**COVID Screening Testing Policy & Procedure**

Randolph College

**Purpose:** To ensure the safety of our students and employees during the COVID-19 pandemic. This policy applies to all testing. Screening testing is intended to identify infected individuals prior to the development of symptoms. Identifying asymptotic positive individuals of COVID-19 will help the College to implement measures such as isolation and quarantine to prevent wider transmission to others on campus. COVID-19 is a highly contagious respiratory disease caused by the SARS-CoV-2 virus. It is thought to spread person to person by droplets released when an infected person coughs, sneezes, or talks, as well as via airborne transmission.

**Scope:** Testing to begin February 1, 2021 after students return to campus. The College will randomly test 25% of unvaccinated\* faculty, staff, and adjuncts working on campus once per week. The College will test all unvaccinated students on campus (residential and commuter students who are taking in-person classes) once per week.

**Procedure:**

* Human Resources (HR) will provide the list of names to the IT Department for the randomizer that the College will be using to select names for testing. This will be done regularly, should people come and go from their positions at the College. HR will delete names and/or turn the status of names off and on depending on if they are on or off campus, or if they have had COVID or have been vaccinated.
* Names of the employees to be tested for the following week will be selected on Monday and notified via email by Human Resources of their test day (typically Thursday) that week. The time range and location of their test will also be conveyed with this email. If an employee does not use campus email or does not check email on a regular basis, they will be notified by phone or in person by their supervisor.
* Screening testing will be done weekly. Even if an individual has been selected for the current week, their name will be put back in the pool for the next week. Testing will be conducted in the Health Center unless otherwise noted.
* If the employee randomly selected is not scheduled to be on campus for the particular day they are assigned for testing, they should contact Human Resources and plan to be tested the next time they are on campus. The same is true for commuter students - if they are not scheduled for a class on their assigned day, they are to notify the Director of the Health Center, Ruby Bryant, and plan to be tested the next time they are on campus.
* All individuals should bring a photo ID to the testing site, either a Paw Pass or driver’s license. The person doing the testing may not know everyone.
* Once tested, the individual will need to wait at the testing site for the results (approximately 15 minutes). (You can download a NAVICA app to your phone if you would like your test results sent there.) Please download and create your account on this app before your test day. If a negative result is received, the individual will return to campus/class/work. If a positive result is received, the individual will then be required to follow protocols for isolation per CDC and VDH guidelines.
* Randolph College staff will not discuss other faculty, staff, or student COVID-19 test results unless it is for a business purpose, including, but not limited to, notifying individuals of contact tracing to minimize further exposures to individuals.
* A College contact tracer will be in contact with the positive test person to find out where they have been on campus and who they have had a close contact with per CDC guidelines.
* Individuals who may have been exposed to another person with COVID receive a general notification. This notification does not include any identifiable information.
* If the positive test is done on campus, the COVID-19 test results are disclosed to the Health Department as required. If it is an employee, and there are three positive employees within a 14 day period, an additional online step is needed for the Virginia Department of Health.