

For Employees:

# Information About COVID-19 Testing at WPI

## 1. SIGN ALL REQUIRED WAIVERS

Signing the waivers for WPI and for the Broad Institute allows WPI to order the needed COVID-19 tests for you. **You will not be able to come to campus until you have signed the waivers and taken a COVID-19 test.**

When it's time for you to begin signing waivers (even if you'll continue to work remotely for months), Talent & Inclusion will notify you to begin the process. The waivers are found in the Learning Academy and are separate from the return-to-work compliance training.

## 2. UPDATE YOUR INFO

In preparation for campus testing/contract tracing, you'll need to [update your personal information](#) including your home and cell phone information in Workday.

[Log into Workday.](#)

- Under Actions, choose Contact Information.
- Click Edit to update your personal information.
- On the next screen, choose any item and click Add.
- For each item that you select, make changes/additions, then click the checkmark icon.
- When you're done updating sections, click the Submit button (or Save for Later).

## 3. SIGN UP FOR YOUR TESTS

Once you have signed the waivers and been notified to schedule your COVID-19 test, WPI's online reservation software provides an easy sign-up for employees to choose a time. To schedule your tests (initial onboarding or routine) go to the [WPI COVID Testing Appointment scheduling link](#) to begin the fast sign-up process.

Once you get to the site:

- Select a timeframe once a week if you are reporting to campus in any capacity; twice a week if you've been notified to do that
- Select a date and time
- Enter your name, WPI email, phone number, and WPI ID number

Keeping your exact booking time is essential for a smooth testing process. Plan on keeping this time a priority unless it is absolutely necessary to change it. The testing process is precisely staffed based on the sign ups, so we want to ensure that enough staff are present for all scheduled tests.

If you need to reschedule, go back to the online reservation system and choose a new time that is **on the same specific day** as your original test, if available. If you absolutely can't be there for your test day at all, you should schedule a test for the next day if any slots are available; do not reschedule your established routine test appointments. If you cannot find an available time slot please contact [covidtesting@wpi.edu](mailto:covidtesting@wpi.edu). Testing is timed precisely, so varying schedules could prevent you from being on campus as needed.

The online system offers the convenience of email and text reminders about your appointments, and we encourage you to sign up for those extra reminders. Missing three consecutive scheduled COVID-19 tests will result in the loss of campus access.

## 4. FOLLOW YOUR TESTING SCHEDULE

Testing schedules for employees will depend on their specific roles and how often they are on campus. Testing begins with an initial COVID-19 test and is followed by regular routine testing once or twice a week.

- Employees who plan to be on campus, even if it's a couple of weeks from now, must begin the testing process.
- Any employees with a rotating schedule will need to be tested weekly for the first month; then that schedule will be reassessed.
- Entirely remote employees do not need to be tested until they are notified their department is ready to return.
- Employees who may come to campus once or twice a term will be treated as a visitor and will conform to the [Visitor and Vendor Policy protocols](#).
- Supervisors will inform employees if they need to be tested once or twice a week.
- Any employees who are unsure of their proper testing schedule should check with their supervisor.



## 5. COME TO CAMPUS FOR YOUR INITIAL COVID-19 TEST

Please be reassured that we have a well-planned process. Report to Harrington Auditorium at your designated appointment time.

- Wear your face covering when you are on campus.
- Allow approximately 30 minutes for the start-to-finish process.
- If you *have not been* working on campus already, plan to leave campus when you are done; if you *have been* working on campus, you may remain.

## 6. KNOW WHAT TO EXPECT

The Broad Institute has [an informational pamphlet](#) that will let you see exactly what the test is like. This test is not a deep nasal cavity test; it swabs the inside edge of your nostril.

Here's what to expect at your COVID-19 test once you have arrived at Harrington Auditorium, signed in, and proceeded to your testing area.

- You'll blow your nose to clear it of all particulate matter.
- You will insert a soft-tipped swab into one nostril just until the soft tip is no longer visible while being observed by a testing technician.
- The swab will be rotated in a circle around the inside edge of your nostril at least three times.
- The same soft-tip is used to repeat the previous step in the second nostril three times.
- The swab will be carefully packaged to be sent for testing.

## 7. TURNAROUND TIME FOR TEST RESULTS

Results will be available to you within 48 hours after completing the test.

## 8. ACCESSING YOUR TEST RESULTS

If your test result is negative, you'll get an email from Broad's CareEvolve. If your test result is positive, WPI's testing coordinator will be calling or emailing you. Test results will be sent to your WPI email. The email will come from the Broad Institute's CareEvolve, so check your spam folder if you don't see results when expected. After you receive the results by email, you'll be able to log in to the Broad's CareEvolve portal.

Within the email, you'll receive a registration code and a registration link in a message that looks like this:

- Your recent laboratory results are available from your provider, please register now.
- Registration Code: [code will be provided in email]
- Please use the code above and the following link to register: [link will be provided in email and will lead to Broad's CareEvolve Portal]

Once you enter the site, you will see a report that generates your results so you can view them.

## 9. YOUR HEALTH INFORMATION IS PROTECTED

Your privacy is a priority. Supervisors, colleagues, and WPI administration do not have access to employee health information. Please know, however, that your personal information or test results may be disclosed on a strictly need-to-know basis to individuals and entities implementing WPI's COVID health management program, including WPI Talent & Inclusion personnel involved in providing employee benefits such as paid time off or FMLA; personnel conducting or facilitating contact tracing or high-level cleaning of work spaces such as in Environmental Health & Safety, the WPI Testing Coordinator, or supervisors; testing entities such as the Broad Institute; and state and local public health authorities including the Massachusetts Department of Public Health.

Test results will be reported to Reliant Occupational Health, Health Services, Talent & Inclusion, EHS, and the Massachusetts Department of Public Health.



## 10. WHAT THE PROCESS LOOKS LIKE

Each time you take the test, the process will be the same. You'll make an appointment, show up for your scheduled test appointment and have the test, and then access the results after receiving the links in an email.

The graphic to the right gives an idea of the steps from the test swab to the final report.

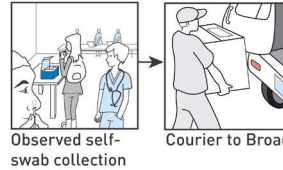
## 11. FIND OUT MORE

Continue to check WPI's [Health, Safety & Training](#) pages and [Employees & Workplace](#) pages to find the most current information about the university's COVID news. The pages are updated frequently and you'll find information on everything from healthy behaviors to what to do if you've tested positive for COVID-19.

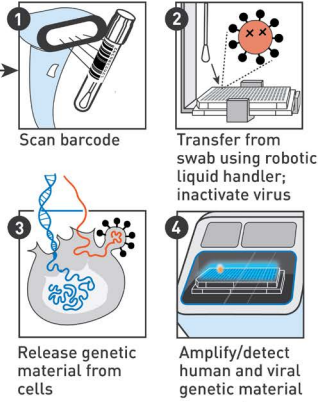
## 12. IF YOU HAVE QUESTIONS

Contact [covidtesting@wpi.edu](mailto:covidtesting@wpi.edu) with questions about the process.

### College campus



### Broad Institute



## How does the process work?

### Return results



Participant



School



Ordering physician



State

updated 8.26.20

