



Frequently Asked Questions for Employee Testing

- 1. 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) 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.*
- 2. What if I miss completing a test by the deadline (Wednesday at 2 pm) to drop the test off at one of the drop boxes on campus?** *If you test weekly, there are two possibilities, you can take the test to Sturges Hall, room 111 and drop it off there before 4 pm on Wednesday. Otherwise, you will need to obtain a COVID test externally from the college for the given week. If you test monthly, you can wait until the following week and submit a test in the beginning of the week, prior to the Wednesday deadline. If it is the final week of the month, you will need to obtain a COVID test externally from the college.*
- 3. Where can I pick up additional test kits?** *Test kits are available Monday – Friday, 8 am – 4:15 pm in Doty 318. Test kits are also available in Sturges 111, 8 am – 4 pm on testing days (Tuesdays and Wednesdays unless otherwise noted).*
- 4. Where do I drop off my completed test kit?** *After you have registered your test and written your name and DOB, you can drop your test off at:*
 - Erwin, front lobby
 - Doty, lobby entrance across from College Circle
 - College Union, lobby area near the Ballroom
 - Red Jacket Dining Hall (near front entrance)
 - Letchworth Dining Hall (near front entrance)
 - Sturges Hall (room 111) on testing days (Tuesdays and Wednesdays unless otherwise noted)
- 5. What is “pooled testing”?** *Pooled testing is a form of COVID-19 surveillance testing. During pooled testing, participants provide 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 pool samples. If a pool tests positive, follow-up testing known as “reflex testing” is conducted on the individual samples in order to detect the specific member(s) of the pool who are positive for COVID-19.*
- 6. What if I forget to login and register the barcode from my test with Upstate?** *Provided you labeled your test with your name and DOB, the College will receive a report of unregistered tests. You will be contacted by HR with your test kit number. You will need to login and register ASAP, then let HR know that you’ve completed your registration. If you did not label your test, you will need to submit another test, we will not be able to verify which test kit is yours.*

7. **What do I need to do on the day that I test?** *On the day you plan to submit your test, 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;*
 - *register your test in your COVID-19 Surveillance Account at <https://app.clarifi-covid-19.com/>;*
 - *write your full name as it appears in your account and your date of birth on the test kit*
8. **When will I be notified about my results?** *You can expect to receive your pooled test results 24 – 48 hours after you participate in pooled testing via the email that you registered with. 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.*
9. **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 sample 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.*
10. **If I previously tested POSITIVE for COVID-19 should I participate in pool testing?** *Individuals with a history of COVID-19 (those who have previously tested positive for the virus) will need to wait 90 days from the date of their last COVID-19 test to participate in employee pooled testing.*
11. **If 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. If you have not already notified Human Resources, send your notice of quarantine/isolation to employeecovid-19@geneseo.edu immediately.*
12. **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.*
13. **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.*
14. **How far in advance can I complete my test before dropping off my test?** *You may only complete the process one time per week (or month if you've submitted proof of vaccination). **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 Wednesday for the current week's pool. At no time may employees complete the process more than one time per week (or month if proof of vaccination has been submitted).*