

**SUNY DOWNSTATE HEALTH SCIENCES UNIVERSITY/
UNIVERSITY HOSPITAL OF BROOKLYN
POLICY AND PROCEDURE**

Subject: **SUNY DOWNSTATE
SOCIAL DISTANCING POLICY**

No. SDHSU-1c

Prepared by: Office of the General Counsel
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Office of the Senior Vice President/
Chief Administrative Officer
Office of Academic and Student
Affairs
Office of Employee and Labor
Relations

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Supersedes: New

Committee Approval:
Executive Performance Improvement (EPIC)
Medical Executive Committee (MEC)
Governing Body

Effective Date: 12/20/20

**Issued by: Dr. Wayne J. Riley, M.D., MPH,
MBA, MACP**

I. PURPOSE

The purpose of this Policy is to establish protocols for social distancing while on the campus of SUNY Downstate Health Sciences University ("SUNY Downstate") in order to protect all persons from contagion and the spread of COVID-19.

II. APPLICABILITY

The Policy as outlined applies to all persons entering and/or inside our facility, including but not limited to:

- Employees
- Faculty
- Students
- Residents/Trainees
- Vendors
- Contractors
- Visitors

III. DEFINITION(S)

Definition of 'Social Distancing' under the Public Health Regulations - Amendment section 66-3.2(e)(3)(ii):

A person shall be considered as maintaining Social Distancing when keeping at least six (6) feet distance between themselves and any other persons, other than members of such persons' household.

IV. POLICY/ PROCEDURES/GUIDELINES

Pursuant to

- The State of Emergency in New York declared by Governor Andrew Cuomo, on March 7, 2020, due to the spread of the Coronavirus (COVID-19); and
- Amendment to Subpart 66 ("Amendment") of the Public Health Regulations entitled '[COVID-19 Emergency Regulations](#),' (A) enacted by the Commissioner of Health of the State of New York on July 9, 2020, for the duration of the state disaster emergency codifying certain provisions regarding Social Distancing that have been issued by Governor Andrew M. Cuomo through several Executive Orders, and (B) intended to assist in the enforcement of Social Distancing Measures.:

SUNY Downstate is committed to the safety of the community. All Employees, Faculty, Students, Contractors/Vendors and visitors ("persons") are expected to participate and assist in the prevention of the spread of the COVID-19 on the campus.

To assist in the maintenance of Social Distancing, the following rules are to be adhered to and will be enforced by SUNY Downstate:

General:

- Maintain a least a six (6) feet distance between individuals while on campus, except where it is impossible to do so;
- Limit the frequency and duration of interactions with others;
- Limit room occupancy to the Socially Distanced capacity posted on the entrance to each room;
- Do not eat or drink beverages in areas designated with “No Food/Drinking” signs;
- Wear appropriate face coverings at all times while on campus as outlined in the SUNY Downstate’s [Face Covering policy](#);
- Do not congregate in elevator waiting areas and limit density in elevators by using stairs;
- Follow bi-directional foot traffic instructions and distance markers denoting spaces of six (6) feet in common areas where lines are commonly formed or where people may congregate;
- Follow posted signs in common areas for e.g. libraries, study corrals, dining areas, health screening stations and recreational facilities; and
- Wear the appropriate Personal Protective Equipment (“PPE”) for your assigned job duties as outlined in the attached PPE checklist for the campus.

Classrooms/meeting spaces/offices:

- While seated in a classroom setting or in a meeting space, you are required to maintain a six (6) feet distance between persons;
- Follow staggered class schedules and/or allow sufficient time between classes to reduce density in the walkways and corridors;
- Use of video or teleconferencing is preferred in lieu of in person meetings or gatherings; (classes, conferences, office hours);
 - o If video/teleconferencing is not possible, meeting must be in open, well-ventilated spaces and ensure that individuals maintain six (6) feet of social distance between persons; and
- Do not share workspaces without appropriate cleaning and disinfection between use.

Cafeteria:

- Observe seating limits at table(s);
- Clean and sanitize each table after meal; and
- Maintain a six (6) feet distance between each table.

Visitors/Guests:

- Limit visitors to “invited guests” only. The guests should be on the campus to conduct business and/or patients and/or visitors of patients. Once on campus and/or hospital property, all persons will be expected to abide by the rules/protocols of SUNY Downstate.

Restrooms:

- All persons should assess restroom occupancy upon their arrival. While waiting in line to use the bathrooms, all persons should maintain the proper six (6) feet distance. When inside, where possible, it is important to maintain a six (6) feet separation or separation by a physical barrier.

SUNY Downstate vehicles:

- All persons must wear face coverings while inside SUNY Downstate or other government vehicles with more than one (1) occupant. When possible, drivers should attempt to limit passenger occupancy to no more than 50% of the total capacity of the vehicles to allow for greater separation. It is advisable that windows remain open during operation to allow for greater ventilation. Disinfecting supplies will be made available by SUNY Downstate so that employees can, prior to, and upon completion of their use of the vehicle, can wipe down surfaces in the vehicle that are commonly touched (e.g., keys, arm rest, steering wheel, knobs and handles).

Job Performance Requirements:

- For type of job tasks requiring two or more people to be within six (6) feet of each other such as lifting or installing equipment, or during clinical simulation settings in the classroom or in the hospital, all persons will wear the appropriate face covering;

Residence Halls:

- Physical distance must be maintained in all areas of residence halls and face coverings must be worn except in instances where students share the same residence room.

While the following is comprehensive, it is not an exhaustive list of steps that persons on campus can take to reduce the risk of contagion/transmission of COVID-19. As more guidance is provided by the appropriate authorities, and updated through the University Hospital of Brooklyn, Division of Infectious Diseases, this policy will be amended.

V. RESPONSIBILITIES

All employees, faculty members, students, residents, fellows, contractors, vendors, visitors, etc. at SUNY Downstate are required to comply with the provisions of this policy.

VI. ENFORCEMENT

Supervisors are required to enforce this policy with their direct reports. Repeated violations should be handled in concert with the Office of Employee and Labor Relations. Failure to adhere to these rules may result in the appropriate Administrative and/or Disciplinary action.

Each College/School is responsible for administering this policy as it relates to their enrolled students. Any academic discipline for violations must be reviewed in conjunction with the Office of Student Affairs.

If the violation of this policy is egregious (affecting the health and safety of the campus community), University Police should be contacted at x2626.

VII. ATTACHMENTS

- Attachment A: "Public Health Regulations - Amendment section 66-3.2(e)(3)(ii)"

VIII. REFERENCES

1. https://regs.health.ny.gov/sites/default/files/pdf/emergency_regulations/Enforcement%20of%20Social%20Distancing%20Measures.pdf
2. https://www.governor.ny.gov/sites/governor.ny.gov/files/atoms/files/Higher_Education_Detailed_Guidelines.pdf
3. <https://www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/social-distancing.html>
4. <https://www.cdc.gov/coronavirus/2019-ncov/downloads/2019-ncov-factsheet.pdf>

Date Reviewed	Revision Required (Circle One)		Responsible Staff Name and Title
	Yes	No	
	Yes	No	
	Yes	No	