

FAQs for Pooled Testing Program for Employees

Am I required to participate?

Employees represented by CSEA, UUP, PEF, NYSCOPBA and PBANYS who report to work in person on campus to complete some or all of their work obligations are subject to surveillance testing under specific Memorandums of Understanding (MOU) recently reached between SUNY and each bargaining unit. MC employees are also deemed subject to testing. As such, attendance as scheduled by the college for these employees is considered mandatory.

What if I cannot attend as scheduled?

Testing is required and is considered a priority over your other work obligations, so please make every effort to attend your testing time. Individuals who are granted an excused absence will be assigned a testing time for a future date. (Excused absences should be limited and may include, but are not limited to, other daytime employment, prescheduled medical appointments, pre-scheduled vacations or other leaves, inability to get child/elder care, etc.) Individuals who knowingly skip the testing appointment may be subject to disciplinary sanctions consistent with their collective bargaining agreement.

How do I schedule my testing time?

You will receive an email from a staff member in the Human Resources & Payroll Services department with scheduling details.

What is “pooled testing”?

Pooled testing is a form of COVID-19 surveillance testing. During pooled testing, participants at the testing site will perform a self-swab to collect a saliva sample. Individual saliva samples are then pooled together into groups of up to 12 individuals. (Upstate Medical University then performs an analysis of samples.) If a pool tests positive, follow-up testing known as “reflex testing” is conducted on the individual swabs in order to detect the specific member(s) of the pool who are positive for COVID-19.

How long will this take?

The test itself only takes a few minutes. You should expect to be at the testing site approximately 15-20 minutes depending on how many others are at the site testing. The actual self-swabbing is less than one-minute. Please review the [swabbing technique video](#).

What do I need to do prior to arriving for my testing appointment?

Create a COVID-19 Surveillance Account at <http://register.suny-covid.com/> and register online the day before your testing appointment.

It is preferred that you register using the same mobile phone that you will have at the testing site. **You will need to have your phone open and logged into your account before checking in.**

- You will be asked to provide medical insurance information when you create your COVID-19 Surveillance Account. If you do not have this information available, or you do not have medical insurance, please enter “TBD” in the applicable fields. Your insurance will not be billed for the pooled testing. If follow-up testing is required, insurance billing may be necessary.
- Click the link and review this instructional video: [Swabbing Technique](#).

When registering for a surveillance account, there is a field for Employee ID. What should I enter here?

We recommend that employees use their NYS ID number for this field. Your NYS ID number can be found on your paycheck advice stub and also on the SUNY Self Service portal (suny.edu/hrportal). Click on "view paycheck". Your NYS ID number is in the top left corner under your name. (For CAS employees only, please use 28190 as your employee ID).

When registering for the surveillance account it is asking for my health insurance information. Why?

The full cost of the initial pooled test is incurred by the college. If a pool tests positive, a reflex test will be performed on each individual sample in the pool. This reflex test will be billed to insurance under the CARES Act. Any costs not picked up under the CARES Act will be billed to the college. If at any time you receive a bill from this pooled testing, please provide it to Victoria Phipps. Please mail it to Human Resources, Doty Bldg, Room 318, or submit it electronically to phipps@geneseo.edu.

I am an employee who receives veterans health insurance benefits. What do I put in the health insurance fields if I have VA health insurance?

Please list your health insurance as Vet. Admin or Veteran Admin and include your social security number in the SSN field. In the other health insurance fields enter “N/A.” List yourself as the “subscriber.” Should you need any assistance contact Victoria Phipps at phipps@geneseo.edu

What if I do not own a smartphone?

Please use a personal computer or tablet to complete the registration process in advance of the testing appointment. Please let Human Resources know in advance of your test that you do not have a mobile device to bring to the testing site. We will assist you with the rest of the process at the testing site.

What do I need to do on the day of my testing appointment?

On the day of your scheduled testing, please:

- do NOT eat or drink anything (including gum, mints and lozenges) within 30 minutes of reporting for testing;
- do NOT smoke, vape, or use smokeless tobacco for 30 minutes prior to testing;
- do NOT brush teeth or use mouthwash within three hours of testing;
- arrive at the testing site on schedule for your assigned time;
- bring your SUNY Geneseo ID and mobile phone;
- access your COVID-19 Surveillance Account at <http://register.suny-covid.com/> on your mobile phone so you are ready to input the barcode from your test.

Do I need to self-quarantine or self-isolate after I participate in the pooled testing program?

There is no quarantine or isolation required on the day you participate in pooled testing. If we learn that you are included in a pool that tests positive for COVID-19, we will contact you and ask that you begin a precautionary self-isolation until we can identify which specific member(s) of the pool have tested positive. Once we have identified the positive individuals, we will contact you again to update you about your status. Self-isolation requires you to remain in your residence and refrain from either having visitors or visiting anyone else. You must not report to work and should not participate in any other group activity or social gatherings during the self-isolation period. This period of self-isolation should not exceed 36 hours before we receive the final test result. Employees will not have to charge their leave accruals if asked to self-isolate.

I participated in pooled testing today. What do I put on my daily COVID-19 screening when responding to the question about awaiting test results?

Participating in the pooled testing program does not require you to respond “yes” to any of the questions. Please respond as you otherwise would. In fact, if any of your answers to those questions would be “yes.” it could impact your ability to provide a swab.

When will I be notified about my results?

We expect to receive your pooled test results 24-48 hours after you participated in pooled testing. If you are included in a pool that tests positive, a member of the Human Resources team will contact you directly. Follow-up reflex testing results will be received in another 24-36 hours. We will then contact you directly to update you on your individual results and status. Negative test results will not be reported as part of the pooled testing process.

If I am informed that my pool was positive, what do I need to do to get retested?

You do not need to do anything. Your originally submitted individual swab will automatically be tested in what’s called a reflex test. This reflex test uses the same diagnostics as the nasal long swab PCR test.

If I am identified as positive, can I submit for another test to rule out a false positive?

The college will not process a retest to rule out a false positive. Please consult with your

personal health care provider. Any additional follow up testing or medical care costs would be subject to coverage by your health insurance coverage.

I previously tested POSITIVE for COVID-19 and/or COVID-19 antibodies. Should I participate in pool testing?

Individuals with a history of COVID-19 (those who have previously tested positive for the virus, or have tested positive for the antibodies) will need to wait 90 days from the date of their last COVID-19 test to participate in employee pooled testing. If you are selected for pooled testing, please email employeecovid-19@geneseo.edu as soon as possible. .

What if I previously tested NEGATIVE for COVID-19 and/or COVID-19 antibodies?

Individuals who have previously tested negative for COVID-19 or the COVID-19 antibodies should participate in the pooled testing program on the identified day and time of your appointment.

I am currently in mandatory isolation/quarantine as determined by the county health department. Should I participate in testing?

Individuals currently under a mandatory period of isolation or quarantine as determined by county health officials should continue to observe the requirements of isolation/quarantine. You should NOT come to the testing site to participate in pool testing. Please email employeecovid-19@geneseo.edu and inform us that you will not be participating. In addition, please let us know when your quarantine will be completed; you will be eligible to participate in pooled testing two weeks after your isolation/quarantine period.

I am not physically reporting to campus at all; do I need to be tested?

We are attempting to screen out employees who do not physically report to campus from being scheduled, but if you get scheduled and you indeed never report to campus to work, you are not required to be tested, Please email Heather Orme at orme@geneseo.edu and copy your immediate supervisor to inform us that you will not be participating due to not reporting to campus at all. An updated alternate work location form will need to be on file with Human Resources.

My test conflicts with a class time. What should I do?

Please inform your supervisor/chair/students that you have been scheduled for testing and therefore will either be late to work/class, or may have to let class go slightly early.

Once tested, will I be scheduled to be tested again?

In an effort to monitor for the presence of SARS-COV-2 (COVID 19) in our campus population, employees are expected to complete pooled testing on **a weekly basis**. Specific instructions will be sent to employees through their email accounts from a human resources staff member.

How long will this testing continue?

The current MOUs are in effect through the end of the spring 2021 semester, but may be extended if deemed appropriate by SUNY and agreed to by each bargaining unit.