

## **SUNY College of Optometry – Events**

(Updated December 28, 2022)

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. Area vice presidents should be informed during the early planning stages of the anticipated guest count, especially where a substantial number of external guests will be present.
- 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 attendees should be clearly informed to refrain from attending the event if they are exhibiting symptoms and/or suspect they may have a respiratory illness or virus.
- 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 following the event.
- A template for online registration including a health and safety attestation 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. (Current approved attestation is at the end of this policy for reference.) Paper attestations, which should be retained with registration list, must include the clearly printed name of the 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 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 in designated areas for the duration of their time on campus.
- External vendors and delivery personnel should be escorted by a SUNY College of Optometry employee to the specified area for the event.

### **Food & Beverage**

- Lines and gathering around food/beverage service areas should be minimized.
- Buffets and butler-passed items are permitted. Waitstaff and bartenders 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.
- Any College-sponsored event where alcohol may be served on campus is subject to the Alcohol Policy.



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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](mailto:cgomez2@sunyopt.edu).

**Name:** \_\_\_\_\_  
(Please print)

**Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_