



Policy & Procedure

Title: COVID-19 Testing

Effective Date: 01/04/2021

Applies to University Wide.

Statement: Any person who is approved to return to work on-campus or attend classes at a WesternU facility or affiliated location are required to undergo COVID-19 testing at times and dates established by WesternU and/or their college/operating unit.

Purpose: To protect the health and safety of the WesternU community by monitoring COVID-19 infection rates and to utilize that information to reduce transmission. Under applicable laws, WesternU has chosen to require COVID-19 testing of its employees and students before initially permitting them to enter the workplace or classroom/lab and/or periodically to determine if their presence poses a direct threat to others. Accordingly, no exemptions will be provided. Testing will be administered consistent with CDC and other applicable agency guidance.

Related Information

Testing intervals are determined by infection rates within the community or local public health authorities.

Testing is only one method of addressing the risk of COVID-19 transmission. Employees and students may be required to undergo testing:

- prior to their return to campus,
- as a condition of remaining on campus,
- and/or at any other time at the sole discretion of WesternU.

In addition, the College/Operating Unit may require routine testing due to symptoms, outbreaks, or confirmed exposure to COVID-19. Testing may also be determined by an individual's COVID-19 vaccination and/or booster status in accordance with guidelines set by state and local public health authorities.

All employees and students tested are also expected to adhere to all other published WesternU policies regarding the reduction of COVID-19 transmission including, but not limited to, frequent hand hygiene, wearing a face covering, completion of the daily screening, physical distancing, and staying home if symptomatic. The [WesternU COVID-19 Institutional Requirements](#) contains the most current information.

Procedures

COVID-19 testing, and test results will be performed in coordination with the WesternU's Student-Employee Health Office (SEHO). The costs of COVID-19 testing that occurs on a WesternU campus or facility will be covered by the university.

COVID-19 Tests provided by the university are:

- Rapid Antigen
 - will be completed/processed while employee waits
- RT-PCR
 - The employee collects the specimen then gives it to SEHO staff member
 - SEHO sends lab specimens to a CLIA certified reference lab for processing
 - Can take 48-72 hours before results are known

The reference lab chosen by WesternU will provide COVID-19 test results to WesternU's SEHO. The SEHO and/or the reference lab will send results to the employee/student and will be held confidential by the lab and the SEHO, except as required to be disclosed by law (e.g., applicable public health authority).

Information about an employee/student who tests positive for COVID-19 may otherwise only be disclosed to others where necessary and in accordance with applicable law.

- Testing requirements will be applied in a consistent, non-discriminatory manner in accordance with all applicable laws and regulations, at the local, state and federal level.
- Test results will be filed in the SEHO file specific to the individual employee or student.
- Time taken by non-exempt employees for completing the test(s) on campus will be considered as part of their clocked-in time and paid through the regular payroll process. Testing times will be coordinated, when possible, with work shifts.

Program Enforcement: All faculty members, staff, residents, and trainees who fail to submit the required COVID-19 testing protocol as listed above, may be placed on an unpaid leave, and referred to Human Resources for further administrative action, up to and including termination, and their supervisors will be notified. Students who remain out of compliance with this policy, will be referred to their respective College as a possible violation of Standards of Student Conduct for further administrative action, up to and including dismissal.

All individuals who have concerns about their own health or the health of a member of their household should contact their primary healthcare provider.

Owner: *Student-Employee Health Office*

Email: stu-emphealth@westernu.edu

Origination Date: 02/16/2021

Review Date: 02/02/2022

Duration: *This policy will be in effect until further notice.*