



Phase 4 What You Need to Know

Next week, the University of Wyoming is transitioning to Phase 4 of the Revised Fall Return Plan. Phase 4 will require all on campus employees (including student employees) to test as part of the University's surveillance testing program. Testing population will include employees that are not 100% remote or are not self-isolating on campus, as marked in HCM. During Phase 4 employees will move to the University's Lab Developed Test which includes possible confirmatory testing.

To ensure the correct population of employees receive test notifications, it is essential that your data in HCM reflects your current remote work or self-isolation status. Your department's Decentralized Human Resources representative (DHR) can assist in determining your current status and make any required changes. If you have no change in status, no action is needed. DHR's will work diligently to update statuses in HCM. If your status is not updated prior to next week, and you receive an invitation to test but are unable to do so, complete an exemption form.

WHAT YOU NEED TO KNOW

When is Phase 4?

November 16th, 2020 – January 22nd, 2021

Who needs to test?

Employees (including student employees) on campus who are not marked in HCM as self-isolated or 100% remote. Employees who have opted into testing via HCM will be included in the testing population. Undergraduate and graduate students on campus should refer to their notifications to test from Dean of Students. Undergraduate and graduate students in your units/teams can opt-in for on-campus utilizing the Opt-in Request form on the [testing resources page](#).

What do I need to do to prepare for Phase 4 Testing?

If you plan to work 100% remote or self-isolate during Phase 4 and this is a change in your status from Phase III, it is essential your assignment is updated in HCM as soon as possible and prior to November 19th. Contact your [department's DHR](#) to update your information. If you are not marked correctly, you will be pulled into the testing population and notified to test for each cycle until the status is corrected.

How long will changes in HCM take to be in effect?

Changes to working 100% remote and/or able to self-isolate while working on campus route through management hierarchy approvals like other HCM transactions. Approvals can take several days. If you receive a notification to test but your status is pending, please fill out an exemption for the testing cycle on the [testing resources page](#).

What do non-employee students on campus need to do to get tested?

The Dean of Students has created an opt into testing form for non-employee students. It can be found on the COVID-19 [testing resources](#) page.

What kind of test will I take? Will there be a confirmatory test?

Employees will transition to UW's pooled saliva lab developed test (LDT) through the Wyoming State Veterinary Laboratory. Individuals may be flagged for confirmatory testing if a pooled test returns as positive.

Can I come to work if I need to take a confirmatory test?

If your pooled saliva test has a positive result you will be asked to take a confirmatory saliva test. If you are an employee or student employee, you are permitted to go to work if you can self-isolate at all times. If you are unable to do so, please notify your supervisor to discuss a modified work schedule including remote work. [Emergency Leave without Pay/Pandemic Leave](#) is available for non-student employees.

Where do I need to test?

The Union Ballroom will continue as the employee testing site. Employees and students who receive initial potentially positive test results will receive emails providing further direction on taking confirmatory tests at the Rendezvous Cafe.

If I am marked remote or self-isolated, but would like to be included in testing. How do I opt-in?

Employees and students may opt in to testing through resources found at the testing resources page. Employees (including student employees) will use the opt-in feature in HCM. If you had previously opted into testing but would no longer like to be opted in, you can update your opt-in using the same technique, you used to opt-in. Visit the [testing resources page](#) for directions.

How do I receive a testing exemption or accommodation?

Information for test exemptions and ADA reasonable accommodations can be found on the [testing resources page](#).

- All testing ADA accommodations will remain in place.
- Exemptions will continue through the date you specified but no later than December 31, 2020. Please submit a new exemption request as appropriate for the spring semester.

Will there be testing during Thanksgiving and Winter Break?

There will be no testing during the week of Thanksgiving November 23rd - 27th or during Winter Break December 21st - Jan 2nd.

What happens if I miss my test?

Compliance expectations are the same as for Phase III, and you need to work with your unit's [compliance officer](#) to address noncompliance issues that arise. Please follow the directions you receive in your email about staying off campus and rescheduling your test. Infractions are cumulative over all phases of COVID-19 testing.

Thank you,

UW Human Resources

Resources

- [HR Website](#)
- [Employee Handbook](#)
- [COVID-19 Employee Resources](#)

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