vaccination status. By signing this document, you acknowledge the updated health and safety protocols. Employees will not be required to show proof of vaccination status.

After reading the form carefully, you must sign and return it to [hrdepartment@esc.edu](mailto:hrdepartment@esc.edu) or Kyle Parker at [kyle.parker@esc.edu](mailto:kyle.parker@esc.edu) in HR. Signed forms must be submitted by July 9, or no later than three business days after you return to work.

**Please note: This form was drafted when the CDC recommended different masking protocols depending on vaccination status. Those guidelines have since changed. If you already returned the signed form to human resources, regardless of your vaccination status, you must now wear a mask and practice social distancing while onsite at any SUNY Empire location.** This represents a change from previous guidelines, which allowed vaccinated individuals to not wear a mask after turning in the signed form.

**Vaccinations:**

In late July, Governor Cuomo announced that all 130,000 state employees will be required to receive a full regimen of a two-dose or single-dose COVID-19 vaccine by Labor Day, **September 6**. This includes faculty and staff here at SUNY Empire. Faculty and staff who do not get vaccinated, whether by personal choice, or for medical or religious exemptions, must undergo COVID-19 testing once a week. The state is currently working with our respective unions to finalize an agreement on this program.

### **Technology:**

Because you may be splitting time during the phase-in period between onsite and offsite, you may have a need for technology. If you have a SUNY Empire desktop that you are using at home, please reach out to Information Technology Services (ITS) to request a laptop. Each employee will be allotted the following:

- A laptop with two monitors, a keyboard, a mouse, a headset, a videocam, a power charger, and a docking station. Only one set of technology per employee is allowed.
- If you are sharing a space and need an additional monitor for home use, please request this through an ITS incident ticket.

All technology questions must be communicated and requested via an [I.T. work ticket](#).

### **Mandatory COVID-19 Testing:**

**Fully vaccinated employees who voluntarily choose to submit proof of vaccination status will be exempt from mandatory weekly testing.** Employees can provide proof of vaccination by scanning and submitting a COVID-19 Vaccination Record Card or proof of vaccination from the NYS Excelsior Pass to Kyle Parker ([kyle.parker@esc.edu](mailto:kyle.parker@esc.edu)) in the Office of Human Resources. Test kits will be made available to all employees and students using the schedule outlined below. Per SUNY guidelines, COVID-19 testing must be submitted once a week. Tests are sent to testing labs. Depending on the size of your location, you will be using either a pooled or individual testing protocol.

### **Pooled Testing**

Pooled testing combines test swabs from several people, which are then tested in a single batch. Here is the process for pooled testing:

- Collect your test kit at your work site on designated days and times.
- Follow directions on registering and testing.
- Submit your test sample at the designated location.

You will be notified **only** if your pool tests positive.

If your pool tests positive, you will hear from a contact tracer and be required to quarantine until the positive test(s) is identified, which usually takes a day or two. Positive tests will be reported to your county health department. Those who test positive will be interviewed for contact-tracing purposes and required to quarantine at home for 10 days from the date of the positive result. If you are negative in that pool and were not in close contact with the positive test, you may return to work the next day.

Anyone identified as being in close contact for a prolonged period with the individual who tested positive will be required to quarantine for 10 days, unless vaccinated and showing no symptoms (based on current guidance).

### **Individual Testing**

Individual tests are tested at the lab one person at a time. The process is:

- Collect your test kit at your work site.
- Follow directions on registering and testing.
- Submit your test sample using the mailing instructions provided.

You will be notified **only** if you test positive.

If your individual test comes back positive, you will hear from a contact tracer and be required to quarantine. Positive tests will be reported to your county health department. Those who test positive will be interviewed for contact-tracing purposes and required to quarantine at home for 10 days from the date of the positive result.

Anyone identified as being in close contact for a prolonged period with the individual who tested positive will be required to quarantine for 10 days, unless vaccinated and showing no symptoms (based on current guidance).

### **Quarantine**

If you are required to quarantine due to a positive test, or through contact tracing, work with your supervisor to determine whether you can continue to work while quarantined.

If you are not able to work while in quarantine, contact the Office of Human Resources about how to use COVID-19 leave, based on the most recent [Department of Labor \(DOL\) guidelines](#). The COVID-19 leave eligibility is still in effect. It can be used for those placed in mandatory or precautionary quarantine who do not have the ability to continue to work from home for up to 14 days. Questions should be directed to the Office of Human Resources.

### **Empire Entry: Checking into Your Work Location**

Effective May 10, 2021, SUNY Empire State College transitioned to a new Empire Entry procedure powered by the [Envoy Protect app](#). The app is a quick and convenient way to sign in and out of our campus locations, ensure faculty and staff are healthy and symptom-free, and



monitor capacity and visitor activity, all while eliminating the use of shared pens, notepads, and other items. Empire Entry is part of our ongoing effort to keep employees healthy and safe during the COVID-19 pandemic.

Each time you work onsite at a SUNY Empire location, you will be required to complete the [Empire Entry process](#). Simply access the Envoy app on your smart device and register at that location at least **one hour** before arriving by completing the health assessment. You must attest that you are free of COVID-19 symptoms to register and enter.

The Envoy app can be downloaded to your [Apple](#) or [Android](#) device. If you don't have a smart device, or are unable to register before your arrival, you can register using the iPad kiosk at the main entrance of each location.

You may also schedule your arrival at a site up to 24 hours in advance on the app. Employees who need to enter multiple locations on a given day must submit a new registration for each location and must sign out upon leaving. For instructions on how to use the app, please [review this guide](#).

To be eligible to report to work onsite, 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. The CDC has provided the following list of screening questions and potential symptoms:

- Have you tested positive for COVID-19 through a diagnostic test in the past 14 days?
- Is your temperature greater than or equal to 100°F?
- Have you had any known close contact with a person confirmed to have COVID-19 in the past 14 days?
- Are you currently experiencing any of the following symptoms?
  - Cough
  - Shortness of breath
  - Trouble breathing
  - Fever
  - Chills
  - Muscle pain
  - Headache
  - Sore throat
  - New loss of taste
  - New loss of smell

If you answer “Yes” to any of these questions on a day you are scheduled to report to onsite work, you will not be able to report to onsite work and your supervisor will be notified. If you are unable to report to work, proper leave time must be charged.

If you answer “No” to all the screening questions, you will receive a green checkmark to enter work. Detecting these symptoms or potential exposures early, before the employee/student even arrives onsite, will help reduce potential exposure to, and spread of, the virus.

The Daily Health Report is electronic and accessible via the Envoy app. You can download this app to your smart phone or tablet. This app will also provide you with updates and notifications.

Please sign out on the Envoy app at the end of the day.

### **Mask Wearing**

**Due to recommendations issued by the CDC on July 27, all employees will be required to wear masks indoors while on site, regardless of vaccination status.**

Masks must be worn in **ALL** public areas and during meetings, including offices when meeting with students, guests, and coworkers. This requirement helps protect everyone, especially those who are not vaccinated and especially when it is not possible to maintain social distancing (i.e., in bathrooms, stairwells, elevators, etc.). SUNY Empire will maintain a limited supply of face masks at the entrances to its open locations.

All staff share the responsibility of educating and informing visitors (including students) of our COVID-19 protocols. Students should be told about our expectations from the start. Please offer one of our disposable masks to anyone who is not wearing a mask. Any student or visitor refusing to wear a mask is in violation of our protocols and should be asked to leave.

Students failing to comply with COVID protocols are to be referred to the student conduct officer, David Caso (david.caso@esc.edu), for further action. We do not anticipate confrontations at our locations, but if you encounter a situation that becomes confrontational, you should immediately remove yourself and notify your supervisor. Employees failing to comply with COVID-19 protocols will be referred to the Office of Human Resources.

### **Limited exemptions for unvaccinated people are as follows:**

- **Medical reasons:** Employees who are unable to wear face masks due to a medical or other health condition should consult with the Office of Human Resources at (518) 587-2100, ext. 2240.
- **Eating and drinking:** You do not have to wear a face covering when actively eating or drinking while seated in areas with appropriate social distancing. If you are in a break area and not eating or drinking, you should wear your mask.
- **Individual space:** Face coverings can be removed only when alone in a cubicle or office, or when outside the buildings while following social distancing guidelines.

### **Entrance requirements**

All guests and students should enter through the building’s main entrance to ensure proper sign-in and health reporting at the tablet kiosk.

**Door signs at main entrances will be updated regularly to reflect the latest guidelines. Among them:**

- Wear a mask upon entering.
- Complete Empire Entry, powered by Envoy.
- Appointments are required.
- Wash and sanitize hands frequently.
- Sanitize surfaces after use.

**Other signage:**

- Side entrances will be signed to direct students and visitors to the main entrance and sign-in kiosk.
- Classroom capacities will be noted on the entrance along with a reminder to maintain six feet of social distance and not move the properly spaced furniture. All bathrooms will have appropriate handwashing signs.
- Classrooms will feature signs reminding students to wear masks and sanitize hands.

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**Saratoga Springs 111 West Ave.**

**Region: Capital District**

	Phase 1	Phase 2	Phase 3	Phase 4
Expected Phase Date	June 1	July 6- July 16	July 19-July 30	August 2 *August 9 - Sept 3: Resume July sched.

Hours of Operation	Based on occupancy and study groups. May differ from summer to fall.
Study Group Schedule	None scheduled
Room Capacities	Set at 6 ft.
Building Capacity	419
Plexiglass Barriers provided	12 Will be provided to all open reception desk areas. Additional plexiglass barriers should be discussed with your supervisor and approved by administration.
Daily Health Reporting	All employees and students will be required to check in using the ENVOY app.

Testing Type	Pooled Testing			
	Days	Dates	Times	Location
	Tuesday & Wednesday	Currently in place. New dates and times to start on June 1.	10:30 a.m.- Noon	113 West
Disinfecting/ PPE Kits provided	15			
Cleaning/Disinfecting	<p>Based on current SUNY and DOH guidelines, all classrooms (if used), meeting rooms (if used), and high-touch common areas will be disinfected daily. We will adjust professional cleaning schedules in the building to account for high-traffic areas.</p> <p>Disinfecting supplies will be provided and accessible to all for additional disinfecting as needed based on individual comfort or the need for more frequent disinfection of personal space.</p> <p>All staff is required to share the responsibility of sanitizing shared equipment and appliances before and after each use.</p>			
Landlord Reports	Building owned and managed by SUNY Empire. All systems in working order and monitored daily.			
HVAC	<p>Building meets all NYS code requirements.</p> <p>HVAC system is working properly, and we are reporting no issues. Will conduct continuous air-quality assessments. Employee concerns about individual buildings should be communicated via work tickets. Please use the following link:  <a href="#">Submit Facilities Incident   ServiceNow (service-now.com)</a></p> <p>Windows in the building do not open, although the HVAC system pulls in fresh air from outdoors and carries it throughout the building.</p>			
Air Filter Information	MERV filter rating increased to MERV 11 (maximum rating recommended for this system). All filters will be changed quarterly.			

**Saratoga Springs 113 West Ave.  
Region: Capital District.**

	Phase 1	Phase 2	Phase 3	Phase 4
Expected Phase Date	June 1	July 6- July 16	July 19-July 30	August 2 *August 9 - Sept 3: Resume July sched.

Hours of Operation	Based on occupancy and study groups. May differ from summer to fall.			
Study Group Schedule	<b>Day</b>	<b>Time</b>	<b>Recurrence</b>	<b>Room Number</b>
	Monday	12 p.m. - 1:30 p.m.	Even Weeks	143
	Monday	12 p.m. - 1:30 p.m.	Odd Weeks	137
	Monday	12 p.m. - 1:30 p.m.	Even Weeks	137
	Monday	5:30 p.m. - 7:30 p.m.	Even Weeks	143
Room Capacities	Set at 6 ft.			
Building Capacity	701			
Plexiglass Barriers provided	25 Will be provided to cover all open reception desk areas unless otherwise requested and approved.			
Daily Health Reporting	All employees and students will be required to check in using the ENVOY app.			
Testing Type	Pooled Testing.			
	Days	Dates	Times	Location
	Tuesday & Wednesday	Currently in place. New dates and times to start on June 1.	10:30 a.m. - Noon	113 West
Disinfecting Kits provided	18			
Cleaning/Disinfecting	Based on current SUNY and DOH guidelines, all classrooms (if used), meeting rooms (if used), and high-touch common areas will be disinfected daily. We will adjust professional cleaning schedules in the building to account for high-traffic areas.			

	<p>Disinfecting supplies will be provided and accessible to all for additional disinfecting as needed, based on individual comfort or for more frequent disinfection of personal space.</p> <p>All staff is required to share the responsibility of sanitizing shared equipment and appliances before and after each use.</p>
Landlord Reports	Building owned and managed by SUNY Empire. All systems in working order.
HVAC	<p>Building meets all NYS Code requirements. HVAC system is working properly, and we are reporting no issues.</p> <p>We will conduct continuous air-quality assessments.</p> <p>Employee concerns about individual buildings can be communicated via work tickets. Please use the following link: <a href="https://service-now.com">Submit Facilities Incident   ServiceNow (service-now.com)</a></p> <p>Windows are operable. In addition, HVAC system pulls in fresh air from outdoors and carries it throughout the building.</p>
Air Filter Information	MERV filter rating increased to MERV 11 (maximum rating recommended for this system). Filters will be changed quarterly.
Break Areas	This building poses many obstacles with design features and ambiance. Please be sure to maintain social distancing and mask-wearing protocols when in common areas. Please be respectful of anyone working in an open area. Be sure to disinfect shared equipment and appliances before and after each use.

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**Saratoga Springs 1,2,3,28 Union Ave.**  
**Region: Capital District**

	Phase 1	Phase 2	Phase 3	Phase 4
Expected Phase Date	June 1	July 6- July 16	July 19-July 30	August 2 *August 9 - Sept 3: Resume July sched.

Hours of Operation	Based on occupancy and study groups. May differ from summer to fall.			
Study Group Schedule	N/A			
Room Capacities	Set at 6 ft.			
Building Capacities	1 Union= 207 2 Union = 580 3 Union = 134 28 Union = 129			
Plexiglass Barriers provided	1 Union = 3 (one each floor) 2 Union = 6 (reception desks) 3 Union = 1 28 Union = 0 Will be provided to all open reception desks. areas unless otherwise requested and approved.			
Daily Health Reporting	All employees and students will be required to check in using the ENVOY app.			
Testing Type	Pooled Testing			
	Days	Dates	Times	Location
	Tuesday & Wednesday	New location Starting June 1.	10:30 a.m.- Noon	2 Union
Disinfecting Kits provided	1 Union= 6 2 Union = 6 3 Union = 10 28 Union = 8			
Cleaning/Disinfecting	Based on current SUNY and DOH guidelines, all meeting rooms (if used) and high-touch common areas will be disinfected daily. We will adjust professional cleaning schedules in the building to account for high-traffic areas.  Disinfecting supplies will be provided and accessible to all for additional disinfecting as needed based on individual comfort or for more frequent disinfection of personal space.  All staff is required to share the responsibility of sanitizing shared equipment and appliances before and after each use.			
Landlord Reports	Building owned and managed by SUNY Empire. All systems in working order.			

HVAC	<p>Building meets all NYS code requirements. HVAC system is working properly, and we are reporting no issues.</p> <p>Employee concerns about individual buildings can be communicated via work tickets. Please use the following link: <a href="#">Submit Facilities Incident   ServiceNow (service-now.com)</a></p> <p>Windows are operable. In addition, HVAC system pulls in fresh air from outdoors and carries it throughout the building.</p>
Air Filter Information	MERV filter rating increased to MERV 11 (maximum rating recommended for this system). Filters will be changed quarterly.

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**Albany Empire State Plaza**  
**Region: Capital District**

	Phase 1	Phase 2	Phase 3	Phase 4
Expected Phase Date	N/A	July 6- July 16	July 19-July 30	August 2 *August 9 - Sept 3: Resume July sched.

Hours of Operation	Based on occupancy and study groups. May differ from summer to fall.			
Study Group Schedule	N/A			
Room Capacities	Set at 6ft.			
Location Capacity	20			
Plexiglass Barriers provided	1 Will be provided to all open reception desk areas unless otherwise requested and approved.			
Daily Health Reporting	All employees and students will be required to check in using the ENVOY app.			
Testing Type	Individual Testing.			
	Days	Dates	Times	Location
	Submit Weekly via UPS	Starting August 1	Submit weekly	mail via UPS



Disinfecting Kits provided	3
Cleaning/Disinfecting	<p>High touch common areas cleaned daily by OGS. Specific professional cleaning schedules in the building will be adjusted to account for high traffic areas.</p> <p>Disinfectant supplies will be provided and accessible to all for additional disinfecting as may be needed based on individual comfort or for more frequent disinfection of personal space.</p> <p>All staff is required to share the responsibility of sanitizing shared equipment and appliances before and after each use.</p>
Landlord Reports	OGS manages building. Spoke with OGS. All systems have been regularly tested and site is current with all codes and specs.
HVAC	<p>Building meets all NYS Code requirements. HVAC system is working properly, and there are no reported issues. Concerns on individual buildings can be submitted via OGS- Albany Plaza procedures.</p> <p>In addition, please notify SUNY Empire facilities department via work ticket of any concerns so that we can follow up. Please use the following link:  <a href="#">Submit Facilities Incident   ServiceNow (service-now.com)</a></p> <p>In addition, HVAC system pulls in fresh air from outdoors and carries throughout.</p>
Air Filter Information	MERV filter rating increased to satisfy current regulations. OGS will be following replacement guidelines so filters are changed regularly.

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**Queensbury- SUNY Adirondack**  
**Region: Capital District**

	Phase 1	Phase 2	Phase 3	Phase 4
Expected Phase Date	N/A	July 6- July 16	July 19-July 30	August 2

				*August 9 - Sept 3: Resume July sched.
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Hours of Operation	Based on occupancy and study groups. May differ from summer to fall.			
Study Group Schedule	Day	Time	Recurrence	Room Number
	Tuesday	1 p.m. - 2:50 p.m.	Odd Weeks	TBA
Room Capacities	Set at 6 ft.			
Location Capacity	10			
Plexiglass Barriers provided	1 Will be provided to all open reception desk areas unless otherwise requested and approved.			
Daily Health Reporting	All employees and students will be required to check in using the ENVOY app.			
Testing Type	Individual Testing			
	Days	Dates	Times	Location
	Submit Weekly via UPS	Starting July 6	Submit weekly	Mail via UPS
Disinfecting Kits provided	3			
Cleaning/Disinfecting	<p>High touch common areas cleaned daily. SUNY Adirondack will clean all shared space daily, if used.</p> <p>Disinfectant supplies will be provided and accessible to all for additional disinfecting as may be needed based on individual comfort or for more frequent disinfection of personal space.</p> <p>All staff is required to share the responsibility of sanitizing shared equipment and appliances before and after each use.</p>			
Landlord Reports	SUNY Adirondack manages building. All systems have been regularly tested, and site is current with all codes and specs.			
HVAC	Building meets all NYS Code requirements. HVAC system is working properly, and there are no reported issues. Concerns on individual buildings can be submitted via SUNY Adirondack procedures.			

	<p>In addition, please notify SUNY Empire facilities department of any concerns so that we can follow up. To report concerns, please use the following link:  <a href="#">Submit Facilities Incident   ServiceNow (service-now.com)</a></p> <p>In addition, HVAC system pulls in fresh air from outdoors and carries throughout.</p>
Air Filter Information	MERV filter rating increased to satisfy current regulations. SUNY Adirondack will be following replacement guidelines, so filters are changed frequently.

**Schenectady**  
**Region: Capital District**

	Phase 1	Phase 2	Phase 3	Phase 4
Expected Phase Date	N/A	July 6- July 16	July 19-July 30	August 2 *August 9 - Sept 3: Resume July sched.

Hours of Operation	Based on occupancy and study groups. May differ from summer to fall.			
Study Group Schedule	N/A			
Room Capacities	Set at 6 ft.			
Location Capacity	17			
Plexiglass Barriers provided	1 Will be provided to all open reception desk areas unless otherwise requested and approved.			
Daily Health Reporting	All employees and students will be required to check in using the ENVOY app.			
Testing Type	Individual Testing			
	Submit Weekly via UPS	Starting July 6	Submit weekly	Mail via UPS
Disinfecting Kits provided	3			
Cleaning/Disinfecting	<p>All meeting rooms/common area (if used), as well as high touch common areas daily.</p> <p>Disinfectant supplies will be provided and accessible to all for additional disinfecting as may be needed based</p>			

	<p>on individual comfort or for more frequent disinfection of personal space.</p> <p>All staff is required to share the responsibility of sanitizing shared equipment and appliances before and after each use.</p>
Landlord Reports	We have been in contact with this landlord. All systems have been regularly tested, and site is current on all codes and specs.
HVAC	<p>Building meets all NYS Code requirements. HVAC system is working properly, and there are no reported issues. Concerns on individual buildings can be submitted via building management procedures or ESC work ticket.</p> <p>Employee concerns on individual buildings can be communicated via work tickets. Please use the following link:  <a href="#">Submit Facilities Incident   ServiceNow (service-now.com)</a></p> <p>In addition, HVAC system pulls in fresh air from outdoors and carries throughout.</p>
Air Filter Information	MERV filter rating increased to satisfy current regulations. Landlord will be following replacement guidelines, so filters are changed regularly.

**East Syracuse  
Region: Central**

	Phase 1	Phase 2	Phase 3	Phase 4
Expected Phase Date	June 1	July 6- July 16	July 19-July 30	August 1 *August 9 - Sept 3: Resume July sched.

Hours of Operation	Based on occupancy and study groups. May differ from summer to fall.
Study Group Schedule	N/A
Room Capacities	Set at 6 ft.
Location Capacity	213
Plexiglass Barriers provided	1

	Will be provided to all open reception desk areas unless otherwise requested and approved.										
Daily Health Reporting	All employees and students will be required to check in using the ENVOY app.										
Testing Type	<p>Pooled Testing</p> <table border="1"> <thead> <tr> <th>Test type</th> <th>Days</th> <th>Dates</th> <th>Times</th> <th>Location</th> </tr> </thead> <tbody> <tr> <td>Pool</td> <td>Tuesday &amp; Wednesday</td> <td>Starting June 1</td> <td>10:30 a.m.- Noon</td> <td>At Location</td> </tr> </tbody> </table>	Test type	Days	Dates	Times	Location	Pool	Tuesday & Wednesday	Starting June 1	10:30 a.m.- Noon	At Location
Test type	Days	Dates	Times	Location							
Pool	Tuesday & Wednesday	Starting June 1	10:30 a.m.- Noon	At Location							
Disinfecting Kits provided	6										
Cleaning/Disinfecting	<p>Based on current SUNY and DOH guidelines, all classrooms (if used), meeting rooms (if used) and high touch common areas will be disinfected daily. We will adjust specific professional cleaning schedules in the building to account for high traffic areas.</p> <p>Disinfectant supplies will be provided and accessible to all for additional disinfecting as may be needed based on individual comfort or for more frequent disinfection of personal space.</p> <p>All staff is required to share the responsibility of sanitizing shared equipment and appliances before and after each use.</p>										
Landlord Reports	We are constantly in contact with this landlord. All systems have been regularly tested and site is current on all codes and specs.										
HVAC	<p>Building meets all NYS Code requirements. HVAC system is working properly, and there are no reported issues. Concerns on individual buildings can be submitted via your building management process or ESC work ticket.</p> <p>Employee concerns on individual buildings can be communicated via work tickets. Please use the following link:  <a href="#">Submit Facilities Incident   ServiceNow (service-now.com)</a></p> <p>In addition, HVAC system pulls in fresh air from outdoors and carries throughout.</p>										
Air Filter Information	<p>MERV filter rating increased to satisfy current regulations.</p> <p>Landlord will be following replacement guidelines to filters being changed frequently.</p>										

Limitations/Concerns	Individuals have reached out with HVAC concerns. We have been in continuous communication with landlord. Concerns stem from outdoor air quality (smoking) and air temperature. HVAC system is working well.
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Page Break

**Auburn**

**Region: Central**

	Phase 1	Phase 2	Phase 3	Phase 4
Expected Phase Date	N/A	July 6- July 16	July 19-July 30	August 2 *August 9 - Sept 3: Resume July sched.

Hours of Operation	Based on occupancy and study groups. May differ from summer to fall.			
Study Group Schedule	N/A			
Room Capacities	Set at 6 ft.			
Location Capacity	7			
Plexiglass Barriers provided	1 Will be provided to all open reception desk areas unless otherwise requested and approved.			
Daily Health Reporting	All employees and students will be required to check in using the ENVOY app.			
Testing Type	Individual Testing			
	Days	Dates	Times	Location
	Submit Weekly via UPS	Starting August 1	Submit weekly	Mail via UPS
Disinfecting Kits provided	3			
Cleaning/Disinfecting	Based on current SUNY and DOH guidelines, all classrooms (if used), meeting rooms (if used) and high touch common areas will be disinfected daily. We will adjust specific professional cleaning schedules in the building to account for high traffic areas.  Disinfectant supplies will be provided and accessible to all for additional disinfecting as may be needed based on your comfort or for more frequent disinfection of your personal space.			

	All staff is required to share the responsibility of sanitizing shared equipment and appliances before and after each use.
Landlord Reports	Building is managed by Cayuga CC. We have been in contact with this landlord. All systems have been regularly tested and site is current on all codes and specs.
HVAC	<p>Building meets all NYS Code requirements. HVAC system is working properly, and there are no reported issues. Concerns on individual buildings can be submitted via building management process or ESC work ticket.</p> <p>Please notify SUNY Empire facilities department of any concerns so that we can follow up. This can be communicated via work tickets. Please use the following link:  <a href="#">Submit Facilities Incident   ServiceNow (service-now.com)</a></p> <p>In addition, HVAC system pulls in fresh air from outdoors and carries throughout.</p>
Air Filter Information	MERV filter rating increased to satisfy current regulations. Landlord will be following replacement guidelines.

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**Rochester**  
**Region: Finger Lakes**

	Phase 1	Phase 2	Phase 3	Phase 4
Expected Phase Date	June 1	July 6- July 16	July 19-July 30	August 1 *August 9 - Sept 3: Resume July sched.

Hours of Operation	Based on occupancy and study groups. May differ from summer to fall.			
Study Group Schedule	Day	Time	Recurrence	Room Number
	Tuesday	12 - 1:30 p.m.	Odd Weeks	159
	Tuesday	12 - 2 p.m.	Odd Weeks	205

	Tuesday	5:30 - 7 p.m.	Odd Weeks	159
	Tuesday	5:30 - 6:59 p.m.	Even Weeks	159
	Tuesday	5:30 - 7:30 p.m.	Even Weeks	205
	Thursday	12 - 2 p.m.	Odd Weeks	205
	Thursday	5:30 - 6:59 p.m.	Even Weeks	159
	Thursday	5:30 - 7 p.m.	Odd Weeks	201
	Thursday	5:30 - 7:30 p.m.	Odd Weeks	205
Room Capacities	Set at 6 ft.			
Location Capacity	453			
Plexiglass Barriers provided	2 Will be provided to all open reception desk areas unless otherwise requested and approved.			
Daily Health Reporting	All employees and students will be required to check in using the ENVOY app.			
Testing Type	Pooled Testing			
	Days	Dates	Times	Location
	Tuesday & Wednesday	Starting June 1	10:30 a.m.- Noon	At Location
Disinfecting Kits provided	6			
Cleaning/Disinfecting	<p>Based on current SUNY and DOH guidelines, all classrooms (if used), meeting rooms (if used) and high touch common areas will be disinfected daily. We will adjust specific professional cleaning schedules in the building to account for high traffic areas.</p> <p>Disinfectant supplies will be provided and accessible to all for additional disinfecting as may be needed based on your comfort or for more frequent disinfection of your personal space.</p> <p>All staff is required to share the responsibility of sanitizing shared equipment and appliances before and after each use.</p>			
Landlord Reports	Building owned and managed by SUNY Empire. All systems in working order.			
HVAC	Building meets all NYS Code requirements. HVAC system is working properly, and we are reporting no issues.			



	<p>We will be conducting continuous air quality assessments. Concerns on individual buildings can be submitted via work ticket. Please use the following link: <a href="#">Submit Facilities Incident   ServiceNow (service-now.com)</a></p> <p>Windows are operable. In addition, HVAC system pulls in fresh air from outdoors and carries throughout.</p>
Air Filter Information	MERV filter rating increased to MERV 11 (maximum rating recommended for this system) Following replacement guidelines so filters are changed quarterly.
Limitations/Concerns	x

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**Fort Drum**

**Region: North Country**

	Phase 1	Phase 2	Phase 3	Phase 4
Expected Phase Date	Complete	Officially July 6	Per approved individual location plan	Per approved individual location plan

Hours of Operation	Based on occupancy and study groups. May differ from summer to fall.			
Study Group Schedule	N/A			
Room Capacities	Set at 6 ft.			
Location Capacity	6			
Plexiglass Barriers provided	1 Will be provided to all open reception desk areas unless otherwise requested and approved.			
Daily Health Reporting	All employees and students will be required to check in using the ENVOY app.			
Testing Type	Individual Testing			
	Days	Dates	Times	Location
	Submit Weekly via UPS	Continuing as is	Submit weekly	Mail via UPS
Disinfecting Kits provided	3			

Cleaning/Disinfecting	<p>Based on current SUNY and DOH guidelines, all classrooms (if used), meeting rooms (if used) and high touch common areas will be disinfected daily. We will adjust specific professional cleaning schedules in the building to account for high traffic areas.</p> <p>Disinfectant supplies will be provided and accessible to all for additional disinfecting as may be needed based on individual comfort or for more frequent disinfection of personal space.</p> <p>All staff is required to share the responsibility of sanitizing shared equipment and appliances before and after each use.</p>
Landlord Reports	<p>Building is managed by Ft Drum. We are constantly in contact with this landlord. All systems have been regularly tested and site is current on all codes and specs.</p>
HVAC	<p>Building meets all NYS Code requirements. HVAC system is working properly, and there are no reported issues. Concerns on individual buildings can be submitted via building management process.</p> <p>In addition, please notify SUNY Empire facilities department of any concerns so that we can follow up. Please use the following link:  <a href="#">Submit Facilities Incident   ServiceNow (service-now.com)</a></p> <p>In addition, HVAC system pulls in fresh air from outdoors and carries throughout.</p>
Air Filter Information	<p>MERV filter rating increased to satisfy current regulations. Landlord will be following replacement guidelines.</p>

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**Olean**

**Region: Western**

	Phase 1	Phase 2	Phase 3	Phase 4
Expected Phase Date	N/A	N/A	N/A	August 1 *August 9 - Sept 3: Resume July sched.

Hours of Operation	Based on occupancy and study groups. May differ from summer to fall.			
Study Group Schedule	N/A			
Room Capacities	Set at 6 ft.			
Location Capacity	12			
Plexiglass Barriers provided	1 Will be provided to all open reception desk areas unless otherwise requested and approved.			
Daily Health Reporting	All employees and students will be required to check in using the ENVOY app.			
Testing Type	Individual Testing			
	Days	Dates	Times	Location
	Submit Weekly via UPS	Starting August 2	Submit weekly	Mail via UPS
Disinfecting Kits provided	3			
Cleaning/Disinfecting	<p>Based on current SUNY and DOH guidelines, all classrooms (if used), meeting rooms (if used) and high touch common areas will be disinfected daily. We will adjust specific professional cleaning schedules in the building to account for high traffic areas.</p> <p>Disinfectant supplies will be provided and accessible to all for additional disinfecting as may be needed based on individual comfort or for more frequent disinfection of personal space.</p> <p>All staff is required to share the responsibility of sanitizing shared equipment and appliances before and after each use.</p>			
Landlord Reports	We have been in contact with this landlord. All systems have been regularly tested and site is current on all codes and specs.			
HVAC	<p>Building meets all NYS Code requirements. HVAC system is working properly, and there are no reported issues. Concerns on individual buildings can be submitted via building management process.</p> <p>In addition, please notify SUNY Empire facilities department of any concerns so that we can follow up. Employee concerns on individual buildings can be communicated via work tickets. Please use the following link:  <a href="#">Submit Facilities Incident   ServiceNow (service-now.com)</a></p>			

	In addition, HVAC system pulls in fresh air from outdoors and carries throughout.
Air Filter Information	MERV filter rating increased to satisfy current regulations. Landlord will be following replacement guidelines.

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**Buffalo (Cheektowaga)**  
**Region: Western**

	Phase 1	Phase 2	Phase 3	Phase 4
Expected Phase Date	N/A	July 6- July 16	July 19-July 30	August 2 *August 9 - Sept 3: Resume July sched.

Hours of Operation	Based on occupancy and study groups. May differ from summer to fall.			
Study Group Schedule	N/A			
Room Capacities	Set at 6 ft.			
Location Capacity	214			
Plexiglass Barriers provided	5 Will be provided to all open reception desk areas unless otherwise requested and approved.			
Daily Health Reporting	All employees and students will be required to check in using the ENVOY app.			
Testing Type	Pooled Testing			
	Days	Dates	Times	Location
	Tuesday & Wednesday	Starting June 1	10:30 a.m.- Noon	At Location
Disinfecting Kits provided	6			
Cleaning/Disinfecting	Based on current SUNY and DOH guidelines, all classrooms (if used), meeting rooms (if used) and high touch common areas will be disinfected daily. We will adjust specific professional cleaning schedules in the building to account for high traffic areas.  Disinfectant supplies will be provided and accessible to all for additional disinfecting as may be needed based on your			

	<p>comfort or for more frequent disinfection of your personal space.</p> <p>All staff is required to share the responsibility of sanitizing shared equipment and appliances before and after each use.</p>
Landlord Reports	We have been in contact with this landlord. All systems have been regularly tested and site is current on all codes and specs.
HVAC	<p>Building meets all NYS Code requirements. HVAC system is working properly, and there are no reported issues. Concerns on individual buildings can be submitted via building management process.</p> <p>In addition, please notify SUNY Empire facilities department of any concerns so that we can follow up. Employee concerns on individual buildings can be communicated via work tickets. Please use the following link:  <a href="#">Submit Facilities Incident   ServiceNow (service-now.com)</a></p> <p>In addition, HVAC system pulls in fresh air from outdoors and carries throughout.</p>
Air Filter Information	MERV filter rating increased to satisfy current regulations. Landlord will be following replacement guidelines.

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**Binghamton**  
**Region: Southern Tier**

	Phase 1	Phase 2	Phase 3	Phase 4
Expected Phase Date	N/A	July 6- July 16	July 19-July 30	August 2 *August 9 - Sept 3: Resume July sched.

Hours of Operation	Based on occupancy and study groups. May differ from summer to fall.
Study Group Schedule	N/A
Room Capacities	Set at 6 ft.
Location Capacity	23
Plexiglass Barriers provided	1 Will be provided to all open reception desk areas unless otherwise requested and approved.

Daily Health Reporting	All employees and students will be required to check in using the ENVOY app.			
Testing Type	Individual Testing			
	Days	Dates	Times	Location
	Submit Weekly via UPS	Starting August 1	Submit weekly	Mail via UPS
Disinfecting Kits provided	3			
Cleaning/Disinfecting	<p>All classrooms and high touch common areas daily. Cleaning/disinfectant supplies will be provided and accessible to all for additional disinfecting as may be needed based on your comfort or for more frequent disinfection of your personal space.</p> <p>All staff is required to share the responsibility of sanitizing shared equipment and appliances before and after each use.</p>			
Landlord Reports	We have been in contact with this landlord. All systems have been regularly tested and site is current on all codes and specs.			
HVAC	<p>Building meets all NYS Code requirements. HVAC system is working properly, and there are no reported issues. Concerns on individual buildings can be submitted via building management process.</p> <p>In addition, please notify SUNY Empire facilities department of any concerns so that we can follow up. Employee concerns on individual buildings can be communicated via work tickets. Please use the following link:  <a href="#">Submit Facilities Incident   ServiceNow (service-now.com)</a></p> <p>In addition, HVAC system pulls in fresh air from outdoors and carries throughout.</p>			
Air Filter Information	MERV filter rating increased to satisfy current regulations. Landlord will be following replacement guidelines.			

**Corning**  
**Region: Southern Tier**

	Phase 1	Phase 2	Phase 3	Phase 4
Expected Phase Date	N/A	N/A	N/A	August 2 *August 9 - Sept 3: Resume July sched.

Hours of Operation	Based on occupancy and study groups. May differ from summer to fall.			
Study Group Schedule	N/A			
Room Capacities	Set at 6 ft.			
Location Capacity	33			
Plexiglass Barriers provided	1 Will be provided to all open reception desk areas unless otherwise requested and approved.			
Daily Health Reporting	All employees and students will be required to check in using the ENVOY app.			
Testing Type	Individual Testing			
	Days	Dates	Times	Location
	Submit Weekly via UPS	Starting August 1	Submit weekly	Mail via UPS
Disinfecting Kits provided	3			
Cleaning/Disinfecting	<p>Based on current SUNY and DOH guidelines, all classrooms (if used), meeting rooms (if used) and high touch common areas will be disinfected daily. We will adjust specific professional cleaning schedules in the building to account for high traffic areas.</p> <p>Disinfectant supplies will be provided and accessible to all for additional disinfecting as may be needed based on your comfort or for more frequent disinfection of your personal space.</p> <p>All staff is required to share the responsibility of sanitizing shared equipment and appliances before and after each use.</p>			
Landlord Reports	We have been in contact with this landlord. All systems have been regularly tested and site is current on all codes and specs.			
HVAC	Building meets all NYS Code requirements.			

	<p>HVAC system is working properly, and there are no reported issues. Concerns on individual buildings can be submitted via building management process.</p> <p>In addition, please notify SUNY Empire facilities department of any concerns so that we can follow up. Employee concerns on individual buildings can be communicated via work tickets. Please use the following link:  <a href="#">Submit Facilities Incident   ServiceNow (service-now.com)</a></p> <p>In addition, HVAC system pulls in fresh air from outdoors and carries throughout.</p>
Air Filter Information	MERV filter rating increased to satisfy current regulations. Landlord will be following replacement guidelines.

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**Utica**

**Region: Mohawk Valley**

	Phase 1	Phase 2	Phase 3	Phase 4
Expected Phase Date	N/A	N/A	N/A	August 2 *August 9 - Sept 3: Resume July sched.

Hours of Operation <sup>14</sup>	Based on occupancy and study groups. May differ from summer to fall.			
Study Group Schedule	N/A			
Room Capacities	Set at 6 ft.			
Location Capacity	28			
Plexiglass Barriers provided	1 Will be provided to all open reception desk areas unless otherwise requested and approved.			
Daily Health Reporting	All employees and students will be required to check in using the ENVOY app.			
Testing Type	Individual Testing			
	Days	Dates	Times	Location



	Submit Weekly via UPS	Starting August 1	Submit weekly	Mail via UPS
Disinfecting Kits provided	2			
Cleaning/Disinfecting	<p>Based on current SUNY and DOH guidelines, all classrooms (if used), meeting rooms (if used) and high touch common areas will be disinfected daily. We will adjust specific professional cleaning schedules in the building to account for high traffic areas.</p> <p>Disinfectant supplies will be provided and accessible to all for additional disinfecting as may be needed based on individual comfort or for more frequent disinfection of personal space.</p> <p>All staff is required to share the responsibility of sanitizing shared equipment and appliances before and after each use.</p>			
Landlord Reports	We have been in contact with this landlord. All systems have been regularly tested and site is current on all codes and specs.			
HVAC	<p>Building meets all NYS Code requirements. HVAC system is working properly, and there are no reported issues. Concerns on individual buildings can be submitted via building management process.</p> <p>In addition, please notify SUNY Empire facilities department of any concerns so that we can follow up. Employee concerns on individual buildings can be communicated via work tickets. Please use the following link:  <a href="#">Submit Facilities Incident   ServiceNow (service-now.com)</a></p> <p>In addition, HVAC system pulls in fresh air from outdoors and carries throughout.</p>			
Air Filter Information	MERV filter rating increased to satisfy current regulations. Landlord will be following replacement guidelines.			

**Region: Mid-Hudson**

	Phase 1	Phase 2	Phase 3	Phase 4
Expected Phase Date	June 1	July 6- July 16	July 19-July 30	August 2 *August 9 - Sept 3: Resume July sched.

Hours of Operation	Based on occupancy and study groups. May differ from summer to fall.			
Study Group Schedule	N/A			
Room Capacities	Set at 6 ft.			
Location Capacity	119			
Plexiglass Barriers provided	3 Will be provided to all open reception desk areas unless otherwise requested and approved.			
Daily Health Reporting	All employees and students will be required to check in using the ENVOY app.			
Testing Type	Pooled Testing			
	Days	Dates	Times	Location
	Tuesday & Wednesday	Starting June 1	10:30 a.m- Noon	At Location
Disinfecting Kits provided	3			
Cleaning/Disinfecting	<p>Based on current SUNY and DOH guidelines, all classrooms (if used), meeting rooms (if used) and high touch common areas will be disinfected daily. We will adjust specific professional cleaning schedules in the building to account for high traffic areas.</p> <p>Disinfectant supplies will be provided and accessible to all for additional disinfecting as may be needed based on your comfort or for more frequent disinfection of your personal space.</p> <p>All staff is required to share the responsibility of sanitizing shared equipment and appliances before and after each use.</p>			
Landlord Reports	We have been in contact with this landlord. All systems have been regularly tested and site is current on all codes and specs.			
HVAC	Building meets all NYS Code requirements. HVAC system is working properly, and there are no reported issues. Concerns on			

	<p>individual buildings can be submitted via building management process.</p> <p>In addition, please notify SUNY Empire facilities department of any concerns so that we can follow up. Employee concerns on individual buildings can be communicated via work tickets. Please use the following link:  <a href="#">Submit Facilities Incident   ServiceNow (service-now.com)</a></p> <p>In addition, HVAC system pulls in fresh air from outdoors and carries throughout.</p>
Air Filter Information	MERV filter rating increased to satisfy current regulations. Landlord will be following replacement guidelines.

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**Staten Island**

**Region: New York City**

	Phase 1	Phase 2	Phase 3	Phase 4
Expected Phase Date	N/A	July 6- July 16	July 19-July 30	August 2 *August 9 - Sept 3: Resume July sched.

Hours of Operation	Based on occupancy and study groups. May differ from summer to fall.			
Study Group Schedule	Day	Time	Recurrence	Room Number
	Monday	4 p.m.- 5:45 p.m.	Even Weeks	A-113
	Monday	4 p.m. - 5:45 p.m.	Even Weeks	A-117
	Monday	6:15 - 8 p.m.	Even Weeks	A-117
	Monday	6:15 - 8 p.m.	Odd Weeks	C-104
	Wednesday	4 p.m.- 5:45 p.m.	Odd Weeks	A-113
	Wednesday	4 p.m.- 5:45 p.m.	Odd Weeks	C-104
	Wednesday	6:15 - 8 p.m.	Odd Weeks	A-113

Room Capacities	Set at 6 ft.			
Location Capacity	84			
Plexiglass Barriers provided	1 Will be provided to all open reception desk areas unless otherwise requested and approved.			
Daily Health Reporting	All employees and students will be required to check in using the ENVOY app.			
Testing Type	Pooled Testing.			
	Days	Dates	Times	Location
	Tuesday & Wednesday	Starting June 1	10:30 a.m- Noon	At Location
Disinfecting Kits provided	8			
Cleaning/Disinfecting	<p>Based on current SUNY and DOH guidelines, all classrooms (if used), meeting rooms (if used) and high touch common areas will be disinfected daily. We will adjust specific professional cleaning schedules in the building to account for high traffic areas.</p> <p>Disinfectant supplies will be provided and accessible to all for additional disinfecting as may be needed based on individual comfort or for more frequent disinfection of personal space.</p> <p>All staff is required to share the responsibility of sanitizing shared equipment and appliances before and after each use.</p>			
Landlord Reports	We have been in contact with this landlord. All systems have been regularly tested and site is current on all codes and specs.			
HVAC	<p>Building meets all NYS Code requirements. HVAC system is working properly, and there are no reported issues.</p> <p>Concerns on individual buildings can be submitted via building management process.</p> <p>Please notify SUNY Empire facilities department of any concerns so that we can follow up. Employee concerns on individual buildings can be communicated via work tickets. Please use the following link:  <a href="#">Submit Facilities Incident   ServiceNow (service-now.com)</a></p>			

	In addition, HVAC system pulls in fresh air from outdoors and carries throughout.
Air Filter Information	MERV filter rating increased to satisfy current regulations. Landlord will be following replacement guidelines.

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**Brooklyn- Livingston**  
**Region: New York City**

	Phase 1	Phase 2	Phase 3	Phase 4
Expected Phase Date	N/A	July 6- July 16	July 19-July 30	August 2 *August 9 - Sept 3: Resume July sched.

Hours of Operation	Based on occupancy and study groups. May differ from summer to fall.			
Study Group Schedule	Day	Time	Recurrence	Room Number
	Monday	4 p.m.- 5:45 p.m.	Odd Weeks	623
	Monday	4:01 - 5:59 p.m.	Even Weeks	623
	Monday	6:15 - 8 p.m.	Odd Weeks	623
	Monday	6:15 - 8 p.m.	Even Weeks	623
	Monday	6:15 - 8 p.m.	Even Weeks	623
	Tuesday	4 - 5:45 p.m.	Odd Weeks	623
	Tuesday	4 - 5:45 p.m.	Even Weeks	623
Room Capacities	Set at 6 ft.			
Location Capacity	152			
Plexiglass Barriers provided	3 Will be provided to all open reception desk areas unless otherwise requested and approved.			
Daily Health Reporting	All employees and students will be required to check in using the ENVOY app.			
Testing Type	Pooled Testing			
	Days	Dates	Times	Location
	Tuesday & Wednesday	Starting June 1	10:30 a.m- Noon	At Location
Disinfecting Kits provided	6			

Cleaning/Disinfecting	<p>Based on current SUNY and DOH guidelines, all classrooms (if used), meeting rooms (if used) and high touch common areas will be disinfected daily. We will adjust specific professional cleaning schedules in the building to account for high traffic areas.</p> <p>Disinfectant supplies will be provided and accessible to all for additional disinfecting as may be needed based on your comfort or for more frequent disinfection of your personal space.</p> <p>All staff is required to share the responsibility of sanitizing shared equipment and appliances before and after each use.</p>
Landlord Reports	We have been in contact with this landlord. All systems have been regularly tested and site is current on all codes and specs.
HVAC	<p>Building meets all NYS Code requirements.</p> <p>HVAC system is working properly, and there are no reported issues. Concerns on individual buildings can be submitted via building management process.</p> <p>Please notify SUNY Empire facilities department of any concerns so that we can follow up. Employee concerns on individual buildings can be communicated via work tickets. Please use the following link:  <a href="#">Submit Facilities Incident   ServiceNow (service-now.com)</a></p> <p>In addition, HVAC system pulls in fresh air from outdoors and carries throughout.</p>
Air Filter Information	MERV filter rating increased to satisfy current regulations. Landlord will be following replacement guidelines.
Limitations/Concerns	Some Classrooms do not have windows. Researching after-market portable air filter system. This may be an option.

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**Brooklyn- Shirley Chisolm Center**  
**Region: New York City**

	Phase 1	Phase 2	Phase 3	Phase 4
Expected Phase Date	N/A	N/A	N/A	Once the building is ready. Potentially August.

Hours of Operation	Based on occupancy and study groups. May differ from summer to fall.			
Study Group Schedule	N/A			
Room Capacities	Set at 6 ft.			
Location Capacity	44 (Includes Gallery Space)			
Plexiglass Barriers provided	1 Will be provided to all open reception desk areas unless otherwise requested and approved.			
Daily Health Reporting	All employees and students will be required to check in using the ENVOY app.			
Testing Type	Individual Testing			
	Days	Dates	Times	Location
	Submit Weekly via UPS	Starting August 1 or when location is ready.	Submit weekly	Mail via UPS
Disinfecting Kits provided	3			
Cleaning/Disinfecting	<p>Based on current SUNY and DOH guidelines, all classrooms (if used), meeting rooms (if used) and high touch common areas will be disinfected daily. We will adjust specific professional cleaning schedules in the building to account for high traffic areas.</p> <p>Disinfectant supplies will be provided and accessible to all for additional disinfecting as may be needed based on your comfort or for more frequent disinfection of your personal space.</p> <p>All staff is required to share the responsibility of sanitizing shared equipment and appliances before and after each use.</p>			
Landlord Reports	We have been in contact with this landlord. The building is managed by OGS. All systems have been regularly tested and site is current on all codes and specs.			
HVAC	Building meets all NYS Code requirements.			

	<p>HVAC system is working properly, and there are no reported issues. Concerns on individual buildings can be submitted via building management process.</p> <p>Please notify SUNY Empire facilities department of any concerns so that we can follow up. Employee concerns on individual buildings can be communicated via work tickets. Please use the following link:  <a href="#">Submit Facilities Incident   ServiceNow (service-now.com)</a></p> <p>In addition, HVAC system pulls in fresh air from outdoors and carries throughout.</p>
Air Filter Information	MERV filter rating increased to satisfy current regulations. Landlord will be following replacement guidelines.

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**Harlem**

**Region: New York City**

	Phase 1	Phase 2	Phase 3	Phase 4
Expected Phase Date	Bldg. not ready	July 6- July 16- Pending if building is ready. All indications now are that the building will be ready July 1	July 19-July 30	August 2 *August 9 - Sept 3: Resume July sched.

Hours of Operation	Based on occupancy and study groups. May differ from summer to fall.
Study Group Schedule	N/A
Room Capacities	Set at 6 ft.
Location Capacity	9
Plexiglass Barriers provided	1 Will be provided to all open reception desk areas unless otherwise requested and approved.
Daily Health Reporting	All employees and students will be required to check in using the ENVOY app.
Testing Type	Individual Testing



	Days	Dates	Times	Location
	Submit Weekly via UPS	Starting August 1	Submit weekly	Mail via UPS
Disinfecting Kits provided	3			
Cleaning/Disinfecting	<p>Based on current SUNY and DOH guidelines, all classrooms (if used), meeting rooms (if used) and high touch common areas will be disinfected daily. We will adjust specific professional cleaning schedules in the building to account for high traffic areas.</p> <p>Disinfectant supplies will be provided and accessible to all for additional disinfecting as may be needed based on your comfort or for more frequent disinfection of your personal space.</p> <p>All staff is required to share the responsibility of sanitizing shared equipment and appliances before and after each use.</p>			
Landlord Reports	OGS manages building. All systems have been regularly tested and site is current on all codes and specs.			
HVAC	<p>Building meets all NYS Code requirements. HVAC system is working properly, and there are no reported issues. Concerns on individual buildings can be submitted via OGS- Albany Plaza procedures.</p> <p>Please notify SUNY Empire facilities department of any concerns so that we can follow up. Employee concerns on individual buildings can be communicated via work tickets. Please use the following link:  <a href="#">Submit Facilities Incident   ServiceNow (service-now.com)</a></p> <p>In addition, HVAC system pulls in fresh air from outdoors and carries throughout.</p>			
Air Filter Information	MERV filter rating increased to satisfy current regulations. OGS will be following replacement guidelines so filters are changed regularly.			
Limitations/Concerns	This space should be ready for occupancy on July 1, 2021			

**Region: New York City**

	Phase 1		Phase 4
Expected Phase Date	Bldg. Not ready	Blending Phase <u>(2&amp;3)</u> <u>July 19- July 30</u> Move and in and set up only. No students.	<u>August 2</u> Should be ready for students Sept. 7. Will be determined once building staff is fully phased in. *August 9 - Sept 3: Resume July sched.

Hours of Operation	Based on occupancy and study groups. May differ from summer to fall.			
Study Group Schedule	<b>Day</b>	<b>Time</b>	<b>Recurrence</b>	<b>Room Number</b>
	Monday	6:45 - 8:30 p.m.	Odd Weeks	MO18
	Tuesday	6:45 - 8:30 p.m.	Even Weeks	MO18
	Tuesday	6:45 - 8:30 p.m.	Odd Weeks	MO19
	<b>HVASLS (classes)</b> <b>Monday-Thursday 4:30 p.m.-6:30 p.m. /6:45 p.m.-8:30 p.m.</b>			
Room Capacities	Set at 6 ft.			
Location Capacity	180			
Plexiglass Barriers provided	1 Will be provided to all open reception desk areas unless otherwise requested and approved.			
Daily Health Reporting	All employees and students will be required to check in using the ENVOY app.			
Testing Type	Pooled Testing			
	Days	Dates	Times	Location
	Tuesday & Wednesday	Starting June 1	10:30 a.m- Noon	At Location
Disinfecting Kits provided	14			
Cleaning/Disinfecting	Based on current SUNY and DOH guidelines, all classrooms (if used), meeting rooms (if used) and high touch common areas will be disinfected daily. We will adjust specific professional cleaning schedules in the building to account for high traffic areas.			

	<p>Disinfectant supplies will be provided and accessible to all for additional disinfecting as may be needed based on individual comfort or for more frequent disinfection of personal space.</p> <p>All staff is required to share the responsibility of sanitizing shared equipment and appliances before and after each use.</p>
Landlord Reports	We have been in contact with this landlord. All systems have been regularly tested and site is current on all codes and specs.
HVAC	<p>Building meets all NYS Code requirements.</p> <p>HVAC system is working properly, and there are no reported issues. Concerns on individual buildings can be submitted via building management process.</p> <p>Please notify SUNY Empire facilities department of any concerns so that we can follow up. Employee concerns on individual buildings can be communicated via work tickets. Please use the following link:  <a href="#">Submit Facilities Incident   ServiceNow (service-now.com)</a></p> <p>In addition, HVAC system pulls in fresh air from outdoors and carries throughout.</p>
Air Filter Information	MERV filter rating increased to satisfy current regulations. Landlord will be following replacement guidelines.
Limitations/Concerns	<p>This will be a new building for SUNY Empire. We should receive occupancy rights on June 30. Office contents from Hudson St property will be moved the following weeks. A moving company has been hired to move items during the time period of July 1-July 14th. The unpacking schedule will be announced before July. Employees reporting to this location may have an offset phase-in schedule depending on completion of the project.</p> <p>Staff sharing an office should work together to develop the best schedule to allow for distancing protocols and office sharing.</p>

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**Global**

**Region: New York City**

	Phase 4- classes start September 7. Staff to follow phase per office location.
Expected Phase Date	

Hours of Operation	Space managed by SUNY Global. PM classes only
Study Group Schedule	(classes) Monday-Thursday 3:30 p.m.-6:30 p.m.
Room Capacities	Set at 6 ft.
Building Capacity	742
Plexiglass Barriers provided	N/A
Daily Health Reporting	All employees and students will be required to check in using the ENVOY app.
Signage – main entrance	We do not manage this building. All signs would be Global responsibility.
Testing Type	Pooled Testing. Dates and times to follow.
Disinfecting Kits provided	3- To be kept in storage closet at Global.
Cleaning/Disinfecting	Will be determined by the SUNY Global building management. They are aware of our schedule. Disinfectant kits will be provided for the comfort of our employees and students.
Landlord Reports	We have been in contact with this landlord. All systems have been regularly tested and site is current on all codes and specs.
HVAC	<p>Building meets all NYS Code requirements.</p> <p>HVAC system is working properly, and there are no reported issues. Concerns on individual buildings can be submitted via building management process.</p> <p>Please notify SUNY Empire facilities department of any concerns so that we can follow up. Employee concerns on individual buildings can be communicated via work tickets. Please use the following link:  <a href="#">Submit Facilities Incident   ServiceNow (service-now.com)</a></p> <p>In addition, HVAC system pulls in fresh air from outdoors and carries throughout.</p>
Air Filter Information	MERV filter rating increased to satisfy current regulations. Landlord will be following replacement guidelines.

**Selden**  
**Region: Long Island**

	Phase 1	Phase 2	Phase 3	Phase 4
Expected Phase Date	N/A	July 6- July 16	July 19-July 30	August 2 *August 9: Resume July sched.

Hours of Operation <sup>22</sup>	Based on occupancy and study groups. May differ from summer to fall.			
Study Group schedule	<b>Day</b>	<b>Time</b>	<b>Recurrence</b>	<b>Room Number</b>
	Tuesday	4 p.m.- 5:45 p.m.	Odd Weeks	138
	Tuesday	4 p.m.- 5:45 p.m.	Even Weeks	138
	Thursday	4 p.m.- 5:45 p.m.	Odd Weeks	138
	Thursday	4 p.m.- 5:45 p.m.	Odd Weeks	218
	Thursday	6:15 p.m.- 8 p.m.	Odd Weeks	138
Room Capacities	Set at 6 ft.			
Building Capacities	431			
Plexiglass Barriers provided	1 Will be provided to all open reception desk areas unless otherwise requested and approved.			
Daily Health Reporting	All employees and students will be required to check in using the ENVOY app.			
Testing Type	Pooled Testing			
	Days	Dates	Times	Location
	Tuesday & Wednesday	Starting June 1	10:30 a.m- Noon	At Location
Disinfecting Kits provided	14			
Cleaning/Disinfecting	Based on current SUNY and DOH guidelines, all classrooms (if used), meeting rooms (if used) and high touch common areas will be disinfected daily. We will adjust specific professional cleaning schedules in the building to account for high traffic areas.			

	<p>Disinfectant supplies will be provided and accessible to all for additional disinfecting as may be needed based on individual comfort or for more frequent disinfection of personal space.</p> <p>All staff is required to share the responsibility of sanitizing shared equipment and appliances before and after each use.</p>
Landlord Reports	Building owned and managed by SUNY Empire. All systems in working order.
HVAC	<p>Building meets all NYS Code requirements. HVAC system is working properly, and we are reporting no issues. We will be conducting continuous air quality assessments.</p> <p>Maintenance needs and employee concerns on individual buildings can be communicated via work tickets. Please use the following link:  <a href="#">Submit Facilities Incident   ServiceNow (service-now.com)</a></p> <p>In addition, HVAC system pulls in fresh air from outdoors and carries throughout.</p>
Air Filter Information	MERV filter rating increased to satisfy current regulations. Filters being changed quarterly.