Subject: Pooled Testing for All SUNY Poly Employees

COVID-19 Pooled Testing Information for All SUNY Poly Employees

January 20, 2021

To SUNY Poly Albany Campus Employees:

SUNY Poly is mandating all employees participate in COVID-19 testing through the spring 2021 semester, including those who are employed through the Research Foundation for SUNY. All Albany-based employees who are required to report in person to campus to conduct some or all of their work obligations are required to take part.

This weekly pooled COVID-19 surveillance testing complements the ongoing surveillance testing of on-campus students through our partnership with the Upstate Medical University, as well as the wearing of face coverings, social distancing, taking part in daily screenings, and facilities and cleaning upgrades, among other measures. For more information about Upstate Medical University’s SARS-CoV-2 surveillance testing program as well as a full schedule and other pooled test information, please visit: SUNY Poly’s employee testing webpage.

Please note testing will only be done in-person and onsite.
On-site testing will be available in NFE-1 (to enter the space, walk straight past the NFE first floor elevators after receiving your temperature screening and follow signs to the testing - view map), every Monday through May 3.

You may also schedule an appointment to have the test administered every Monday. When you submit your test, there will be a signup sheet each week with time blocks for the next round of testing; contact Stephanie Lee for any additional questions.

Follow the online instructions for use of the kit. Pooled testing should not be conducted for employees who remain 100% remote.

All students, faculty, and staff must be pre-screened daily for travel history, COVID-19 history and COVID-19 symptoms for two (2) weeks prior to return.

In addition, while not required, you are encouraged to self-report your COVID-19 vaccination once you receive it. This would be helpful for the determination of testing requirements in the future, as well as our being able to provide information to SUNY or New York State upon request.

The Albany employee testing schedule is as follows:

- January 25 (11:30 a.m. – 2:30 p.m.)
- February 1 (11:30 a.m. – 2:30 p.m.)
- February 8 (11:30 a.m. – 2:30 p.m.)
- February 15 (11:30 a.m. – 2:30 p.m.)
- February 22 (11:30 a.m. – 2:30 p.m.)
- March 1 (11:30 a.m. – 2:30 p.m.)
- March 8 (11:30 a.m. – 2:30 p.m.)
- March 15 (11:30 a.m. – 2:30 p.m.)
- March 22 (11:30 a.m. – 2:30 p.m.)
- March 29 (11:30 a.m. – 2:30 p.m.)
- April 5 (11:30 a.m. – 2:30 p.m.)
- April 12 (11:30 a.m. – 2:30 p.m.)
- April 19 (11:30 a.m. – 2:30 p.m.)
- April 26 (11:30 a.m. – 2:30 p.m.)
- May 3 (11:30 a.m. – 2:30 p.m.)

Any on-campus employee who does not participate in pooled testing will need to provide their own test results each time a pooled test is run. For example, for January 25, you will be required to provide a negative PCR test dated no earlier than January 25 and no later than January 28 and provide an electronic copy of the results within 24 hours of receiving them to Human Resources. Anyone not participating in the pooled testing would be responsible for scheduling and paying the cost associated with their own tests.

In Brief:
- Attend on-site testing in NFE-1 or schedule your COVID-19 test to be administered based on the dates/times above.
- Reminder: You must fill out the testing app.
- Each person should put their last name, first name, and date of birth on the vial.
- Test results are expected back Thursday after test submission.

The same schedule and protocols should be followed every week through May 3.

We appreciate your participation and understanding as we focus on supporting each other’s health. If you have additional questions related to this effort, please email Human Resources.

The Office of Marketing and Communications