

Protocols for guests at the UNY United Methodist Center - *Revised August 31, 2021*

As the situation with COVID-19 Delta variant cases continue to change in Onondaga County, the Conference office reopening protocols for guests have been revised since our reopening July 26, 2021. The following protocols will be in place for all guests effective immediately:

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).
4. 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.
5. All guests, regardless of vaccination status, will be required 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 when removing masks for eating or drinking.
6. Until further directed, the following is recommended:
 - If you can hold your meeting remotely, you are encouraged to do so;
 - If your meeting must be held in person or if it will be hybrid (in-person and Zoom), it is recommended that the timing of the meeting does not require breaking for a meal;
 - If a meal is necessary, it is encouraged that meals:
 - Are limited to 20 minutes
 - Are boxed or brown bag; (no buffet style meals)
 - Are spaced out with 6 feet between each individual. Unvaccinated guests will need to be seated at their own table, 6 feet apart.

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.