

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 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.
- All attendees to any event or gathering held on the College campus should be vaccinated. Vaccination exemptions from employers, institutions, medical providers, or other qualified exemptions will be honored.
- All attendees must attest to their vaccination status by completing the attestation document (see example) and provide proof of vaccination at check-in. Those with qualified exemptions must obtain a PCR test within 72 hours prior to the event and provide test results upon arrival.
- The attestation of vaccination status may be found at the end of this document. A template for an online registration is available from IT (Jan Gonzalez).

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

- All external event service vendors such as a/v, catering, 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 are discouraged and should be minimized. Masks must be worn while picking up food or beverage and should not be removed until seated in the designated eating areas or table.
- Boxed, pre-packaged food, and/or “grab and go” options are strongly advised. Buffets, passed items, or other set-ups where guests would be exposed to “open” or non-packaged self-serve items are discouraged.
- As masks must be removed for active eating and drinking, events should plan to accommodate social distancing between guests. This may require reducing the number of guests seated at tables and/or providing additional space during meal time.

Other Considerations

- Where possible and appropriate, outside speakers should be remotely streamed (via Zoom or other platform) into a live audience on campus.
- Event coordinators will be responsible for ensuring the set-up of the event allows for compliance with campus policies such as registration and social distancing for vaccination exempted individuals.

**SUNY College of Optometry
COVID-19 Attestation and Safety Requirements**

Thank you for your interest in attending [EVENT NAME]. The SUNY College of Optometry requires all individuals attending on campus programs to be fully vaccinated against COVID-19. Accordingly, we are requiring that all persons participating in the [EVENT NAME] event attest, at the time of registration, that they are either fully vaccinated, or have, or are eligible for, an exemption from the COVID-19 vaccination requirement.

Proof of vaccination must be provided upon arrival.

Vaccination exemptions issued by your institution, employer, medical provider, or other qualified entity will be honored, though exempted individuals will be required to obtain a PCR test within 72 hours of the event and provide testing results upon arrival.

If you have questions about exemptions or vaccination status, please contact the event coordinator prior to registering for the conference.

Please initial where appropriate (selecting the appropriate item during registration will serve as your initials):

_____ I am fully vaccinated (at least two weeks have passed from receipt of a one dose COVID-19 regimen, or from the second dose of a 2-dose regimen)

_____ I will be fully vaccinated by the date of the conference.

_____ I have been granted a vaccine exemption by my institution, employer, medical provider, or other qualified entity and will obtain a PCR test within 72 hours of the event providing the results of the test upon arrival of the event.

COVID-19 Safety Requirements

Conference participants will be required to comply with all College of Optometry COVID-19 safety protocols, which include, among other things, the wearing of a mask at all times except when actively eating or drinking.

In addition, participants agree to self-monitor for signs and symptoms of COVID-19 (typical symptoms include fever, cough and shortness of breath), and agree that if they are exhibiting symptoms prior to the conference, they will not enter the College. Should a participant develop COVID-19 symptoms while at the conference, they should immediately leave the building and seek medical attention. If they test positive for COVID-19 either during the conference, or within 7 days thereafter, they should notify Nurse Cris Gomez at cgomez2@sunyopt.edu.

Verifying a CDC COVID-19 Vaccination Card

Step 1: Ask for a photo ID (e.g. driver's license, passport) to confirm the name and date of birth matches the name and date of birth on their CDC COVID-19 vaccine card.

Step 2: Inspect their vaccination record card. Be suspicious of cards printed on thin paper or edges that appear cut by scissors. Valid CDC vaccination cards measure 4" x 3" in size and are printed on cardstock. See below for image for the front and back of the card

Front

COVID-19 Vaccination Record Card
Please keep this record card, which includes medical information about the vaccines you have received.
Por favor, guarde esta tarjeta de registro, que incluye información médica sobre las vacunas que ha recibido.

Last Name: DOE First Name: JOHN IA
Date of birth: 01-01-1970 Patient number (medical record or ID record number):

| Vaccine | Product Name/Lot Number | Date | Healthcare Professional or Clinic Site |
|-------------------------------|-------------------------|-----------------|--|
| 1 st Dose COVID-19 | <u>Pfizer EL8982</u> | <u>02-01-21</u> | <u>CVS #999</u> |
| 2 nd Dose COVID-19 | <u>Pfizer EL8980</u> | <u>02-01-21</u> | <u>CVS #708</u> |
| Other: | | mm dd yy | |
| Other: | | mm dd yy | |

Back

Reminder! Return for a second dose!
¡Recordatorio! ¡Regrese para la segunda dosis!

| Vaccine | Date / Fecha |
|---|--------------|
| COVID-19 vaccine Vacuna contra el COVID-19 | mm dd yy |
| Other Otra | mm dd yy |

Bring this vaccination record to every vaccination or medical visit. Check with your health care provider to make sure you are not missing any doses of routinely recommended vaccines.
Lleve este registro de vacunación a cada cita médica o de vacunación. Consulte con su proveedor de atención médica para asegurarse de que no le falte ninguna dosis de las vacunas recomendadas.

For more information about COVID-19 and COVID-19 vaccine, visit [cdc.gov/coronavirus/2019-ncov/index.html](https://www.cdc.gov/coronavirus/2019-ncov/index.html).
Para obtener más información sobre el COVID-19 y la vacuna contra el COVID-19, visite www.cdc.gov/coronavirus/2019-ncov/index.html.

You can report possible adverse reactions following COVID-19 vaccination to the Vaccine Adverse Event Reporting System (VAERS) at vaers.hhs.gov.
Puede notificar las posibles reacciones adversas después de la vacunación contra el COVID-19 al Sistema de Notificación de Reacciones Adversas a las Vacunas (VAERS) en vaers.hhs.gov.

The card should include all the following information:

- vaccine product name
- date of dose(s)
 - Moderna will have 2 doses spaced out 4 weeks/28 days apart
 - Pfizer-BioNTech will have 2 doses spaced out 3 weeks/21 days apart
 - there may be an additional week(s) in between doses for some
 - Johnson & Johnson (Janssen) vaccine will only have a single dose.

Please note: you may see booster shots listed under "other" for some. As long as the individual has the above noted number of doses based on the vaccine they were administered, they are considered fully vaccinated.

- vaccine lot number
 - Moderna's lot number contains 5 numbers and 2 letters (e.g. 029A21A)
 - Pfizer-BioNTech's lot number contains 4 numbers and 2 letters (e.g. EL8982
 - Lot #'s are usually different but can be the same for the second dose
 - Johnson & Johnson (Janssen) lot number contains 7 numbers (e.g. 1805020)
- patient's date of birth
- the clinic/location or medical provider's name
 - the location for the first and second dose may not always be the same
 - Labels or stamps may be present on the card with vaccine name, lot # date of administration and site.
This is acceptable as many large volume vaccination sites use them.

Please note: only Moderna, Pfizer-BioNTech/Comirnaty and Johnson & Johnson (Janssen) vaccines are currently authorized for administration in the United States. Individuals who were vaccinated outside of the USA, may have vaccination documents indicating they received a COVID-19 vaccine. The following COVID-19 vaccines have been approved by the World Health Organization and are accepted:

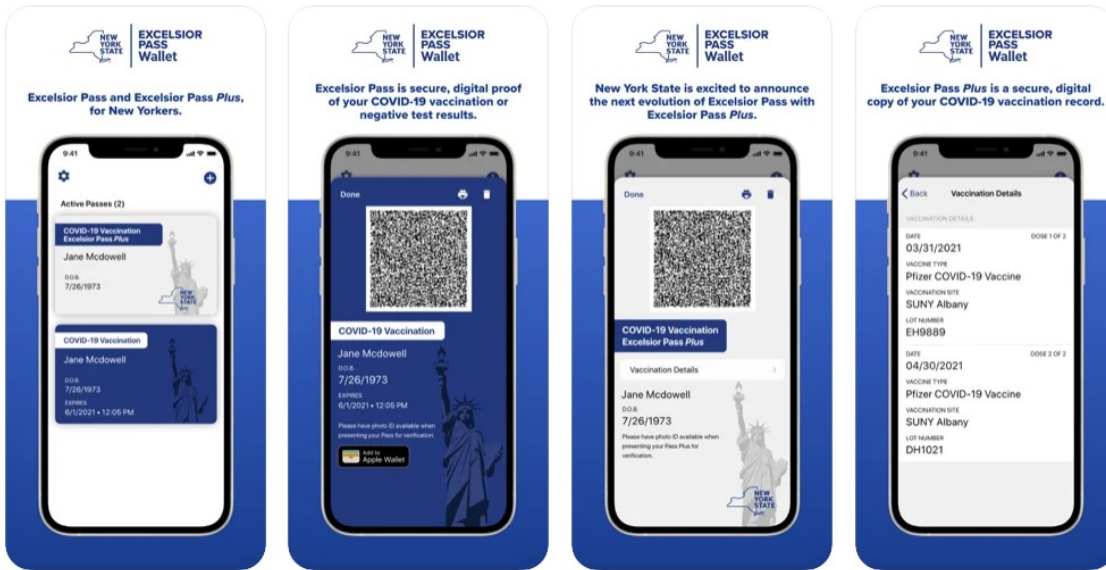
- Two versions of AstraZeneca
 - AZD1222

- Sinopharm
 - SARS-CoV-2 Vaccine (Vero Cell), Inactivated (InCoV)
- The Serum Institute of India
 - Covishield (ChAdOx1_nCoV19)

Verifying COVID-19 vaccination with NY Excelsior Pass

Step 1: Ask for a photo ID (e.g. driver's license, passport) to confirm the name and date of birth matches the name and date of birth on their Excelsior Pass.

Step 2: Confirm that the pass is currently active and has not expired. See images below.



Verifying a negative SARS-CoV-2 test

Those attending an event at the college who have either a medical or religious exemption approval, will be asked to provide a negative PCR reflex test result or a negative rapid antigen test upon entry.

Step 1: Ask for a photo ID (e.g. driver's license, passport) to confirm the **name and date of birth matches the name and date of birth on their lab report.**

Step 2: Verify the test is listed as either SARS-CoV-2 PCR or RT-PCR or SARS-CoV-2 rapid antigen

Step 3: The collection date and time must be within 72 hours for a PCR test.

Step 4: Verify that the result is listed as NEGATIVE (If the result shows Positive, the individual must not enter the building and must isolate immediately and should follow up with their healthcare provider)

Please note: The college at this time does not have scanner access for QR codes within Excelsior Pass to verify COVID-19 tests. Those requiring to show a negative test can download and print their results or show a screenshot of their lab report.