<u>**Faculty**</u>

Covid Testing on Return from Winter Break

In order to protect the campus community against an increased presence of illness upon return from the Winter break, the following testing protocols apply:

- If you have not registered your vaccination with SSU, you must take a proctored at-home test through Navica (see below instructions) on Sunday, January 9, 2022, and upload your result to the SSU App or Covid19@shawnee.edu in order to return to campus on Monday, January 10, 2022. If your results are positive, self-isolate and the SSU Health Team will contact you. Do not report to work until cleared to do so.

  - If you run into a testing problem or have a question, do not report to work and send a brief description of the issue and your phone number to the SSU Health Team at Covid19@shawnee.edu. The SSU Health Team will respond to these messages on Monday, January 10, 2022.

- If you have registered your vaccination and wish to be proactive, you are encouraged to complete an at-home test. You only need to send a positive test result to Covid19@shawnee.edu and follow SSU Health Team directions. You do not need to utilize Navica.

- If you have any symptoms, you need to report to the SSU Health Team and not report to work until you are cleared to do so. Follow your normal call-in procedures.

Home Testing Instructions

1. Pick up your COVID-19 at home test kit before you leave for Winter Break. **Kits can be picked up any day the University is open from Hatcher Hall between 9 am and 5 pm.** Be sure to take it home with you!

2. Download the NAVICA app to your mobile device or computer.

3. On January 9, 2022, log in to NAVICA, select "I Have a Test Kit", and follow the prompts. You'll arrive at the telehealth provider website to start testing and wait in the queue to connect to the telehealth proctor. **Be aware this may take some time so don't wait until the last minute**.

4. The telehealth proctor will send the results to the user via NAVICA and will report results to relevant public health authorities. The user will be notified by email when the results are ready and can obtain their results from the results screen in NAVICA.
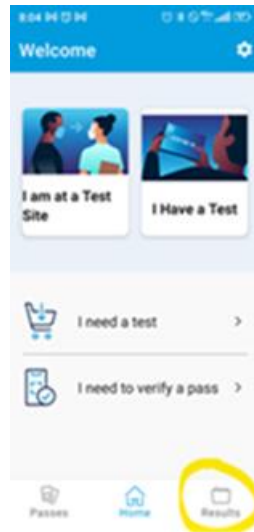
5. If you are unvaccinated, screenshot your results and upload them under *Self-Report* in the SSU app or send to Covid19@shawnee.edu for verification by the SSU Health Team.

6. Run into a testing problem or have a question? Send a brief description of the issue and your phone number to the SSU Health Team at covid19@shawnee.edu.

Watch for additional health and safety guidelines for Spring term that will be forthcoming.