



August 12, 2020

Dear Heidelberg University Faculty & Staff:

As [communicated on July 30<sup>th</sup>](#), Heidelberg University will conduct mandatory COVID-19 mass testing for all students, faculty, and staff.

Our testing strategy has been developed in cooperation with Mercy Health – Tiffin Hospital, and its sister company, Harness Health Partners. This mass testing step is a critical component of our approach to a re-opening a safe and healthy campus. The effort to coordinate the logistics, manage the data and databases, and solve the many operational challenges, has kept many people on our campus busy for weeks.

Here is a broad overview of how this testing component will work:

### The Test

- In our previous communication, we announced we would be using a “rapid test” for our campus mass testing. But because of increasing questions about the reliability of rapid tests for those who are asymptomatic and a concern about the availability of the rapid tests, we are modifying our protocol. ***We will now administer PCR (polymerase chain reaction) tests to all students as they arrive on campus, and to all faculty and staff as well.*** The PCR test is considered the “gold standard” test.
- The PCR test is administered via a nasopharyngeal swab. It is a molecular test which detects genetic material of the COVID-19 virus.
- LabCorp is the lab that has agreed to process all of Heidelberg University’s PCR samples. Our results of the PCR tests ***should*** be available within 5 days of LabCorp's receipt of the samples.
- PCR testing requires an insertion of a swab into the nasal cavity. A short video on PCR testing can be found [HERE](#). Trained health care personnel from Mercy Health – Tiffin Hospital will be performing the PCR test.
- Questions regarding the PCR test may be directed to [Janelle Baldosser, CNP](#). General information regarding the PCR test may be found [HERE](#).

### The Testing Process

- Testing will take place at Seiberling Gymnasium on campus. We needed one of our largest indoor spaces to practice physical distancing and to accommodate the logistics of testing a large number of people. Please note: Facial coverings **are required** while inside Seiberling.
- Faculty and staff will need to schedule an appointment to complete their testing.
- We will test all faculty and staff on Friday (8/14), Sunday (8/16), and Monday (8/17). Limited additional appointments will be available for faculty and staff throughout the rest of the week and may be scheduled after these initial dates have been completed by [contacting the Office of Human Resources](#) directly.

**Testing is required for all Faculty and Staff who anticipate having 1 or more occasions to physically be on campus.**

- If a faculty or staff member believes they will have any reason to be on campus, a COVID-19 test is required to be completed during the campus testing event. If you are unsure if you will have an occasion to be on campus, assume you will and schedule a testing appointment.
- Faculty and staff may access the scheduling calendar [HERE](#).
- How the scheduling calendar works:
  - Click on the scheduling calendar link [HERE](#)
  - A window will open with your calendar.
  - Scroll through the calendar until you see the available appointment dates.
  - You will see several 15-minute appointment “SLOTS” per hour per testing day. (Example: Slot 1-8a, Slot 2-8a, etc.) If there are only 3 time slots for any given hour, then someone has already scheduled one of the slots.
  - Pick a time slot by clicking on it and then clicking “Save.”
  - You will receive a calendar invite from [hr@heidelberg.edu](mailto:hr@heidelberg.edu). Click “YES” on the invite and the appointment will save to your calendar automatically.
  - If you find you need to change your appointment, simply click on the appointment on your calendar and reply “NO” to the calendar invite. You can then start over with the scheduling calendar link above.
- It will be important for you to arrive at your scheduled time to help us all maintain physical distancing.
- There will be an opportunity to reschedule tests to accommodate people, but given the volume of people testing during the week of August 16th, we will need to keep scheduling changes for faculty and staff to a minimum.
- **GAs and Student Employees:** If you have a GA or a student employee who is already on campus, please forward this email to that individual and [cc:hr@heidelberg.edu](mailto:cc:hr@heidelberg.edu). Your GA and/or student employee can follow the above scheduling steps to secure an appointment. Please, only forward this email as needed to the individual GA and/or student employee who is already on campus!! Remember, students are generally being tested based upon their arrival (check-in) date. GA's and Student Employees already on campus should only make up a small percentage of the total student population.

**The Process at Seiberling Gymnasium**

- When you approach the entrance to Seiberling Gymnasium, Mercy Health – Tiffin Hospital and Harness Health employees will take your temperature and ask you a series of questions required by the Centers for Disease Control.
- If you have a fever of 100.4 or above, you will be asked to step aside for additional evaluation and will receive a separate, COVID-19 PCR test at Mercy. If you do not have a fever or other symptoms, you will enter the Gymnasium.
- After standing in a line organized at 6-foot intervals for distancing, you will register, complete a consent form and answer questions the Ohio Department of Health requires, and receive a labeled bag with the vial that will ultimately hold your sample.
- You can bring a completed consent form with you. The consent form can be found [HERE](#).
- You will be directed to another line, where you will wait for one of the testing bays to become available. A health care professional will be there to take your sample, label it and place it in a bag.
- When your test is completed, you will then be able to leave the gymnasium.
- **PLEASE NOTE: Because results will not be available immediately, all employees are strongly encouraged to self-isolate to the greatest extent possible to reduce any chance of exposure. This means you should limit your interactions with others, remain in your residence, and work from home to the greatest extent possible until your test result has been affirmed.**
- It is anticipated that your total time for this appointment will last 15-30 minutes.

### Notification of Results

- Reporting the test results requires a knowledge of federal privacy and health care law. We also have responsibility to the Seneca County Department of Health.
- Mercy Health – Tiffin Hospital will have all the results and will send notification to each employee of their test result. Email will be used to notify the individual employee of a negative result of a PCR test. A phone call will be used to notify the individual employee of a positive result of a PCR test.
- *In the event of a positive test:*
  - Faculty and staff will be directed home and advised to consult their doctor.
  - Seneca County General Health District will begin contact tracing, determining who on campus may need to self-monitor and/or quarantine if their exposure to the COVID-19 positive person warrants such action.

Our partners at Mercy Health – Tiffin Hospital and Harness Health are dedicated to the success of this initiative. This initiative is designed to reinforce all the work that is being completed in order to keep our campus community safe and healthy.

All campus community members are reminded of personal hygiene standards that should be followed **at all times**:

- Facial coverings must be worn unless within an individual office or independent workspace in which no other individuals will be within 6 ft of you.

- Cover your nose and mouth with tissues when you cough or sneeze and throw the tissue in the trash after use.
- Wash hands often with soap and water, especially after coughing or sneezing. Alcohol-based (60% or higher) hand sanitizers are also effective.
- Avoid touching your eyes, nose, and mouth to avoid spreading germs.
- Maintain 6ft of space between you and others at all times.
- Improve your immune system by getting enough rest (8 hours is ideal), exercising regularly, and eating healthy.
- Stay home if you are sick and avoid close contact with sick people.

Please monitor your email frequently as we will be sending communications frequently as we “re-awaken” our campus. Information and updates are also continuously updated on our website [HERE](#).

Take care and be well!

Sincerely,

Margaret Rudolph  
CHRO/Title IX Coordinator