COVID-19 Screening Test Policy for Faculty and Staff

Introduction
To maintain our focus on community health and safety, CGU is participating in a required COVID-19 Screening Test program and policy for essential workers who regularly come to campus. Screening tests actively monitor occurrences of infection for the population. The university is partnering with The Claremont Colleges Student Health Services (SHS) to screen essential employees working on campus using the rapid antigen tests produced by Abbott Laboratories. Please note that this testing is only for asymptomatic individuals. If you display symptoms of COVID-19, stay home, do not report to campus, and consult with your medical provider. SHS will not conduct screening tests for individuals experiencing COVID-19 symptoms.

Policy Application
This policy applies to all faculty and staff considered essential workers with roles requiring them to come to campus to perform their work. The policy also applies to faculty and staff who choose to come to campus to perform their work and have received approval from their supervisor and area vice president. Faculty and staff exclusively working remotely will not be part of the screening test program. Family members are not eligible for testing.

Testing Program Description
Beginning March 1, 2021, faculty and staff who regularly come to campus will be required to participate in the screening test program for COVID-19 on a prescribed schedule. The testing requirement is in addition to the daily symptom screening requirement. It complies with CGU policies described in the CGU COVID-related Procedures for Faculty, Staff, and Students Visiting Campus.

CGU is using the following methodology to govern COVID-19 testing:

- Faculty and staff who come to campus three or more days per week will be required to test twice per week
- Faculty and staff who come to campus one or two days per week will be required to test once a week
- Faculty and staff who come to campus periodically and less than one day per week do not qualify for screening and will not be tested through this program.

If someone tests positive for COVID-19 using the rapid antigen tests, SHS will perform a nasal swab test, known as a polymerase chain reaction (PCR) test, and require the employee to isolate at home while waiting for the results. If the PCR test comes back negative, the employee may return to campus and resume regular screening testing. If the PCR comes back positive, the employee will need to isolate for an appropriate period following CDC guidelines. They will be exempted from screening testing for three months and will be expected to consult with their medical provider.
All testing will be done by medical providers from The Claremont Colleges Services Student Health Services at no charge. Here are the details of the TCCS Covid Screening Program page.

Tests will only be performed within scheduled hours; those faculty and staff who fail to get tested as scheduled should not come to campus and should consult with their supervisor and area VP on next steps. Faculty and staff who are routinely on campus should adhere to their approved testing schedules. Schedule changes must be coordinated with the supervisor and receive VP approval.

The test should be done during work time, and non-exempt employees will be paid. If, for some reason, however, the testing day and scheduled work shifts don’t align, non-exempt employees will be paid for their time to take the test. However, they must coordinate with their supervisor in advance and receive approval.

Those participating in the screening testing program will need to sign consent and authorization forms provided by SHS before beginning the testing program. The participants will receive two inbox items in the Workday system named Authorization for release of medical information and TCC Consent for COVID-19 Testing. Recipients will need to consent to by clicking the “I Agree” checkbox. SHS will contact those who test positive for COVID-19 based on the PCR test to initiate the contact tracing process. A CGU Human Resources Office member will also reach out to the individual who tests positive to gather additional regulatory information.

Confidentiality
All data and test results will be kept confidential except as mandated for regulatory reporting and campus liaison notification. SHS will provide specific information on consent forms and confidentiality at the time of the test.

Outside Testing
If a participating faculty or staff member is asymptomatic and chooses to get a COVID test on their own time and at their own expense outside of work, they will still be required to take the test(s) through Student Health Services at the frequency described above.

Student Health Services will not perform symptomatic testing at this time. If a faculty or staff member is exhibiting symptoms, they should stay home, avoid reporting to work on campus, and contact their medical provider for further instructions.

Vaccinations
Until different medical guidance is provided by public health authorities and/or Student Health Services, vaccinated community members are still required to participate in screening testing to work on campus.

Frequently Asked Questions
Should you have any questions about this policy, please contact Alejandra Gaytan at
alejandra.gaytan@cgu.edu. For medical and science-related questions, we will put you in contact with someone from Student Health Services at The Claremont Colleges Services.

**What is the testing requirement, and what is the frequency?**

Beginning March 1, 2021, we will be initiating our COVID-19 screening testing program. The required testing applies to those working on-site at the CGU campus, including those teaching from their office.

Those working on-site one or two days or more per week will be required to test once per week. Those working on-site three or more days per week will be required to test twice per week.

**What if I am just coming to campus to pick up mail or quickly grab something from my office?**

Please keep visits to campus to a minimum. You will be required to obtain approval to be on campus, complete the daily health check, and observe all COVID-related policies while on campus, including properly wearing a mask. No screenings are required for mail visit or a quick visit to campus. Here is more information about [campus visit procedures](#).

**Why is the requirement being implemented?**

Many in our community are understandably concerned about potential COVID-19 exposure if they need to work on-site. Also, there are explicit requirements from the county and OSHA regarding our responsibilities to test and trace.

**What does the testing process involve?**

Participating in the COVID-19 testing program involves going to SHS at 757 College Way at an assigned time and submitting an observed, self-administered nasal swab PCR test. The anticipated time to administer the test is approximately 5 minutes. For complete information about the testing process, visit the [TCCS COVID Screening Program](#) page.

As a reminder, CGU requires that all persons visiting campus wear facemasks that cover the nose and mouth at all times unless they are in their own office alone with the door closed.

**How long will the testing requirement be in place?**

We expect that it will last at least through the spring semester. We will continue to regularly evaluate the program, public health conditions, county, state, and national regulations affecting CGU.