

December 18, 2020

COVID Asymptomatic Testing for On-Site Campus Employees

Dear colleagues,

The University of California Office of the President has recommended that all UC campuses implement COVID-19 PCR testing of asymptomatic employees. The data collected will help to inform current COVID-19 prevention strategies (universal masking, entry symptom screening, hand hygiene vigilance, environmental cleaning, and social distancing), and identify potential cases to reduce spread.

To comply with this recommendation, UCI began asymptomatic testing of select on-site employees, as identified by their local HR representative, on December 7, 2020. Beginning the week of January 4, 2021, we are expanding this program to all on-site campus employees who are interested in participating. As an on-site employee, you are eligible to participate.

The asymptomatic testing program supplements the testing of symptomatic employees and is consistent with the asymptomatic testing program offered to students living on campus.

- Participation is voluntary and involves swabbing of the front of the nose (nares/nostril swab).
- Participants should be willing to commit to weekly testing on the same day of each week.
- Employees who are experiencing symptoms during their designated testing day, or have a prior history of a positive COVID-19 PCR test within the past 90 days, are excluded from participating.
- You must bring a photo ID to your testing appointment each week.
- UCI Center for Occupational and Environmental Health will contact those whose COVID-19 PCR tests are positive.
- Appropriate health privacy and reporting rules will apply.

SCHEDULING YOUR APPOINTMENTS

To schedule your weekly appointments, please following the instructions provided in this PDF: <https://hr.uci.edu/disaster-relief/files/COVID-Asymptomatic-Employee-Testing-Instructions.pdf>

- Employees should work with their direct supervisor to determine the best time to schedule their individual appointments.
- Each employee is responsible for scheduling their own appointments.
- If you need assistance scheduling, please contact the Student Health Center (SHC) appointment line directly at (949) 824-5304.
- Spanish-speaking staff are available to assist employees at SHC and at the testing locations.

IF YOU HAVE SYMPTOMS

If you are experiencing symptoms on the day of your scheduled appointment, do not go to your appointment. Symptomatic on-site employees should continue to contact the Center for Occupational and Environmental Health (949) 824-8685 for priority nasopharyngeal testing.

NOTE TO MANAGERS AND SUPERVISORS – GROUP SCHEDULING IS NOT AVAILABLE

Managers or supervisors should not contact the Student Health Center or staff at testing locations to request or coordinate special arrangements for employees (e.g., “group” scheduling). Such arrangements are not available and cannot be facilitated.

SUPPORT

For information and details, visit the [UCI Coronavirus Testing web page](#). If you require additional assistance, please contact the Employee Experience Center at eec@uci.edu or (949) 824-0500.

Sincerely,

Ramona Agrela
Associate Chancellor & Chief Human Resources Executive