

COVID-19 TESTING AND REPORTING FOR EMPLOYEES AND STUDENTS

In order to help safeguard the health of the Berea College campus community, all faculty, staff and students returning to campus for each academic term must test negative for COVID-19 prior to their return. PCR tests are preferred, although antigen tests are acceptable. Antibody tests are not suitable for this purpose. These tests must be conducted during the week before returning to campus.

Faculty and Staff Reporting

All faculty and staff returning to campus for the first time following Winter Break are required to report their test results, on a confidential basis, to Human Resources, in care of Steve Lawson, at Healthyatwork@berea.edu. Please use the encrypted email function by inserting the phrase **[encrypt]** at the beginning of the subject line.

Please note that faculty and staff coming to campus on an intermittent basis or working part-time on campus also are required to test and have negative results.

The College has made arrangements with White House Clinics for COVID-19 testing. For information on test dates and appointments, please contact Steve Lawson, lawsonst@berea.edu in Human Resources. Test results will be communicated to employees, who should then report their results, on a confidential basis, to Human Resources at Healthyatwork@berea.edu. Employees will not have any out-of-pocket expenses for these tests.

Reporting by Students

All new and continuing students who will be on campus this spring are required to bring the results of their COVID tests with them to check-in at the Seabury Center parking lot. As part of the check-in process on January 9 through January 11, all new and continuing students **are required to report their test results** to White House Clinics personnel, who will be onsite to receive and evaluate test results. Students must observe the check-in schedule previously provided by Student Life. Please do not communicate test results to White House Clinics prior to the check-in process nor to Student Life personnel.

Confirmation of existing test results will be reported, on a confidential basis, by White House Clinics to Student Life. Check-in for students will not proceed without evidence of a negative PCR or antigen test result, dated on or after January 3, 2021.

Follow Up Testing and Reporting for Students

White House Clinics will provide follow-up PCR testing for students on January 21 and January 22, 2021. **This testing will be mandatory for all students residing or taking classes on campus.** The walk-up testing clinic will be located in the **Seabury Center Upper Gym**. Student Life will provide additional information to all students concerning the scheduling and arrangements for these tests. Students will not have any out-of-pocket expenses for these tests. White House Clinics will provide test results to students and Student Life, on a confidential basis.

Positive or Inconclusive Test Results

Individuals with positive or inconclusive test results may consider retesting at the earliest opportunity. However, employees with positive test results must comply with guidance from the Madison County Health Department and the Kentucky Department of Health concerning quarantine or self-isolation before returning to work:

<https://chfs.ky.gov/agencies/dph/covid19/Guidanceforreleasefromisolation.pdf>

Students with positive test results must comply with the above guidance and College policy before returning to campus or, if already on campus, before returning to residential housing or resuming in-person classes, labor or any other activities on campus. By law, positive test results are reported by health care providers to local health departments, which are in charge of decisions regarding contact tracing and quarantine.

Testing after Personal Travel

While the College cannot issue mandates regarding personal travel, employees are strongly advised to follow state and federal guidelines when considering personal travel such as vacations or family visits to ensure the health and well-being of the campus community. Before returning to work on campus, employees engaging in such personal travel are required to test negative for COVID-19 or self-quarantine for one week, using vacation or sick leave if they are unable to telework. **Employees who have completed vaccination, completed the necessary waiting period, and have submitted proof to Human Resources do not need to self-quarantine following travel.**

On-Going Testing

During the Spring 2021 Term, on-campus employees and students will be subject to regular PCR or antigen testing for COVID-19. **This testing will be mandatory, except for those employees who have begun vaccination and who have provided proof to Human Resources.** All testing will be conducted by White House Clinics. More details concerning the on-going testing program will be communicated by Human Resources and Student Life, respectively.

Vaccine Documentation Process

Please submit proof of vaccination to HealthyAtWork@berea.edu.

Self-Reporting of Illness and COVID-19 Symptoms

Notwithstanding any negative test results, employees and students are required to report if they are experiencing illness or symptoms of COVID-19 according to the Kentucky's Healthy at Work guidelines: <https://govstatus.egov.com/ky-healthy-at-work>.

Self-reports for employees should be directed to Steve Lawson in Human Resources at Healthyatwork@berea.edu. Self-reports for students should be directed to Colleen Ambrose of White House Clinics at Colleen.Ambrose@whitehouseclinics.com.

Additional Information

Students with questions concerning this policy or needing additional information should contact Dr. Channell Barbour, Vice President for Student Life, at barbour@berea.edu.

Employees having questions or needing additional information should contact Steve Lawson, Associate Vice President, Human Resources, at lawsonst@berea.edu.

Retention of Test and Vaccination Data

All COVID-19 test **and vaccination** data received by the College will be held on a confidential basis in a manner consistent with HIPAA and other privacy law provisions.

This policy may be revisited ad additional guidance from the CDC on the COVID-19 vaccine becomes available.