

Sept. 8, 2020

Dear Colleagues,

I hope you enjoyed a great weekend and Labor Day holiday, whether you were in the classroom teaching or spending time with family and friends. For those teaching yesterday, a special thank you for supporting our students!

I have received some inquiries concerning the need to complete the Health Screening Questionnaire that you receive from Human Resources each day.

To clarify, it is important that all of us complete and submit the questionnaire every day, Monday through Friday, and if we plan to be in Dineen Hall or anywhere else on campus, on the weekends as well.

[The form is available here](#). As you know, however, you receive a daily prompt every morning. Simply follow the prompt. It is easy, and if you do not plan to come to campus on any given day, your survey that day will end after the first question.

Completing this *mandatory* online Daily Health Screening Questionnaire is not only a New York State requirement but the right thing to do for the health and safety of everyone on campus. The online form is secure and HIPAA-compliant.

Thank you, as always, for your cooperation.

Best regards,

Craig M. Boise

Dean and Professor | College of Law