Instructions for 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 onboarding and routine 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.

2. SIGN UP FOR YOUR ON-CAMPUS TESTS
   Once you have signed the waivers, you will be assigned dates for testing. WPI’s online reservation software provides an easy sign-up for students 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 the date range that includes your assigned test date.
   • Please note that you will need to book each appointment separately.
   • Select a time.
   • Save your confirmation emails. You will need them to change or cancel appointments.

   Keeping your exact booking time is essential for a smooth testing process. Make this time a priority. 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 an unavoidable conflict arises and you need to reschedule one of your appointments, go back to the online reservation system and choose a new time on the same day as your original test, if available.

   If you absolutely can’t be there for your test day at all, reschedule using the confirmation email you received when you booked your appointment. Choose a testing slot 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. Testing is timed precisely, so varying scheduled could prevent you from being on campus as needed.

   We strongly encourage you to sign up for the email and text appointment reminders offered by the online system.
3. **COME TO CAMPUS FOR YOUR INITIAL COVID-19 TEST**
   The testing process itself is tightly coordinated, and you will need to report to Harrington Auditorium at your designated appointment time.

   • Wear your face covering when you are on campus.
   • Practice social distancing.
   • Follow all signage and directions given by testing and university officials.
   • Have your WPI ID with you. If you have lost your WPI ID or do not yet have one, have your WPI ID number available.

4. **KNOW WHAT TO EXPECT**
   The Broad Institute's informational pamphlet will familiarize you with the testing process. We are using a test that swabs the inside edge of your nostrils, not a deep nasal cavity test.

   Once you arrive at Harrington Auditorium, sign in, and proceed to your testing area, here’s what to expect:

   • You’ll blow your nose to clear it of all particulate matter.
   • You’ll sanitize your hands.
   • Under the supervision of a testing technician, you will insert a soft-tipped swab into one nostril just until the soft tip is no longer visible.
   • You’ll rotate the swab in a circle around the inside edge of your nostril at least three times.
   • You’ll use the same soft-tipped swab to repeat the previous step in your other nostril, rotating three times.
   • The swab will be carefully packaged to be sent for testing.
   • You’ll wash or sanitize your hands when you’ve completed your test.

5. **TURNAROUND TIME FOR TEST RESULTS**
   Results will be available to you within 48 hours after completing the test.
6. **ACCESSING YOUR TEST RESULTS**
If your test result is positive, WPI’s testing coordinator will call you. If your test result is negative, you’ll get an email from CareEvolve in your WPI email indicating that your lab results are available.

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/]

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

7. **YOUR HEALTH INFORMATION IS PROTECTED**
Your privacy is a priority. Confidentiality will be maintained as much as possible, but appropriate individuals may have to be informed of positive test results. For example, WPI personnel conducting or facilitating contact tracing or high-level cleaning of affected spaces; the WPI Testing Coordinator or supervisors; testing entities such as the Broad Institute; and state and local public health authorities such as the Massachusetts Department of Public Health may be informed strictly on a need-to-know basis. Anyone informed of test results is responsible for adhering to the strictest confidentiality protocols.

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

9. **FIND OUT MORE**
Continue to check WPI’s [Health, Safety & Training](#) pages to find the most current information about the university’s COVID-19 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.

10. **IF YOU HAVE QUESTIONS**
Contact [covidtesting@wpi.edu](mailto:covidtesting@wpi.edu) with questions about the process.