



# NEW YORK STRUCTURAL BIOLOGY CENTER

## COVID-19 – PLANNING DOCUMENT

Updated: May 25, 2021

**THE GUIDELINES BELOW WERE DEVELOPED BASED ON WHAT IS CURRENTLY KNOWN ABOUT THE TRANSMISSION AND SEVERITY OF COVID-19 AND COVID-19 VARIANTS AND ARE SUBJECT TO CHANGE.**

<b>The following rules apply to all NYSBC staff:</b>	
<b>Vaccination</b>	All staff members are required to be fully vaccinated. <sup>1</sup> You will be considered fully vaccinated two weeks following your second shot of the Pfizer-BioNTech or Moderna COVID-19 vaccine, or two weeks after a single shot of the Johnson & Johnson COVID-19 vaccine.
<b>Upon Entering NYSBC</b>	The front desk guard will continue to take the temperature and check for COVID-19 symptoms of all those entering the facility. Please fully cooperate with this procedure. HOWEVER, IF YOU PROVIDE US WITH A COPY OF YOUR CDC COVID-19 VACCINATION CARD OR SHOW YOUR NEW YORK STATE EXCELSIOR PASS <sup>2</sup> , YOU DO NOT HAVE TO HAVE YOUR TEMPERATURE TAKEN AND ANSWER THE GUARD'S QUESTIONS EACH MORNING. Copies of your CDC card should be sent to Arjun Koshal and a list of exempt individuals will be at the front desk.
<b>Masks</b>	If you are fully vaccinated: <ul style="list-style-type: none"><li>• you can gather indoors in your work area with other fully vaccinated people without wearing a mask</li><li>• you can gather or conduct activities outdoors with other fully vaccinated people without wearing a mask</li><li>• you must wear a surgical or fitted cloth mask with unvaccinated people indoors</li><li>• you must continue to wear a surgical or fitted cloth mask in public areas (e.g., lobby, hallways, kitchen)</li></ul>
<b>Distancing</b>	If you are fully vaccinated: <ul style="list-style-type: none"><li>• you can gather indoors in your work area with other fully vaccinated people without staying six feet apart</li><li>• you can gather or conduct activities outdoors without staying six feet apart from other fully vaccinated people</li></ul>

<sup>1</sup> Reasonable accommodations will be made for staff who refuse vaccination due to pregnancy, disability or sincerely held religious belief or practice.

<sup>2</sup> The New York State Excelsior Pass provides digital proof of COVID-19 vaccination or negative test results. Visit <https://covid19vaccine.health.ny.gov/excelsior-pass> for more information and to obtain a pass.



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	<ul style="list-style-type: none"><li>• you should stay at least six feet apart from unvaccinated people indoors</li></ul>
<b>COVID-19 Symptoms</b>	<p>Even if you have been vaccinated, DO NOT come to the Center if you have any of the following symptoms:</p> <ul style="list-style-type: none"><li>• Cough</li><li>• Repeated shaking with chills</li><li>• Fever</li><li>• Chills</li><li>• New loss of taste or smell</li><li>• Shortness of breath or difficulty breathing</li><li>• Muscle pain</li><li>• Headache</li><li>• Sore throat</li></ul>
<b>COVID-19 Case Protocol</b>	<p>If you are experiencing COVID-19 symptoms:</p> <ul style="list-style-type: none"><li>• Immediately quarantine</li><li>• Notify your supervisor and NYSBC administration</li><li>• Get a PCR test at least five days after the onset of symptoms<ul style="list-style-type: none"><li>○ If positive: may only return to work after quarantine for 14 days from the onset of symptoms; must be symptom-free for 2 days and have administration approval prior to return (no additional test required)</li><li>○ If negative: return to work if symptom-free for 2 days with administration approval</li></ul></li></ul>
<b>Transportation</b>	<p>If you travel by public transportation, taxi or car service, wear a mask and, to the extent possible, stay at least six feet from other people.</p>
<b>Travel</b>	<p>New York State no longer requires asymptomatic travelers from another state to test or quarantine. Quarantine is still recommended for international travelers who are not fully vaccinated. Irrespective of quarantine, all international travelers must:</p> <ul style="list-style-type: none"><li>• Monitor symptoms for 14 days after arriving in New York</li><li>• Continue to wear a mask; and</li><li>• Immediately self-isolate if any symptoms develop and contact the local public health authority or your healthcare provider to determine if you should get tested</li></ul> <p>Fully vaccinated international travelers arriving in the United States are still required to get tested within 3 days of their flight (or show documentation of recovery from COVID-19 in the past three months) and should still get tested 3-5 days after their trip.</p>



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### The following rules apply to affiliates, visitors, and contractors:

<b>COVID-19 Symptoms</b>	Affiliates, visitors, and contractors are not permitted onsite if they have any COVID-19 symptoms. The guard will ask to confirm that they do not have any COVID-19 symptoms.
<b>Masks</b>	Affiliates, visitors, and contractors <u>must</u> wear a KN95 or N95 mask while onsite. A KN95 or N95 mask will be provided by NYSBC if necessary. This requirement can be waived if visitors provide a CDC vaccination card or show their New York State Excelsior Pass showing proof of COVID-19 vaccination.
<b>Distancing</b>	To the extent practicable, affiliates, visitors, and contractors should stay at least six feet away from staff members unless they have provided evidence of their COVID-19 vaccination.

### General:

<b>Bathrooms</b>	Use sanitizing wipes to wipe down bathroom <b>before</b> and <b>after</b> use. Do <u>not</u> flush sanitizing wipes; use the waste basket
<b>Hygiene</b>	Use hand sanitizer upon entering the Center Wash your hands often with soap and water for at least 20 seconds Use hand sanitizers and wipes after touching common surfaces; throw out wipes right after use Do not touch your eyes, nose, or mouth Cough or sneeze into elbow or tissue (to be disposed of immediately) No handshaking Clean work areas before and after work (or more frequently) with 70% isopropyl alcohol