

November 9, 2020

Dear SUNY Poly Albany Campus Students,

Out of an abundance of caution as a result of the increase in COVID-19 cases in the Capital Region, **SUNY Poly's Albany-based classes will immediately transition to a 100% remote format starting Tuesday morning, Nov. 10 for the remainder of this week.** This plan will be reassessed this weekend and we will keep you updated moving forward.

What You Need to Know for This Week

- Student lounges will be closed.
- **SUNY Poly undergraduate and graduate students at the Albany campus are required to take part in additional COVID-19 testing Wednesday, Nov. 11 taking place in NFE-1 from 11:00 a.m. to 2:00 p.m.** This is in addition to all required University at Albany testing. *Please see additional, detailed testing information below.*
- Failure to participate in testing will result in loss of access to campus and possible disciplinary action.
- Undergraduate students are restricted from research laboratory access; graduate students should minimize their access for the remainder of the week.
- Your professors will reach out to you with specific instructions to access your courses online for the remainder of the week.
- Residential students will receive additional information from Assistant Vice President for Student Affairs Diana Dumesnil.
- For those students using services through the University at Albany, please click this link for more information about their full PAUSE: <https://www.albany.edu/covid-19/ualbany-pause>.

Additional Testing Information

- Required on-site testing **will take place in NFE-1 from 11:00 a.m. to 2:00 p.m. Wednesday, Nov. 11** (past the first floor elevators after the temperature screening area follow testing signs).
- **Be sure to fill out the testing app prior to coming to take part in pooled testing at <https://www.suny-covid-test.com/>.**
- Please note the following prior to the test:
 - Within the three hours before the test, you cannot brush your teeth or use mouthwash.
 - Within 30 minutes before the test you cannot eat or drink anything, including mints, gum, or lozenges.
 - Within 30 minutes before the test you cannot smoke or use smokeless tobacco products or e-cigarettes.
- Please see full Testing Instructions below this message

While the risk of COVID-19 transmission on our campus is still small, these are prudent actions to support the health of everyone in our SUNY Poly community. We will provide additional details as needed—please continue to monitor your email for updates.

Once again, we strongly remind you to continue to follow all rules and health guidelines, including:

- Washing your hands with soap and water for at least 20 seconds or using an alcohol-based sanitizer if water and soap are unavailable;
- Wearing face coverings on campus at all times;
- Avoiding touching your eyes, nose, and mouth;
- Maintaining “social distance” of at least six feet from others; and
- Completing the required daily COVID-19 screening and temperature screening: <https://sunypoly.edu/covid19/screening.html>.

We are thankful for your patience and understanding as we to support each other’s health and well-being.

Sincerely,

The Office of the President

**Testing Protocol for Albany Campus Undergraduate and Graduate Students
Wednesday, Nov. 11, 2020**

1. **You must fill out the testing app prior to coming to take part in pooled testing at <https://www.suny-covid-test.com/>.** The web application requires providing your health insurance information.
 1. Review detailed app instructions in the [SUNY COVID-19 Web App Overview](#) (pdf)
 2. Please use your SUNY Poly U# for “Institutional ID”
2. The day of the test, complete your Daily Health Screening online: <https://sunypoly.edu/covid19/screening.html>
 1. If you are experiencing COVID-19 symptoms, do not come to campus; contact Human Resources at SUNYPOLYHR@sunypoly.edu to arrange for alternate testing and further instructions.
3. Arrive at NFE-1.
 1. Bring your SUNY Poly Photo ID and Cell Phone or similar device (e.g. tablet) with WIFI or cellular capability.
 2. Wear your face covering.
4. Follow signs for Testing – Ensure social distancing by standing on noted locations.
5. Here is a helpful video of the process: <https://vimeo.com/447270240>
6. Go to “Registration Table 1” for Registration:
 1. **You will show your ID and on your device go to <https://www.suny-covid-test.com/> and login.**
 1. **Your registration will include questions about eating, drinking, or other recent activities. Please note:**
 1. **Within the three hours before the test, you cannot brush your teeth or use mouthwash.**
 2. **Within 30 minutes before the test you cannot eat or drink anything, including mints, gum, or lozenges.**

3. **Within 30 minutes before the test you cannot smoke or use smokeless tobacco products or e-cigarettes.**
 2. Your registration will also include questions about any symptoms you are experiencing:
 1. Fever or chills
 2. Cough
 3. Shortness of breath or difficulty breathing
 4. Fatigue
 5. Muscle or body aches
 6. Headache
 7. New loss of taste or smell
 8. Sore throat
 9. Congestion or runny nose
 10. Nausea or vomiting
 11. Diarrhea
 3. If you indicate you are experiencing any of these symptoms, you will be directed to stop, and you must not continue with the process. If so, you will be directed to contact Human Resources at SUNYPOLYHR@sunypoly.edu.
 2. You will be asked to use hand sanitizer before being given a test kit.
 3. You will scan or be provided a bar code number that you will enter into the log-in screen.
 4. Once this is complete, you will be given your test vial and you can go to the next table when available.
 7. Go to Testing Table 2 to Begin the sample process.
 1. At this point you can take off your face covering for testing.
 2. Take the vial you have and open the vial to expose the swab.
 3. Following the instructions, rub the swab inside your mouth for 10-15 seconds– along your gum lines and under your tongue (sample collection video can be found here: <https://vimeo.com/447268833/5229da41b6>).
 4. Insert the swab into the tube and screw the cap on tightly.
 5. Replace your face covering.
 6. Shake the vial vigorously 15 times.
 7. Give the vial to the attendant who will place it in the sample rack.
 8. You can then use hand sanitizer and follow the directional arrows out of the building and return home.
 9. Following testing, you should limit your exposure to others and continue to follow social distance, face covering, and hygiene requirements in a temporary precautionary quarantine until your pooled results are presumed negative.
 8. Pooled sample results:
 1. If results require further testing, you will be informed by Human Resources and provided with directions related to follow-up testing and quarantine/isolation requirements. Those with presumed negative test results will not be contacted.

For more information and answers to frequently asked questions, visit our [Pooled Testing FAQs](#) page.