

Subject: Pooled Testing for All SUNY Poly Employees

COVID-19 Pooled Testing Information for All SUNY Poly Employees

January 20, 2021

To SUNY Poly Utica 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 Utica-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](#).

Those employees who are 100% remote for the Spring 2021 semester are not required to be tested. All employees should speak with their supervisor/Dean to discuss any needs to be on campus going forward and should consider that if they must be on campus, they must be tested.

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.

Please note the following schedule for testing:

- January 25/26 (noon – 2 p.m.)
- February 1/2 (noon – 2 p.m.)
- February 8/9 (noon – 7 p.m.)
- February 15/16 (noon – 7 p.m.)
- February 22/23 (noon – 7 p.m.)
- March 1/2 (noon – 7 p.m.)
- March 8/9 (noon – 7 p.m.)
- March 15/16 (noon – 7 p.m.)
- March 22/23 (noon – 7 p.m.)
- March 29/30 (noon – 7 p.m.)
- April 5/6 (noon – 7 p.m.)
- April 12/13 (noon – 7 p.m.)
- April 19/20 (noon – 7 p.m.)
- April 26/27 (noon – 7 p.m.)

- May 3/4 (noon – 7 p.m.)
Testing takes place in the Campus Center on the upper-level walking track.

SUNY Poly is paying for this health service; there is no out-of-pocket cost to employees for pooled testing. However, employees who receive a presumed positive result may be responsible for covering the cost of additional testing.

If you need to be on campus and are unable or do not wish to take part in the pooled testing:

- You will need to submit proof of a negative SARS-CoV-2 (COVID-19) PCR test result to Human Resources (results should be emailed directly to [Audra Cornelius](#)).
- The test must be a PCR molecular test; antibody and antigen tests will not be accepted.
- You will need to provide your own test results each time a pooled test is run for such employee's cohort.
 - For example, for January 11/12, you will be required to take a negative PCR test dated no earlier than January 11 and no later than January 14 and provide an electronic copy of the results within 24 hours of receiving them.
- Anyone not participating in the pooled testing would be responsible for scheduling and paying the cost associated with their own tests.

All employees are also reminded to fill out the [daily Utica campus screening](#) before arriving to campus **each day they plan to be on campus.**

For additional information about the testing protocols, including restrictions on certain activities, (e.g., eating or drinking) and filling out the web application before your test, please visit the [employee testing webpage](#).

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 HR@sunypoly.edu.

The Office of Marketing and Communications