



# EVERYDAY CHECKLIST

## **BEFORE COMING TO CAMPUS FOR THE FIRST TIME**

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- Send your initial negative COVID-19 test result to Human Resources. Email negative test results to **hr@albanylaw.edu**
- Sign and submit the Shared Responsibility and Community Safety Agreement to Human Resources. Email signed agreement to **hr@albanylaw.edu**
- Sign up and consent to “Share My Health” daily health screener at **app.sharemy.health/consent**  
(Register using your albanylaw.edu email address.)

## **BEFORE COMING TO CAMPUS EACH MORNING**

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- Respond to the Daily Health Screening Questions. (You will receive a text message reminder each morning by 7 A.M.)
- Follow the directions to complete the Daily Health Screening Questions and then follow any prompts you receive from the health screening system.
- Bring your face covering and Albany Law ID card.
- Wash your hands.

## **WHILE ON CAMPUS**

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- Wear your face covering
- Follow directions and signage
- Use your Albany Law ID card to swipe into buildings for contact tracing
- Sanitize your work area before use
- Wash your hands and practice good hygiene
- Keep 6 feet apart; practice good physical distancing