



August 13, 2020

Dear Heidelberg University Faculty & Staff:

Here's the deal....

## **You. Are. All. Awesome!**

Seriously. In less than 24-hours of yesterday's messaging many of you signed for a COVID-19 testing appointment or contacted me with questions and are helping us to move forward in our Reopening Plan. Again, you are all great employees!!! Thank you!

Now, I have a little bit more info to share.

### **Heidelberg Pledge of Health & Safety**

As [communicated on July 2nd](#), we will be asking all faculty, staff, and students to sign the [Heidelberg Pledge of Health & Safety](#), stating your understanding of and commitment to abide by all University protocols so that all of us can stay healthy and safe. So, the Pledge form can be printed, signed and brought with you to testing. Additionally, we will have pledges available on employee testing dates to be signed.

As you turn in your pledge, you will receive a Heidelberg University facial covering (gaiter style). As you enter Seiberling, please stop by the Pledge / Gaiter table and return your signed pledge and receive your trendy, super-stylish, and washable Heidelberg University facial covering. If needed, you may also stop in the Office of Human Resources to return your pledge and receive your facial covering.

Summary:

- Sign the [Pledge](#).
- Turn in the [Pledge](#) before COVID-19 Testing in Seiberling.
- Receive a new Heidelberg University facial covering.
- Complete COVID-19 Test.
- Be safe, wash hands often, and don't lick door knobs.

If you still need to schedule your COVID-19 testing appointment, please review the following from yesterday's announcement:

- 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.

Take care and be well!

Sincerely,

Margaret Rudolph  
CHRO/Title IX Coordinator