

**COVID-19 Clearance, Testing & Check-in Process
for Commencement Volunteers**

Dear Volunteer,

Commencement Weekend is rapidly approaching and we very much appreciate your support of this milestone event in our students' lives. This message includes important information for ensuring the health and safety of all attendees at the commencement ceremonies.

- All volunteers working at commencement ceremonies must be cleared to circulate on campus during Commencement Weekend. As part of this requirement, via our Volunteer Registration system, we will maintain a list of all staff volunteering in the Gordon Field House, Gene Polisseni Center, Ritter Ice Arena or Information Booths. During the registration process, you were asked to enter your address and cell phone number. This is required by the Department of Health in case there is a need for contact tracing. Your confirmation message includes your Event Meeting Location. This is where you should report for your shift, but you must be cleared to circulate on campus before doing so.
 - Before reporting for your first scheduled shift, please report to Ritter Arena if you haven't been prescreened* and received your volunteer pass**. You will be re-directed to Ritter if you arrive at your assigned volunteer or work location without appropriate clearance to circulate and your pass.
 - In compliance with NYS regulations, all volunteers must produce evidence of:
 - A negative PCR test within 3 days of beginning your first shift OR
 - Proof of being fully vaccinated two weeks (14 days) prior to the beginning of your first shift OR
 - A negative COVID-19 rapid antigen test within 6 hours of the start of your first shift OR

- Evidence of recovery from a lab-confirmed case of COVID (within the 90 days prior to your first shift (e.g. proof of a prior positive test result or completed order of isolation)
- AND complete the daily health screen each day you are volunteering. Follow your regular practice for completing the daily health screen.
- ***Pre-Screening:** If possible, verify your proof of vaccination or negative test result prior to Commencement Weekend by emailing [David Armanini](#) in Environmental Health and Safety. He will not keep copies of your proof. Forms of acceptable proof are listed on page 2.
- ****Volunteer Pass:** When you have been cleared by David Armanini and he has notified our office, you can pick up your Volunteer Pass in Eastman Room 2100. Mon-Weds: 8:30am-12:30pm, Thu: 8:30am-2pm and Fri. 8:30am-12:30pm and 1:30-4:30pm. The last day to pick up passes in EAS 2100 is Thursday, May 13th. After that date, you will need to go to Ritter Ice Arena before your first volunteer shift to get your pass. You will not be allowed to enter the ceremony venues without this pass.

How to get tested for COVID-19:

- You can be tested off campus (i.e. MCC) and bring your test result with you. Google “free COVID tests near me” or contact your local public health department for free test locations. Remember that the COVID-19 PCR test must be taken within 72 hours of the start of your first shift; a rapid antigen test must be taken within 6 hours of the start of your first shift
- You will only need to provide proof of a negative COVID-19 test once regardless of how many days you are volunteering; however you will need to complete the daily health screen every day. RIT employees should follow their normal procedure for completing the daily health screen. Non-RIT employees can call (585) 438-5254.
- Rapid antigen testing for COVID-19 will be available each day of Commencement Weekend in Ritter Arena for staff who are not fully vaccinated or have not been tested prior to reporting for their first shift of the weekend per the schedule below:
 - Friday, May 14 – 5:45 a.m.-7:15 p.m.
 - Saturday, May 15 – 5:45 a.m.-6:45 p.m.
 - Sunday, May 16 – 6:15 a.m.-7:15 p.m.
- ***If you must use this option, allow at least 30 minutes to be tested and obtain results.***

- *If you test positive, you will not be allowed to remain on campus.*

What is acceptable proof of vaccination?

- For New York State residents, the best evidence is the [Excelsior Pass](#). It is a quick and easy way to provide proof of full vaccination.
- Your vaccination card with the name of the vaccine and the date(s) of your shots:
 - If you are volunteering/working on Friday, May 14, your last shot must have been administered no later than April 30.
 - If you are volunteering/working on Saturday, May 15, your last shot must have been administered no later than May 1.
 - If you are volunteering/working on Sunday, May 16, your last shot must have been administered no later than May 2.
- A photo, screen shot, image, or other mobile application of your vaccination card with the name of the vaccine and the date(s) of the shots are acceptable.
- Please also bring photo ID with you (for example, driver's license, RIT ID, state-issued photo ID).
- You will be asked to show documentation and dates of negative COVID-19 test results or vaccinations; however, no documentation will be retained by RIT.

During all graduation ceremonies, physical distancing will be observed and all volunteers will be required to wear masks at all times.

We appreciate your cooperation with these health and safety requirements. If you have any questions, please feel free to contact the RIT Service Center at (585)475-5000 or help.rit.edu.

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