January 4, 2021

Dear Heidelberg Students and Parents,

Happy New Year, 'Berg students! We hope you found some safe and healthy ways to ring in the new year. The start of the spring semester will be here before we know it. So that you can all return safely and in good health, we want to remind you of a couple of important deadlines related to your required COVID-19 testing – your ticket to return to campus.

TOMORROW (TUESDAY, JAN. 5, 2021) IS THE DEADLINE for all students (except Resident Assistants) to complete the collection of your test sample and return it via FedEx so that you'll be able to return to campus as scheduled. The deadline for RAs is January 7.

For those of you who have yet to complete your test, please take a few minutes to read the step-by-step instructions inside the test kit and you are ready to go. As a reminder, the first and single most important step in the process is this: ***You must register your test according to the instructions below. If you fail to do this or do it incorrectly, you won't get your test results and Heidelberg will be unable to access your results.*** After you register your test kit, the rest of the instructions for completing your test are provided.

To register, click into http://heidelberg.telomerediagnostics.com, and follow these step-by-step instructions:

1) Fill out Page 1, including your email address (even though it says optional).
2) Click to page 2.
3) Do not fill out any of Page 2.
4) Click to Page 3 and review your information.
5) Click to page 4.
6) You will receive a 6-digit code on your cell phone and email.
7) Enter the 6-digit code.
8) Go to the next page and enter the Swab code. This is the code that appears on your specimen tube from your test kit.
9) Enter your test kit type: SALIVA. You will need to scroll down to make this selection. Submit.
10) You should be registered and see a confirmation on the page.

Please note: If you have already registered, just complete the testing process by your deadline and return your test by following the instructions provided.

Here are a few additional keys to remember:

- If you tested positive since October 8, 2020, you did not receive a test kit and don't need to do anything before returning to campus.
- Remote learners do not need to complete a test.
- If you forget to take your test per the instructions or submit it late, you may have to wait to return to campus or quarantine upon your return.
- Your test results will be sent to you (and also to Heidelberg) electronically through Telomere Diagnostics' web portal. You will receive an email or SMS with a link to view your results on the website. Remember: You must have registered your test correctly with accurate information to receive your results. Test results are expected to be available in 24-36 hours of when your test is received by the lab.
- If your test result is positive or if you are exhibiting COVID-19 symptoms, you should not report to campus. Please call Stoner Health and Counseling Center at 419-448-2041 for further instructions.

For those of you who have not received your home test kit by Tuesday, January 5, further instructions will be emailed later this week.

If you have questions that aren't answered here, feel free to email studentaffairs@heidelberg.edu and we'll do our best to get you the information you need.

We look forward to seeing you back on campus very soon!

Sincerely,

Dr. Chris Abrams
Dean of Student Affairs

Janelle Baldosser, CNP
Director of Stoner Health and Counseling Center