

Faculty & Staff

Updated 1/12/2021



Target Audience for COVID-19 pre-entry testing

Employees & others who come to campus for any reason beginning 1/1/2021	<ul style="list-style-type: none"> • Faculty • Staff • Adjuncts 	<ul style="list-style-type: none"> • Temps • Volunteers
Vendors	<ul style="list-style-type: none"> • SSC • Chartwells 	<ul style="list-style-type: none"> • Ricoh • Follett
On-Campus Visitors	Extremely limited, allowed on an exception basis only, with advance VP approval	

Link to [Royal Return](#) (check regularly for updates)

Step-by-Step Faculty & Staff Path to Return to Campus

(check for updates prior to your testing date)

1.	<ul style="list-style-type: none"> • Obtain approval from dean or supervisor to visit or work on campus* If you are approved to work on campus, proceed with the remainder of steps below. • Sign Queens' Community Covenant prior to entering campus* • Download to your smartphone the SlowCOVIDNC exposure notification app from the  App Store (Apple) or  Google Play (android) (this app greatly facilitates contact tracing should the need arise) • Get a 2020-21 flu vaccine • Pre-Entry Training Is Required: To ensure we all have a shared understanding of COVID-19, its risks, and scientifically-proven prevention measures, Queens developed a 25-minute training that you are required to complete <u>before you are cleared to come to campus</u>. It's delivered through Canvas, the University's learning management system.
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*Campus includes 1900 Selwyn Ave and Sports Complex

2.	<p>Shelter-in-Place</p> <ul style="list-style-type: none"> • Begin shelter-in-place 14 days prior to planned return to campus <ul style="list-style-type: none"> ○ Faculty/staff who are currently required to be on campus and/or are on the list of essential employees for operations are exempted from this specific step • Complete the daily symptom checker each day during shelter-in-place • Remain in a single location (home/other dwelling) • Do not travel • Do not socialize with anyone outside your single location • Leave your location only for essential purposes (e.g., groceries, pharmacy, doctor appointments) • Maintain physical distance within your location / social distancing of 6' or more • Wear a face covering whenever possible (inside/outside your dwelling)
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3. REGISTER for a COVID-19 PCR test (2-step process)

IMPORTANT

If you have **tested positive** for COVID-19 in the **past 90 days**, do not proceed with this test – contact Teri Orsini for further direction.

STEP#1: Register

- Have your **insurance card** handy
 - If you're on Cigna insurance and need a copy: log in to my.cigna.com and click on  ID Cards in the upper right corner.
 - **Policy #** is the same as "Group" on your ID card: **3338370**
- Register for your PCR COVID-19 test at <https://cov19.health> or scan this QR code with your smartphone:



- Choose "Register as a new patient"
- Enter Office Location Code: **QUEENS**
- Follow prompts to enter identifying information
- Follow prompts to enter insurance information and complete your registration

You'll receive a confirmation email from healthtrackrx@mailers.limsabc.com containing:

- Confirmation number
- Test Site Address (*NOTE: disregard if your confirmation indicates testing at 2229 Tyvola Rd or 1900 Selwyn Ave – you'll be given instructions where to go when you select your date & time in **Step #2***)
- Instructions to bring your Government ID and a paper copy of your **insurance card** (both sides)(not a picture!) (*you'll give this paper copy to the health care professional at the testing site; providing a paper copy speeds up the process*)

Step #2: Select Date & Time

After you complete your registration through HealthTrackRx, **email Margo Leighliter** (leighliterM@Queens.edu) to sign up for a **date and time** for your COVID-19 test. Be sure to **suggest a couple of dates/times that work for you.**


- COVID-19 tests are administered **every weekday**, by appointment only.

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4. **Taking a COVID-19 test**

The PCR COVID-19 test is a is quick and painless [anterior nasal swab](#) -- a less invasive and less uncomfortable but still highly reliable and accurate way of collecting samples. This is an observed, self-administered test (you'll administer your own test).

FIRST,

- Make a paper copy front and back of your insurance card
 - If you're on Cigna insurance and need copy: log in to my.cigna.com and click on  [ID Cards](#) in the upper right corner.
- Bring your government-issued identification (e.g., driver's license)

THEN,

- When you arrive for your COVID-19 testing appointment, remember to remain 6' apart from others and keep your mask on until you are instructed to remove it.
 - Provide your government-issued ID & paper copy of your health insurance card
 - A health care professional will hand you a pre-labeled zip lock bag containing a test tube
 - Follow the health care professional's instructions on how to collect your sample, place the test tube back in the bag, seal it and return it to them for processing
- When finished, apply hand sanitizer, or wash your hands for at least 20 seconds with soap and water.

5. **After your COVID-19 test**

- Return home, do not go to any campus location. Continue to shelter-in-place until test results are received.
- Test results will typically be available within 36 hours.
- You'll receive an email from CWP Support letting you know that your test results are available online, and a link, site code and confirmation number
- Follow the link to obtain your test results

NEGATIVE RESULT	POSITIVE COVID RESULT
<ul style="list-style-type: none"> ○ Email your dean / supervisor to report your negative test results ○ Continue to shelter-in-place until re-entry date ○ Complete DAILY SYMPTOM CHECKER each day before coming 	<ul style="list-style-type: none"> ○ Do not come to campus ○ Contact your Primary Care Physician (PCP) for additional guidance ○ Contact your dean / supervisor to report your positive test results ○ You will receive a call from Queens' COVID-19 response team on next steps

COVID Testing Plan: Spring 2021

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<p>to campus TIP: Be sure to select "Faculty" or "Staff"</p> <ul style="list-style-type: none">o Do not come to campus if Daily Symptom Checker instructions so indicate	<ul style="list-style-type: none">o If non-symptomatic, continue to work from homeo You may request to enter campus 10 days after positive results/onset of symptoms only if fever-free and improvement of symptoms for at least 24 hourso Email Teri Orsini orsinit@queens.edu with your request
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