Employee Pooled Surveillance Testing FAQs

Everyone who comes to campus is expected to participate (excluding NYSCOPBA represented employees). Testing days are scheduled to balance weekly sample submissions. Please submit a sample on your scheduled day if you’re on campus that day, however, submitting a sample is more important than adhering to the schedule. Put a note on your calendar to remind you to submit a testing sample. No one is expected to come to campus just to participate in testing.

All employees must complete the Health Screening Assessment each day they come to campus.

Test kit pick-up and sample drop-off locations are listed on the pooled testing website, as well as other information regarding the testing program.

Participation requirements for employees:

I am working 100 percent remotely. I haven’t been on campus nor plan to come to campus for the foreseeable future. Do I need to participate in testing? (see sporadic campus visits if you end up coming to campus for any reason)

- Not required to participate in testing
- Voluntary participation is encouraged
- You will continue receiving broadcast communications regarding testing as a means to keep all employees informed of current testing protocols which are subject to change

What if I only come to campus sporadically?

- Must participate in testing
- If you haven’t already, pick up and register a testing kit the next time you come to campus
- Each subsequent time you are on campus, whenever that is, submit a testing sample
- If you have flexibility to plan your trips to campus, coming on your scheduled testing day is preferred
- If you don’t come back to campus, you won’t submit a sample

What if I come to campus fairly regularly but not weekly?

- Must participate in testing
- If you haven’t already, pick up and register a testing kit the next time you come to campus
- Each subsequent time you are on campus, whenever that is, submit a testing sample
- If you have flexibility to plan your trips to campus, coming on your scheduled testing day is preferred

What if I am on campus weekly but not on the day I’m scheduled to submit a sample?

- Submit your test sample on the work day closest to your scheduled day (before or after). If you only come in once a week, submit on that day

What if samples are not collected on the only day I am on campus?

- Submit your sample and it will be collected on the next scheduled pick-up day
What if I missed the drop-off window for my scheduled day?

- Submit your sample and it will be collected on the next scheduled pick-up day

What if I forget to submit my sample on my scheduled day or when I come in sporadically to campus?

- Submit your test sample on your next on campus work day
- Employees who are found to be *regularly* not participating in our pooled testing program when they are on campus may be subject to disciplinary action. First-time miss may be followed up on but not considered non-participation
- *If you are on campus on a regularly scheduled basis, please put a recurring reminder on your calendar to submit a sample*

I have previously tested positive for COVID-19. Do I have to participate in pooled testing?

- Employees who have tested positive should contact the Medical Reporting Hotline 518-442-1501 regarding exemption from pooled testing participation due to a positive test. A member of Human Resources will contact you regarding next steps

I have received a negative COVID PCR test. Do I still have to participate in the campus pooled testing program?

- Yes, participation in campus pooled testing is required