

**State University of New York
Public Health Emergency Guidance Document**

Issue: Suspension of Activity on Campus

Description: ***A State-operated campus may not be closed unless so ordered by the Governor.***

Short of formal closure, campus presidents are authorized to suspend classes and activities and to otherwise limit the number of people on campus. This includes authorization to send students home and to direct non-essential employees to work from home, while maintaining essential functions on campus.

A community college may be closed by the campus president.

Objective: Suspension of Activity on Campus

Depending upon the circumstances and severity of a public health emergency, campus presidents may decide to suspend campus academic and non-instructional activities and/or classes. Such decisions will be based on recommendations from one or more of the following: campus officials, SUNY Chancellor, local, regional State officials and may consider factors such as transmissibility, morbidity, geographical spread of disease, proximity of confirmed cases, closing of K-12 public schools, class attendance, or employee absenteeism.

Suspension of activities includes social distancing.

Suspension Type	Definition
Type I	Objective: Limit person-to-person contact/transmission of communicable disease. Social Distancing ¹ is invoked. Non-Instructional activities curtailed/suspended.
Type II	Objective: Secure and maintain the physical integrity of SUNY properties. All instructional activities suspended. Students sent home. Entry to campus denied except those performing essential functions determined by appropriate personnel. Non-essential employees directed to work from home. Campus presidents have the authority to direct non-essential

	<p>employees not to report to work on campus. In this case, such employees must be directed to work at home. Non-essential employees² who are directed to work at home should, where possible, be performing their assigned duties or be available to do so during normally scheduled work hours. These employees will be considered in pay status without change to accruals. Please see the attached GOER memo for further information.</p>
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Recommendations:

It is the responsibility of the local campus to develop procedures that will:

1. Implement the designated Suspension Type as determined by campus.
2. Identify number and names of students who would be unable to return home should a campus suspension of activities occur and develop plan for housing/feeding.
3. Develop procedures for communication with students and employees as well as the reactivation of campus programs.

Updated: August 20, 2009

1. See guidance on Social Distancing
2. See guidance on Essential Functions

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Issue: Social Distancing

Description: Social distancing refers to actions taken to discourage close social contact between individuals and may include the cancellation of classes, sporting events, worship services and other events or gatherings. This intervention is most effective when instituted early in a public health emergency and before infection takes hold in a community.

Objective: Social distancing is a public health best-practice implemented to limit and/or prevent the transmission of a communicable disease. All campuses should be prepared to implement social distancing if it becomes necessary.

Recommendations:

Campuses should consult with public health officials in order to determine if social distancing is an appropriate response. If social distancing is appropriate, campuses should:

1. Identify the measures to be taken which may involve classes, food service, alternate housing for ill students who should be isolated and healthy students who may need to remain on campus, athletics, campus activities, etc.
2. Develop a system to notify students, faculty/staff, and visitors of the implementation and cessation of social distancing.
3. Notify students, faculty/staff, and visitors that social distancing is in effect.
4. Notify public health officials that social distancing has been implemented.

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- Issue:** Travel by Students and Faculty/Staff during a Public Health Emergency
- Description:** This guidance will affect students and faculty/staff in University-sponsored programs of study, teaching or research domestically and abroad. It is needed to maintain communication with students and faculty who may be traveling or planning to travel during a public health emergency or are returning from travel. This guidance will reduce the exposure of members of the campus community to infected individuals returning from travel.
- Objective:** Campuses shall develop a policy which includes the following components:
- Campuses should be able to identify all students and faculty/staff in University-sponsored travel programs and the location of their travel;
 - Prior to travel, campuses should establish means of communication with such students and faculty/staff and should encourage their registration with the State Department on-line (<https://travelregistration.state.gov/librs/ui/>) for stays longer than one month, where appropriate;
 - Campuses should monitor CDC travel warnings and advisories both before and during University-sponsored travel programs;
 - Campuses should communicate procedures for return from travel to locations where CDC Travel Health Warnings have been issued. Such procedures should address self-monitoring for symptoms, reporting to health authorities for determination of appropriate follow-up and potential for quarantine at ports of entry;
 - Depending on the start of the program, campuses should cancel study abroad programs and other campus-sponsored travel where CDC Travel Health Warnings exist for that location. Further, campuses should give consideration to preparing for such cancellation where CDC Travel Health Precautions have been issued for a location;
 - Appropriate arrangements should be made for students and faculty/staff who are on location at the time the CDC Travel Health Warning was issued.

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Issue: Use of Facilities for Emergency Purposes by Non-SUNY Entities.

Description: This guidance will affect campuses' ability to allow non-SUNY entities to use University facilities for emergency purposes. It is required to maintain control over University facilities, to ensure that University needs are given highest priority and to ensure there is communication of accurate information to State entities that may also be requesting use of campus facilities and other resources.

Procedure: Campuses may allow non-SUNY entities to use their facilities during an emergency under the following conditions:

- Campuses should identify in advance those facilities and other physical resources that may be available for emergency use by non-SUNY entities during an emergency subject to the needs of the campus. Availability may depend upon the stage of the emergency, the presence of students and employees on campus and other public health considerations.
- Campuses should not relinquish authority to utilize facilities to external organizations.
- Campuses may enter into Revocable Permits with non-SUNY entities for emergency use of identified facilities on forms developed by the University http://www.suny.edu/sunypp/documents.cfm?doc_id=374 providing for insurance, cost-recovery, unilateral termination by the campus and other standard provisions.
- Campuses shall notify promptly System Administration, of the use of facilities and other physical resources by outside organizations during an emergency, including the purpose and extent of such use.
- Campuses may not allow outside organizations to use residence hall rooms during the academic year or summer sessions when students' personal belongings are in such rooms as per the campus housing license.
- Campuses should coordinate with their local (county) emergency services office prior to agreeing to allow outside organizations to use campus facilities during an emergency.

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Issue: Functions, Essential

Description: During a campus suspension of activities (see Suspension of Activity on Campus guidance), essential functions will be required to support the well-being of individuals who remain on campus as well the maintenance of SUNY properties and resources.

Minimally, essential functions will be identified for each of the defined categories. It will be the responsibility of the designated personnel to perform functions falling within their scope when called upon to do so. These categories and functions include, but are not limited to:

Category	Function
Public Safety/Police	<ul style="list-style-type: none"> • Maintain order on SUNY properties. • Implement defined Campus Suspension of Activity Type • Ensure the safety of other essential personnel
Building/Grounds	<ul style="list-style-type: none"> • Preserve integrity of SUNY buildings, including, but not limited to ensuring the provision of required energy resources.
Food Service	<ul style="list-style-type: none"> • While other personnel (and non vacated students) are physically present on SUNY properties, provide for the provision of food and water in such a way to minimize person to person transmission of an influenza virus.
Health Care	<ul style="list-style-type: none"> • Provide medical and psychological support to non-vacated students. • Deliver necessary services within a potentially expanded Scope of Practice (under the direction of the NYS Department of Education).
Residence Halls	<ul style="list-style-type: none"> • Provide appropriate level of residence life staffing/supervision.

Research	<ul style="list-style-type: none"> • Ensure the preservation of SUNY's then active research interests. Including continuation of the humane treatment of laboratory animals, required sequencing of non-animal experimental media, and other resources whose continuation is deemed critical by research personnel.
Administrative/ Business Functions	<ul style="list-style-type: none"> • Staff designated "campus control centers", providing support and direction of SUNY personnel involved in all functions identified as essential.
Information Technology	<ul style="list-style-type: none"> • Ensure information and data necessary for the operation of the campus is protected. • Develop a communications plan for the Campus Emergency Operations Center, if activated. • Assist campus to define restoration and work with "Facilities" and "Business" to restore operational status.
Emergency Management	<ul style="list-style-type: none"> • Implementation of the campus emergency response plan as directed by the Emergency Response Resource Group (ERRG).
Other	<ul style="list-style-type: none"> • All of the above functional areas may assign other functions as determined by appropriate personnel (e.g. campus, department, SEMO, etc)

Recommendations:

Each SUNY campus should:

- Identify an appropriate number of individuals to fulfill essential functions
- Develop a system to ensure, in the event of a campus suspension of activities, that the essential function is performed for the duration of campus suspension (or until deemed no longer necessary by administrative staff or public health officials)
- Develop campus methodology for identifying personnel for continued access to campus
- Articulate a sufficient supply of resources. It is recommended that each function have articulated three (3) levels of personnel able to perform the

function. Individuals should be identified with primary, secondary and tertiary responsibility for each particular function.

- Clearly describe essential functions to specified individuals.
- Provide any and all required training of individuals to ensure their safe and effective execution of the essential function.
- Ensure essential personnel's understanding of associated human resource policies and procedures surrounding their designation as essential personnel.
- Consider special parking rules/requirements for designated personnel.

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- Issue:** Supplies, Stockpiling of
- Description:** Once a public health emergency starts, it will be difficult, if not impossible, to secure needed supplies due to increased demand, coupled with delays in shipments because of absenteeism with suppliers' employees, fuel shortages and illness and absenteeism in the transportation industry.
- Objective:** It shall be the responsibility of the campus to ensure that there are adequate medical and non-medical supplies to cover the duration of a public health emergency.

Recommendations:

Campuses should stock those items that would typically be utilized in the delivery of services to their student population. The following is a list of supplies that the campus might consider stockpiling. The list is not intended to be prescriptive.

General Medical Supplies

Adhesive tape (1 inch and ½ inch)
Angio caths (#20 and #22 needles)
Bedpans
Biohazard bags
Blankets
Blood pressure cuffs
Disposable thermometers
Disinfectant cleaning agents
Emesis basins
Gauze bandages
Gloves (latex and vinyl)
Hand washing solutions
IV administration kits
IV fluids
Oral rehydration fluids
Paper products (drapes, pillowcases, exam table paper, gowns)
Peak flow meters
Pillows
Pretzels, crackers
Pulse Oximeters
Surgical masks
Thermometer probe covers
Urinals

Medications

Acetaminophen (suppositories and oral)
Antibiotics
Antiemetics (suppositories and injection)
Antivirals
Cough suppressants (liquid and lozenges)
Decongestants
NSAIDs

Personal Protective Equipment

US NIOSH-certified N95 or equivalent respirator
Face shield, visor or goggles, surgical masks
Non-sterile long-sleeved gowns-disposable and fluid resistant.

Non-Medical Supplies that should be considered for stockpiling included in the following categories:

- Equipment for implementation of CDC recommended infection control and biosafety measures.
- Food/water supplies for; (1) students/faculty/staff who remain present on the campus and (2) individuals performing campus determined essential functions.
- Fuel/energy supplies required to maintain buildings and facilities at minimum functional level for the duration of a public health emergency.
- Cleaning and disinfecting supplies.

Accounting for Supplies and Services

It is recommended that each campus establish a process and methodology for documenting expenditures associated with dealing with immediate effects of a pandemic influenza. These effects would include both the expense of the stockpiling of supplies and the personal services expenses (above and beyond those normally expected) for the duration of a public health emergency.

Staff responsible for maintaining and monitoring inventory and expiration dates should be identified.

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