EVERYDAY CHECKLIST

BEFORE COMING TO CAMPUS FOR THE FIRST TIME

☐ 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

☐ 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

☐ 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