

Protocols for guests at the UNY United Methodist Center

As the Conference offices at the Upper New York (UNY) United Methodist Center in Liverpool, NY, reopen to the public effective July 26, 2021, the following protocols will be in place for all guests.

1. When a meeting is scheduled at the United Methodist Center, a full list of participants who may be attending and whether they will be attending in person or remotely must be submitted no less than two weeks prior to the meeting. A count of individuals who will be attending in person and are not vaccinated will also be required to accommodate social distancing and eating.
2. Upon arrival, guests will be asked to provide proof of COVID-19 vaccination. When entering the UNY United Methodist Center, guests will be asked to show a copy of either their vaccination card, a photo of their vaccination card, or the Excelsior Pass as well as a picture id. To be considered fully vaccinated, the last vaccine date must be two weeks or greater from visiting the Conference office.
3. The Welcome Specialist will remind meeting coordinators to notify in-person attendees that they must bring proof of vaccination status (paper form or Excelsior Pass). If they forget, they will be provided with a mask if they do not have one of their own.
4. Any guest who is not fully vaccinated, or who cannot provide proof of vaccination will need to wear a mask throughout the day while at the UNY United Methodist Center, except when eating or drinking. Social distancing of 6 feet will be required, especially when removing masks for eating or drinking.
5. Once an individual has provided proof of vaccination at the UNY United Methodist Center, their name and vaccination status (only) will be added to the office vaccination log. Guests will not have to reverify their vaccination status for future visits.

Questions about process protocols or process may be directed to UNY Director of Human Resources/Benefits, Susan Latessa, at (315) 898-2000 EXT. 2002 or SusanLatessa@unyumc.org.