**DRAFT EMAIL from Leads to their Faculty and/or Staff Members**

To: All Department or Program Members

Subject: Spring Semester COVID-19 Testing

Per today’s correspondence to faculty and staff, Puget Sound is implementing a spring semester testing program.

According to the nature of your work and weekly frequency on campus, some (or all) members of our department (or program) will be required to self-test once or twice per week. I have picked up our department’s (or program’s) two-week supply of test kits and here is my plan for distribution of individual packages of test kits to each of you who needs to test (if you are not required to test, you will not receive a package of kits).:

* (describe your individual department or program internal kit distribution plan for your faculty and/or staff).
* Additional kits will be distributed during the semester and I will communicate with you about subsequent distributions.

Please keep your test kits in a secure location and use them per test instructions. Please deliver your **clearly labeled (Name and ID Number)** test samples to the testing pavilion any day Monday through Friday between 8:30 a.m. and 6 p.m. The pavilion is located on the Event Lawn between Thomas Hall and Warner Gymnasium. If you do not work during those time frames, make arrangements to provide me (or department delegate or supervisor) your clearly labeled testing samples and we will deliver to the testing pavilion on your behalf.

Each day of testing, samples will be pooled into a group of about 20 and shipped to the lab to be tested together. Pooled test results are posted within 24–48 hours. If you are part of a pool in which someone tests positive for COVID-19, you will be notified by text and email, and you must immediately:

* stay home; work remotely (if possible)
* limit contact (social distance, wear a mask);
* and notify your supervisor so that coverage may be arranged.

This modified quarantine should last approximately 24 hours, and no more than 48 hours, while the lab completes additional testing to identify the positive sample and members of the pool are notified. If you are unable to work as a result of being in this modified quarantine, please contact Payroll ([payroll@pugetsound.edu](mailto:payroll@pugetsound.edu)) for instructions on reporting time loss. Nonexempt staff who cannot work due to quarantine from pooled testing will be paid. You can find more information about spring COVID-19 testing and protocols at [pugetsound.edu/covid19testing](http://www.pugetsound.edu/covid19testing).

It is important that you **do not** use the university’s pooled-salvia testing program if you have COVID-19 symptoms or suspect you may have COVID-19. Instead, seek guidance from your medical provider and participate in testing offered at your medical facility or in mobile testing offered by the health department.

**If, at any time, you test positive for COVID-19**, please seek guidance from your medical provider and do not participate in university’s pooled-saliva testing until 90 days after your positive test. Please provide documentation regarding your diagnosis to CHWS by calling the front office at 253.879.1555 or emailing [chws@pugetsound.edu](mailto:chws@pugetsound.edu). They will temporarily remove you from the university testing roster.

Puget Sound’s testing plan follows CDC guidelines. However, you may request guidance from your medical provider about alternative options if desired.

Please let me know if you have any questions about how to receive your test kits and turn in your test samples.