

SUNY College of Optometry – Events

All on-campus events must incorporate the appropriate and current health and safety protocols. It is paramount to maintain the health and safety of the SUNY College of Optometry community; therefore, this guidance may be revised at any time should the risk of outbreak increase with new variants or other factors.

Guests and Registration

- Events or gatherings, including social events, should be planned 4-6 weeks in advance. Those with any substantial number of external guests (i.e. more than a speaker, or panel of speakers) should be submitted to the area vice president for review.
- All guest speakers, lecturers, and attendees must abide by the College's policies and be informed of mask wearing, health screening, and other appropriate protocols in advance of coming to campus. Guests will be required to follow the appropriate protocols and may be asked to leave the event and/or campus if they violate the protocols.
- All events or gatherings must track attendees through a registration and/or check-in process. Documentation of attendees should be retained for at least 30 days.
- A template for an online registration is available from IT (Jan Gonzalez).
- All attendees to any event or College-sponsored gathering will be required to complete a registration which includes an attestation found at the end of this policy. Paper attestations, which should be retained with registration list, must include the printed name of participant, their signature, and date.

Vendors (Catering, Flowers/Décor, A/V, etc.)

- All external event service vendors such as a/v, catering, bartenders, or other non-College personnel who will be on campus for more than a transitory period must be vaccinated and must wear a mask for the duration of their time on campus, and follow all established health and safety protocols.
- All delivery personnel related to an event must wear a mask at all times, complete the Health Screening Questionnaire (upon arrival) and be escorted by a SUNY College of Optometry employee if delivering to a specific drop-off location within the building.

Food & Beverage

- Lines and gathering around food/beverage service areas should be minimized.
- Buffets and butler-passed items are permitted. Waitstaff should be masked if on campus.
- Events should plan to accommodate social distancing for those individuals who may be at high risk for added precaution. This may require reducing the number of guests seated at tables and/or providing additional space during meal time.



STATE UNIVERSITY OF NEW YORK
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SUNY College of Optometry COVID-19 Attestation

By registering for this event, you acknowledge and accept the risk of possible exposure to COVID-19 and/or other transmissible viruses. Further, you agree to comply with all current SUNY College of Optometry Health and Safety protocols, which may include the wearing of a mask in designated areas.

As a participant, you agree to self-monitor for signs and symptoms of illness including those related to COVID-19 [fever, sore throat, cough, nasal congestion, runny nose, headache, fatigue, or muscle aches] and agree that if you are exhibiting symptoms prior to the event, you will not attend nor enter the College premises. Should you develop COVID-19 symptoms while at the event, you should immediately leave and seek medical attention. If you test positive for COVID-19 either during the event or within 7 days thereafter, you should notify Nurse Cris Gomez at cgomez2@sunyopt.edu.

Name: _____
(*please print*)

Signature: _____

Date: _____