



GENESEO

THE STATE UNIVERSITY OF NEW YORK

Frequently Asked Questions For Employee Self Testing

1. **Can I store my test kits in my vehicle?** *No, the weather elements could impact the effectiveness of the test kit. Test kits may be susceptible to severe temperatures. It is best to store the kits in your office or at home and not in your vehicle.*
2. **What happens if I spill the liquid in my test kit?** *The kit will need to be discarded and you will need to use a new kit. If you already registered your kit with Upstate and input the barcode from the test where the liquid spilled, you will need to register a new test and enter the barcode from the new test kit.*
3. **What if I need more test kits due to damage?** *If you run out of test kits before the five week period concludes, you can pick up a new kit at Sturges Hall during regular testing hours or contact Human Resources at 585-245-5616 for more information.*
4. **How far in advance can I complete my test before dropping off my test?** *You may only complete the spitting process one time per week. **You should drop your test kit off on the same day that you self administer the test.** Test kits must be dropped off by no later than 2 pm on Thursday for the current week's pool. Test kits dropped off after 2 pm on Thursday will be included in the next week's pool. At no time may employees complete the process more than one time per week. Employees are responsible for ensuring they submit a test kit for each week. If you miss the 2 pm deadline please refer to #7 below for what you need to do when you miss a test deadline.*
5. **Where do I attach the label on my test kit?** *Wrap your label around the test tube perpendicular to the barcode by affixing the blank end of the label to the tube first so your name and DOB is readable when fully attached. Make sure to not cover the cap, barcode or registration number. See the instructions page that*

came with the test kit package for pictures that show the placement of the label on the tube.

6. **What if I forget to login and register the barcode from my test with Upstate?**
The College has recorded the barcodes assigned to each employee's group of test kits so we can cross reference submitted test kits with employee names, when necessary. However, employees who routinely fail to follow the procedures will not be allowed to continue with the self test process. It is important to the efficiency of the testing process to follow the step-by-step instructions provided with the test kit package.
7. **What if I forget to complete a test by the deadline (Thursday at 2 pm) to drop the test off at the location in Schrader Hall?** *There are two possibilities, you can take the test to Sturges Hall, room 111 at the testing location and drop it off there if it is before 4 pm. Otherwise, you will need to obtain a COVID test externally from the college for the given week.*
8. **At what intervals will the drop box get emptied?**
 - a. *The test kits will be picked up each day, Monday through Wednesday at 2 pm, and Thursday prior to 2 pm. The samples will be placed in the testing pool for that respective day.*
 - b. *Tests dropped off after 2 pm on Wednesday will be placed in the pool test for Thursday.*
 - c. *Tests dropped off after 2 pm on Thursday will not be placed in a pool until the following Monday, employees are responsible for ensuring they meet the weekly testing requirement based on the timelines described.*
 - d. *If you miss the Thursday deadline for the given testing week you will need to obtain a test externally from the college for that week. Please notify Human Resources and provide them with a copy of the test result.*
9. **When will the test kit get pooled if I drop it off at Sturges Hall during the standard onsite testing schedule?** *Your test will be pooled on the day you drop it off at Sturges Hall.*
10. **Is the drop off process at Schrader Hall a secure method for the pool testing process?** *Yes, the drop box is secure and locked. The box is also monitored 24/7 by video surveillance camera.*