The Universities
AT SHADY GROVE

Memorandum

TO: USG Staff
FROM: The Office of Human Resources
DATE: September 11, 2020
SUBJECT: HR Guidance - Next Round of COVID-19 Testing and Compliance Reports

Dear Colleagues,

Thank you for your continued diligence to help keep the Universities at Shady Grove (USG) community healthy and safe. Daily symptom monitoring, physical distancing, face coverings, and testing are tools we use to create a low-transmission environment at USG. This communication provides important updates about testing requirements and other information such as accessing compliance reports for supervisors and daily symptom monitoring requirements.

We know most of our essential staff members reporting to campus have already been tested. In addition to any prior testing and based on the consultation with the University System of Maryland (USM), USG will now **require** that all staff and faculty members who will physically be coming to campus, on or after September 14---including anyone who has delayed their physical arrival to campus and is coming first time this semester, to be tested once again in September. For some, this is a second/additional test to the one required before the semester began. For those who have already tested once, unless you are sick and/or have COVID-19 symptoms, you may be on campus while awaiting results. The University of Maryland (UMD) is hosting a testing event the week of September 14. Testing will be held on September 15-18, September 22-24, and September 29 and October 1 from 8:30 am - 3:30 pm each day. Appointments are available at return.umd.edu. Advance registration is required and drop-in testing is unavailable during the event. You can also get tested at other Montgomery County testing locations. Some key notes as it pertains to testing:

- If you have tested positive for COVID-19 within the past three months, you should not test again during this testing event
- If you will not be coming to campus until after October 15, you should not participate in the September testing event but rather a weekly event post-October 15.
- After October 1, testing events at UMD will be held once a week for the duration of the semester. More information on specific dates, times, capacity, locations will be available on the return.umd.edu website.

Daily Symptom Monitoring Checklist Update

Supervisors are now able to access compliance reports to confirm that the training module and the daily symptom monitoring form has been completed by all employees working on campus. Please visit here for instructions on how to retrieve these reports. For further assistance, kindly contact the USG OIT department at 301-738-6363 or by email at usg-itservicedesk@umd.edu. Please note that since these reports are now available, employees are not required to verbally confirm with their supervisors on a daily basis that they are symptom free. The process can be continued for those employees who are not able to access the checklist online. Supervisors must continue to keep a daily log for those confirming verbally.

Additionally, there has been some confusion as it pertains to the 14 consecutive days of symptom-free requirement. All essential staff members reporting on campus on a daily basis are required to complete the symptom monitoring checklist every day. However, there were some essential staff members who only reported intermittently and therefore did not complete the checklist on days they were not on campus. Effective immediately, we ask that all essential employees whether reporting intermittently on campus and/or those employees who may not be identified as essential but may need to stop by on campus complete the checklist daily so that the system does not flag you and you meet the 14 consecutive days requirement.

We appreciate your patience and support as we continue to make updates to the process as the situation evolves. Please continue to follow all appropriate safety guidelines, and we thank you

for doing your part in keeping USG safe and healthy. Should you have any questions or concerns, please contact the Office of Human Resources.

Thank you and be safe!

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