March 16, 2020

The SUNY Poly Pandemic Response Team has received requests for information and guidance regarding reports of perceived levels of exposure to COVID-19. The level of individual risk of contracting the COVID-19 virus is summarized in Table 1 below from the CDC's COVID-19 Risk Assessment. ***Please note, this guidance is based on current information (as of March 16, 2020).***

As indicated in the table, there is "No Identifiable Risk" to an individual who simply walks by a symptomatic COVID-19-positive person. Be assured that SUNY Poly continues to coordinate with the Oneida and Albany County Departments of Health, New York State Department of Health, and the CDC to determine any necessary response activities and implement the most effective proactive measures.

In an attempt to help our employees determine if they may have been exposed to COVID-19, the following information and guidance is provided.

Q: How do I know if I was exposed?*
A: You generally need to be in close contact with a sick person to get infected. Close contact includes:
- Living in the same household as a sick person with COVID-19,
- Caring for a sick person with COVID-19,
- Being within 6 feet of a sick person with COVID-19 for about 10 minutes, OR
- Being in direct contact with secretions from a sick person with COVID-19 (e.g., being exposed to the cough or sneeze of an infected individual, kissing, sharing utensils, etc.).
     *[Washington State Department of Health (3/13/2020)](#)

If you have not been in close contact with a sick person with COVID-19, you are considered to be at low risk for infection and you can therefore continue to go to work.

At this time, all employees should monitor their health and pay attention to symptoms that are consistent with COVID-19 (e.g., cough, shortness of breath, fever), and stay away from others if you get sick.

Table 1. Risk Categories for Exposures Associated with International Travel or Identified during Contact Investigations of Laboratory-confirmed Cases ([https://www.cdc.gov/coronavirus/2019-ncov/php/risk-assessment.html)](https://www.cdc.gov/coronavirus/2019-ncov/php/risk-assessment.html)

Risk Level	Geographic (Travel-associated) Exposures	Exposures Identified through Contact Investigation
High	Travel from Hubei Province, China	- Living in the same household - Being an intimate partner - Providing care in a non-healthcare setting (such as a home) for a person with symptomatic laboratory-confirmed COVID-19 infection **without using recommended precautions** for home care and home isolation.
Medium (assumes no exposures in the high-risk category)	- Travel from mainland China outside Hubei Province or Iran - Travel from a country with widespread sustained transmission, other than China or Iran - Travel from a country with sustained	- Close contact with a person with symptomatic laboratory-confirmed COVID- 19 - On an aircraft, being seated within six feet (two meters) of a traveler with symptomatic laboratory-confirmed COVID-19 infection; this distance correlates approximately with two seats in each direction

Risk Level	Geographic (Travel-associated) Exposures	Exposures Identified through Contact Investigation
	community transmission	- Living in the same household - Being an intimate partner - Providing care in a non-healthcare setting (such as a home) for a person with symptomatic laboratory- confirmed COVID-19 infection *without using recommended precautions* for [home](#) [care](#) and [home isolation.](#)
Low (assumes no exposures in the high or medium-risk category)	Travel from any other country	Being in the same indoor environment (e.g., a classroom, a hospital waiting room) as a person with symptomatic laboratory-confirmed COVID-19 for a prolonged period of time but not meeting the definition of close contact
No identifiable risk	Not applicable	Interactions with a person with symptomatic laboratory-confirmed COVID-19 infection that do not meet any of the high, medium or low-risk conditions above, such as walking by the person or being briefly in the same room.

In general, geographic exposure categories do not apply to travelers who only transit through an airport.

SUNY Poly basic guidance for Supervisors and employees when employees are exposed to or infected by COVID-19

Q: **What should I do if I am in "close contact" to someone with POSITIVE COVID-19 TEST RESULTS but I am not sick?**

A: You should contact your health care provider and/or the Local Health Department for further directions and explain the conditions of the known exposure. If the health care provider or health department recommends self-isolation/quarantine, you will likely be directed to stay home from work or school and avoid public places for 14 days. You should contact your supervisor and Human Resources Department to discuss alternate work arrangements (e.g., work from home). You should monitor your health for fever, cough, and shortness of breath during the 14 days after the last day you were in close contact with the sick person with COVID-19.

Situation 1 - Employee's family member was exposed to a sick person with COVID-19.
1. Employee should limit exposure to exposed family member and monitor self for symptoms. 14-day self-isolation/work from home is not required.
2. If family member develops symptoms and/or tests positive for COVID-19, and if employee was exposed, follow procedure for "*What should I do if I am a close contact to someone with POSITIVE COVID-19 TEST RESULTS but I am not sick?*" (above)

Situation 2 - Employee is sick (with COVID-19 symptoms)
1. Employee stays home or is sent home and prepares for at least 14-day isolation.
2. Employee is instructed to contact health care provider and let supervisor know of the process recommended by their health care provider/local health department.
3. If employee is to be tested, isolate employee's office (close door) if possible.
4. Share the situation information with Wellness Center Director.
5. Wait for results (1-3 days typical) – request employee to notify Supervisor of results so SUNY Poly can take appropriate actions.

6. If negative test result, employee should stay home until no fever (without fever reducing medication), no further issues for co-workers / office space.
7. If positive, see Situation 3, below.

Situation 3 - Employee tested positive for COVID-19 (or Influenza)
1. Testing is performed at direction of health care provider in consultation with Local Health Department.
2. Local Health Department will direct mandatory quarantine for at least 14 days.
3. The employee is the only person who will provide confirmation of test results to SUNY Poly: Their supervisor should be contacted by the employee (Wellness Center Director should be made aware). If Human Resources or other office is contacted first, immediate contact should be made to the Wellness Center Director to ensure proper follow-up.
4. Please note: Due to privacy protections, the infected employee **is not to be identified by name** to their co-workers as having contracted the virus.
5. Their supervisor, with assistance from the sick employee, should determine when the sick employee worked and could have exposed co-workers (14 days before symptoms started).
6. The supervisor, with assistance of the sick employee, should determine which employees were in close contact and/or exposed during the 14-days before symptoms began.
7. Without disclosing the infected employees' identity, exposed co-worker(s) will be advised that an individual that has been physically present in their work area has tested positive for the virus. Therefore, out of an abundance of caution, SUNY Poly is requesting that they stay at home for the next 14-days at a minimum, and encourage them to self-quarantine/isolate. Where possible, impacted employees should be allowed to work remotely.
   a. Supervisors can contact Human Resources to determine the requirements and expectations of employees being quarantined/isolated in accordance with health care provider/LHD directives.
8. The supervisor, with assistance of the sick employee (to the best of their recollection), should identify all areas in the office (or other areas) where they were physically present for 14-days before symptoms started.
9. Where necessary, and after consultation with the applicable VP, Wellness Center Director, Human Resources representative, and Pandemic Coordinator, must determine if the impacted office/area will be shut down and in what time frame this will occur so that the office/area can be cleaned and sanitized.
10. The supervisor, applicable VP, Wellness Center Director, or Pandemic Coordinator will request the Facilities Department to sanitize these areas immediately by trained staff or by a qualified professional in accordance with CDC/NYSDOH guidelines.

Anyone with employment, sick time, or other related concerns is encouraged to contact the Human Resources Department.

More Resources
- Further information, guidance, correspondence and links to resources can be found at
  https://sunypoly.edu/covid19.html.
  Also, see:
- *Interim Guidance for Procedures When Identifying an Employee with Concerns for COVID-19 Exposures* (NYSDOH)
- *Protect yourself from COVID-19 and stop the spread of germs* (NYSDOH)