June 11, 2020

Dear SUNY Poly Essential Employees:

In the coming weeks as we advance SUNY Poly's "restart" efforts resulting from the impacts of COVID-19, we will be rolling out a new web application, which we are requiring for you as an essential employee while we aim to further support the health of those in our SUNY Poly community who are already on-site.

This web app will be required to be used every day by anyone who seeks to be on campus. By providing your information and indicating you do not currently present with potential COVID-19 symptoms, you will be able to complete your work on campus in accordance with current guidelines, such as wearing a face covering and social distancing. Indicating you do have symptoms will help you to know you must remain off-site and seek proper medical care.

We believe taking a moment to complete the form each day can help limit the potential spread of COVID-19 through increased awareness and connection to resources. The web app can be reached by logging into: sunypoly.edu/covid-screener. We encourage you to save this address so that you can easily fill it out each day before coming to campus. In addition, all employees are required to complete a brief COVID-19 training prior to commencing on-campus work, so we ask that you complete this requirement in the first hour of your return to work, or, preferably, before you come to campus again: https://forms.gle/swP8G4bcrhkYVE1z8.

To use the web app:
- Login with your SitNet ID and corresponding password (ID/password for Banner).
- Fill out the form with your first and last name, answer yes/no to the questions related to potential symptoms, indicate your affiliation with SUNY Poly (faculty/staff or student), fill out the CAPTCHA box, and click submit.
- The web app will indicate successful submission of your daily COVID-19 screening, and you will also receive an e-mail confirmation.

If you answer yes to having any of the symptoms associated with COVID-19, you will be notified that you may present a risk to the campus community and should not come to campus; you will be asked to contact your healthcare provider for assessment and testing. If your responses do not indicate a risk, you may proceed on-site. The Office of Human Resources will also receive a copy of each employee's notification, and a representative will follow up with the supervisor of any faculty or staff member who may present a COVID-19 risk.

We appreciate your taking the time to fill out this form each day in order to encourage processes that help us support the health and safety of everyone in our community.

Sincerely,

Sean Clive
Director of Environmental Health and Safety—Utica Campus
SUNY Polytechnic Institute

Rhonda Haines
Vice President of Human Resources
SUNY Polytechnic Institute