

SUNY Optometry Chapter 168 – Continuity of Operation Planning {COOP}

A. Essential Personnel – See the separate list of Essential Titles. Employees will be notified via a letter from the Office of Human Resources of their designation.

B. Telecommuting:

No deviation from the SUNY Policy statement and GOER guidance

SUNY Optometry will periodically assess its technology needs for telecommuting and work with ITS to ensure that appropriate information technology resources are available.

C. Work Shifts/Schedules:

(Reduction in general population density)

In order to reduce population density within the facility and workspaces, we have also reviewed critical needs for on-site staffing and, wherever possible, implemented staggered reporting time, alternating days on-site and telecommuting (while the telecommuting program is available).

Since the College also runs an Article 28 Healthcare facility, we may not be able to fully close and may have to continue operations (albeit to just urgent and emergency services). Also, our educational program requires both didactic and in-person learning (for labs and clinical sessions).

Maximum permitted occupancies of lecture rooms, conference rooms, office suites, and large/community spaces will be reduced to capacity consistent with CDC and DOH guidelines.

Access to common use spaces will be limited to reduced capacity and social distancing protocols will be enforced.

Workspaces and shared offices are being rearranged and/or schedules staggered to ensure social distancing.

Protective physical barriers in the form of Plexiglas sneeze guards/partitions have been placed at all reception areas where there is high risk of contact with the public (e.g. lobby, clinic reception etc.) and also within shared office spaces, where 6' of physical distance is not attainable.

D. PPE:

PPE identification, sourcing, inventorying, and deployment is coordinated among a team of designated College officials in coordination with the office of Environmental Health and Safety (EHS). EHS will identify and secure appropriate storage locations for PPEs.

PPE for specialized equipment and deployments have been analyzed and procured, especially for use in the Article 28 Patient Care facility (UEC) and Research operations.

Training of employees is conducted upon hire (New Employee Orientation) and annually thereafter through the Annual Compliance Training. Targeted trainings will be conducted as needed.

Appropriate and informational signage are posted throughout the campus.

E. Exposure Protocol:

(No deviation from the SUNY Policy statement)

The College of Optometry is a commuter campus with no student housing or residential facility. Employees and students will be required to complete a mandatory daily health screening questionnaire prior to arriving on campus.

Employees and students who have been, or may have been, exposed to a communicable disease will be required to isolate or quarantine at their place of residence for the prescribed duration (based on CDC & DOH recommendations). Any work area that needs to be cleaned or disinfected after an exposure will be isolated and secured and the appropriate level of cleaning will be conducted following CDC and DOH guidelines.

F. Protocol for Tracking Work Hours/Location:

(Tracking of Exposed Population)

Employees that are under mandatory isolation or quarantine are followed up on by the appointed College official and a return-to-work date and protocol is discussed with and communicated to the employee.

Employees who are on telecommuting assignments are expected to follow the NYS guidelines and rules for reporting hours worked and time and attendance.

G. Emergency Housing for Essential Employees

The College of Optometry is a commuter campus with no student housing or residential facility. Should there be a need for emergency housing of essential employees, the College will rely on the availability of rooms at local hotels and or the NYC Hotel Program to safely house those who need to successfully observe quarantine or isolation restrictions.

H. Other Requirements:

(No deviation from the SUNY Policy statement)

SUNY Optometry will also comply with all executive orders and emergency regulations related to the state disaster emergency.

College Administration will ensure that it maintains an ongoing and timely notification process to inform members of the community of changes in policies and the mitigation efforts to maintain a safe and healthy workplace.

The College will constitute a team of officials to manage ongoing emergencies; meeting frequently and as needed, to set policies, response strategies and actions to mitigate any emergency facing the College. (See COVIDERT)