



Dear Colleagues:

In preparation for the Spring 2021 semester, we will be hosting multiple *drive through* COVID-19 surveillance test kit pick-up opportunities for faculty and staff this month. Please review the following and make a plan to pick up your test kit which will provide enough materials to test weekly through the spring semester.

**When:**

- Wednesday, January 20
- Thursday, January 21
- Friday, January 22
- Monday, January 25

**Where:**

Alumni House driveway

*Employees should pull into the Alumni House driveway, remain in their vehicle, and roll down their passenger window to receive their kit. Please wear a mask while receiving your test kit.*

**Time:**

10 am – 1 pm

All facilities' staff should pick up a test kit from their supervisor in the Facilities Administration Building (SBA).

You will only be given one test kit per person. If you wish to pick up multiple kits for your department, or should you need a kit before next week, please email a request to [saliva\\_test@albany.edu](mailto:saliva_test@albany.edu). Should you still require a mask, please visit [www.albany.edu/ehs/](http://www.albany.edu/ehs/) for instruction on ordering face masks.

All employees going to any of UAlbany's campuses in any capacity must participate in the UAlbany COVID-19 surveillance testing program when they are scheduled to be on campus. Should you have questions about the program, please visit [HR's employee pooled testing FAQs](#). It is a tremendous benefit to test weekly: it's safe, easy, free and helps to ensure the health and wellness of your friends, family and the community-at-large.

Thank you for your continued commitment to help maintain the health and safety of our campus community.

Sincerely,

JD Hyde  
Deputy Chief of Staff