Agnes Scott – Employee Return-to-Campus Quick Screening Reference

What you must do before you report to campus for the first time to work:

- Get a COVID viral test. It must be a PCR test which commonly is given at testing sites.
  - You should have the test 7-10 days before reporting to work on campus. Even if you plan to only be on campus one day a week, you must get a test.
- Report your COVID test result using the testing attestation form found here. (https://app.smartsheet.com/b/form/a097e0dd1a8f4fad9d67ef57cf62d684)

What you must do daily before arriving for work *on campus*, and ongoing throughout the semester:

- **Daily** - Complete symptom and exposure self-screening by using the **Medicat** reporting system here. (https://agnesscott.medicatconnect.com/status.aspx) You will log on using your Agnes Scott credentials**. *Once you log on, click the COVID-19 link at the top of the page. You then will scroll down to the Symptom Tracker.**
  - You must have a "Green icon" from the symptoms tracker to access campus
  - If you report a symptom/exposure, you will receive a message alerting you not to come to campus and to seek additional screening from your provider.

- **Ongoing** - Submit to bi-weekly COVID-19 testing, which will be conducted on campus at the Wellness Center. You must schedule your test every two weeks at your convenience by using the PrimaryBio webpage here. (https://www.primarybio.com/a/agnesscott)
  - If you haven't already, you will be asked to create an account. After you create an account, every time you schedule your next test, you will be asked to enter your Employee ID, your last name, and your date of birth. You then will follow the prompts to pick a testing date at your convenience.
  - If you test off campus (PCR test ONLY is permissible), upload your results to the testing attestation form: **COVID-19 Testing Attestation**

What you must do if you have a (1) known exposure to someone with COVID-19, (2) receive a COVID-19 diagnosis, or (3) receive a positive test result:

- Follow the guidance of your healthcare provider and local public health department regarding treatment and self-isolation
- Do not come to work until cleared by your healthcare provider
- Complete the: **Employee Covid-19 Self-Report Form.** (https://app.smartsheet.com/b/form/0b22ac458d804dbcaa9b6b70788d2d83)

What you should do if you believe you qualify with a disability or vulnerability to COVID-19:

- Employees who fall into any one of the CDC High Risk Categories (https://www.cdc.gov/coronavirus/2019-ncov/need-extra-precautions/people-at-higher-risk.html) may seek temporary COVID-19 workplace accommodations by contacting the Office of People and Culture to begin the request process.

All of this information and forms can be found on the Agnes Scott People and Culture COVID-19 resources webpage https://www.agnesscott.edu/people-and-culture/covid-19-resources-for-employees.html. Employees with any questions may also always contact the Office of People and Culture at pandc@agnesscott.edu.