



# NEW YORK STRUCTURAL BIOLOGY CENTER

## COVID-19 – PLANNING DOCUMENT

Updated: January 3, 2022

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 7 days after receiving a booster shot.
<b>Upon Entering NYSBC</b>	All staff and visitors must show proof of vaccination to enter the facility A copy of your proof of vaccination (e.g., CDC card, NYS Excelsior Pass) should be sent to Arjun Koshal
<b>Masks</b>	KN95 or N95 masks are to be worn in the Center unless you are alone in your lab or office
<b>Distancing</b>	You should stay at least six feet apart from other people indoors You can gather or conduct activities outdoors without staying six feet apart from other fully vaccinated people
<b>COVID-19 Symptoms</b>	Even if you have been vaccinated, DO NOT come to the Center if you have any of the following symptoms: <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>

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



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<b>Protocol for Exposure to COVID-19</b>	<p>If you have received your booster shot at least seven days ago and are asymptomatic, you may return to the Center after close contact<sup>2</sup> with someone who had COVID-19. However, you must get tested 5 to 7 days after your close contact with a rapid antigen test, even if you do not have symptoms.</p> <p>If you have not received your booster shot at least seven days ago and are asymptomatic, you can use a negative rapid antigen test result collected on Day 5 after close contact and return to the Center on Day 7, with additional self-monitoring. The day of exposure is considered day zero.</p> <p>Notify your supervisor and Arjun Koshal of any close contact with someone who had COVID-19.</p>
<b>Protocol for COVID-19 Symptoms and/or Positive Test</b>	<p>If you think or know you have COVID-19, and you have symptoms, you can only return to the Center after:</p> <ul style="list-style-type: none"><li>• 10 days since symptoms first appeared,</li><li>• 24 hours with no fever without the use of fever-reducing medications, and</li><li>• other symptoms of COVID-19 are improving.<sup>3</sup></li></ul> <p>If you test positive and have no symptoms, you can return to the Center after 10 days have passed since you had a positive test (based on the date you were tested). If you develop symptoms after testing positive, your 10-day isolation period must start over, and you must follow the guidance above under “Protocol for Exposure to COVID-19”.</p> <p>Notify your supervisor and Arjun Koshal have COVID-19 symptoms or have tested positive for COVID-19.</p>
<b>Transportation</b>	<p>If you travel by public transportation, taxi or car service, wear a KN95 or N95 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. 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 and should still get tested 3-5 days after their trip.</p>

<sup>2</sup> “Close contact” occurs when an individual was within 6 feet of someone for a cumulative total of 15 minutes or more over a 24-hour period.

<sup>3</sup> Loss of taste and smell may persist for weeks or months after recovery and need not delay the end of isolation.



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

<b>COVID-19 Symptoms</b>	Affiliates, visitors, and contractors must be vaccinated to enter the facility and are not permitted onsite if they 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.
<b>Distancing</b>	To the extent practicable, affiliates, visitors, and contractors should stay at least six feet away from staff members.

### 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