



**Surveillance Testing  
Supplemental Academic Continuity and the  
Health and Safety of Students, Faculty, and Staff Policy for the  
Spring Term 2021**

*Supplement #2 Issued February 8, 2021*

This document is intended to provide additional guidance to campuses regarding testing requirements and recommendations for individuals *other than students, faculty and staff* on SUNY State-operated campuses, statutory colleges, and community colleges.

It is recognized there are unique challenges related to the overall population of each campus, and how to best maintain a safe environment. Therefore, on a case-by-case basis, Campuses must evaluate the extent to which vendors, contractors, consultants, auxiliary service personnel, etc. are regularly **on campus and intermingling** with the campus community, to determine whether there is a need to test those individuals. When both criteria are met, testing is required.

Typically, staff from auxiliary services including dining, bookstore and childcare are embedded into the campus such that they are both regularly on campus and are intermingling with the campus community. These staff and those of other related entities such as the campus Foundation and the Research Foundation, if on campus, are generally to be incorporated into the routine weekly campus testing and reporting. These staff are also to be included in the population figures for the reporting in the Systemwide testing portal.

Though not common, a non-affiliated group such as service repair personnel, and in rare instances construction contractors, could have significant intermingling with the campus community. In a case where the campus has determined the entities employees are intermingling with the campus community, the campus must contact the entity holding the contract and request the entity devise and implement a testing plan. The testing is to be wholly managed by the entity and not by the campus. The campus will not report these entities as part of the testing portal *campus population*, nor include test results in the portal.

The entity should develop a plan that includes the following:

- A. Instructions to the employees on the testing process and the actual test itself;
- B. A clear schedule for testing, coordinating timing and administration as to least impact work;
- C. Alert the employees of the need for provision of personal information including health insurance;
- D. Provide the employees clear information of who covers the cost of the testing; and
- E. Inform the employees how results will be disseminated to the individuals.

In contrast to the campus related entities, and unusual cases described above, most capital project consultants and contractor employees operate in a designated construction site and do not intermingle with the campus community thereby lessening the need to test staff. Thoughtful evaluation in making this determination should consider the extent to which the following protocols are being implemented:

1. Construction site is designated as a restricted area, not accessible by the campus community;
2. Workers generally remain within the construction site for the time they are on campus;
3. Contract contains language that prohibits the contractor and its employees from fraternizing with any building or campus occupants, thus limiting intermingling with the campus community;
4. Contractor has implemented safety plans that require screening, PPE, and cleaning of the construction site;
5. Construction sites internal to a building are clearly designated as a restricted area;
6. Access to an interior jobsite should be separated where feasible, but if not feasible, a contractor wearing appropriate PPE, accessing the jobsite through a common entrance or corridor does not create a level of intermingling that would require testing of the contractor;
7. Contractor employees are asked to bring their own food, and not use campus dining or snack venues for food or beverage;
8. Specific campus restrooms are designated for use only by contractor. If not possible to designate contractor only restrooms, more frequent cleaning protocols or a schedule should be implemented by the campus staff. Again, appropriate PPE is required to be worn in common areas.



In the rare case where a campus determines a particular construction job creates a level of mingling significant enough to cause a concern, the campus should first allow the contractor to propose alternative plans to mitigate the risk, such as enlarging the restricted area, etc.

If alternative plans cannot mitigate the risk, and the campus believes a testing strategy is the only solution, the campus must first discuss this with the entity holding the contract. For construction projects this may be the campus themselves, or another entity such as DASNY, OGS, NYPA, or the Construction Fund. Together, the contracting agency and the contractor must develop a plan. The plan should cover the items listed above in A-E. In addition to items A-E, the plan should address potential claims the contractor might make as a result of the testing. Ideally, it would include an agreement that no cost for delay claims can come from the testing.

