



## SPRING COVID-19 MONTHLY TESTING REQUIREMENTS – SUPERVISOR'S GUIDE TO MONTHLY TESTING

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Diagnostic testing for COVID-19 is required for all UofSC Columbia employees who report to campus, or to other university-maintained locations, for work during the spring semester.

The spring testing program includes a monthly test for COVID-19. Each employee will be assigned to one of four testing groups and each group will be required to test one week each month. Testing weeks will run from Sunday to Sunday, beginning on January 31, 2021. Employees will be notified via e-mail on Sunday by Student Health Services when it is their week to test.

Group #	Includes	Testing Weeks
1	Last names starting with Dv-Ks	January 31-February 7 February 28-March 7 March 28-April 4
2	Last names starting with Kt-Rh	February 7-February 14 March 7-March 14 April 4-April 11
3	Last names starting with Ri -Zz, and foreign keyboard characters	February 14-February 21 March 14-March 21 April 11-April 18
4	Last names starting with Aa-Du	February 21-February 28 March 21-March 28 April 18-April 25

Faculty and staff who have had a prior positive test for COVID-19 may meet alternative criteria and should review the information provided on the university's [Spring 2021 Testing](#) website.

Each week remind affected employees of the requirement to test.

Free on-campus testing is available for employees. Results of on-campus tests will automatically update in the MyHealthSpace portal. Employees who choose to test off-campus are responsible for uploading their results through the [MyHealthSpace](#) portal.

The Division of Human Resources will identify faculty and staff employees who have are not in compliance and inform the appropriate college or division. **Colleges and divisions are expected to follow up with supervisors and employees to ensure compliance with the requirement.**

Employees who are not in compliance with the testing requirement will not be allowed to work on campus until they have satisfactorily meet the [testing requirement](#).

- For staff employees, supervisors will receive notification through their HR Contacts regarding which employees have not yet successfully met the testing requirement. Supervisors are responsible for enforcing the university's testing requirements.
- For faculty employees, Human Resources will notify the Office of the Provost of employees who have not yet met the requirement.
- Student workers who are not in compliance with the requirement will be identified by Student Health Services and subject to student sanctions as indicated on the university's [Spring 2021 Testing](#) website.

## **What should I do if an employee has tested off campus but is not able to upload their test results?**

Employees who are not able to upload their results, may submit their results to Student Health Services in person.

## **What should I do if an employee is willing to test, but does not want to submit the test to Student Health Services?**

Your employee may submit their test results to the HR Contact for your unit. Your HR Contact can confirm that they have met the testing requirement, update the unit records to show compliance and notify the Division of Human Resources.

## **What happens if an employee has a prior positive test for COVID-19?**

If an employee has previously tested positive for COVID-19 they **may** not need to test **if** they meet the criteria provided on the university's [Spring 2021 Testing](#) website. If an employee has previously tested positive for COVID-19 they must submit their test results into the [MyHealthSpace](#) portal. If the positive test was taken on campus, the results will automatically be uploaded into MyHealthSpace. If they tested off-campus, they will need to upload their own results. If they meet the criteria they will be marked as compliant with the testing requirement.

## **What happens if an employee has been vaccinated for COVID-19?**

Employees will be exempted from the monthly testing process once they have received both doses of

the COVID-19 vaccine. Employees who have been fully vaccinated, should upload a photo of their vaccine card or VAMS certificate to their MyHealthSpace account. If their testing week falls between Dose 1 and Dose 2 of the vaccination process, they are to proceed with the required testing.

## **What if an employee tested shortly before their testing week?**

Employees may test more frequently than once on a month if that is their preference or if they believe they have had a risk, but employees are still required to test during their designated week, even if they have recently tested negative.

## **What should I do if an employee does not complete the testing?**

Staff employees who fail to test on-campus, or provide documentation from a non-campus location, will be in violation of [USC Policy HR 1.39, Disciplinary Action and Termination for Cause](#). Specifically, employees will be considered for one or more of the following offenses:

- Failure to follow established safety precautions, or failure to use safety equipment;
- Insubordination or refusal to accept a reasonable and proper assignment from an authorized supervisor;
- Willful violation of written rules, regulations, or policies

Once a supervisor is notified by their College or Division HR Contact that an employee is out of compliance they must begin the progressive discipline process for employees who are not in compliance with the university's testing requirements. Employees will not be allowed to return to campus until they have completed required testing or otherwise met the testing requirement.

### **Step 1 – Counseling and Oral Warning**

Supervisors should speak privately with the employee to determine why the employee has not completed the test or uploaded their documentation. Employees who cannot demonstrate compliance will not be allowed to remain on-campus, except for the purpose of taking the test, and will be given up to three (3) business days to complete the required testing or otherwise meet the testing requirement and provide the appropriate documentation. Along with the Confirmation of Oral Warning, please provide your employee with the [Testing Completion Form](#). Employees who test on-campus can have the form completed at the testing site. With a signed or stamped Testing Completion Form an employee may return to work pending the outcome of their test. Employees have the option to use annual leave or leave without pay for any time missed while not in compliance with testing requirements.

### **Step 2 – Written Reprimand**

Supervisors should again speak privately with the employee to determine why the employee has not completed the test or uploaded their documentation. Employees who do not complete the required testing after Step 1 must be issued a written reprimand for their failure to follow established safety precautions and for insubordination. The employee will not be allowed to return to campus until they complete the testing, except for the purpose of obtaining the test. The employee should be

given up to two (2) additional business days to complete the required test, or otherwise meet the testing requirement, and provide the appropriate documentation. Along with the written reprimand, please provide your employee with the [Testing Completion Form](#). Employees who test on-campus can have the form completed at the testing site. With a signed or stamped Testing Completion Form an employee may return to work pending the outcome of their test. Employees have the option to use annual leave or leave without pay for any time missed while not in compliance with testing requirements.

### **Step 3 – Escalation to University Employee Relations**

Supervisors should speak privately with the employee to determine why the employee has not completed the test or uploaded their documentation. If the employee continues to refuse to comply with the testing requirement, the situation will be reviewed by the University Employee Relations Department to determine further actions. Supervisor will notify their HR contact who must then provide ER the name of any employee who fails to complete required testing after receiving a written reprimand. ER will contact the employee to initiate a review of their case. The employee must [submit a written request](#) to [uscer@mailbox.sc.edu](mailto:uscer@mailbox.sc.edu) to include a statement explaining their reasons for not complying with the requirement, the steps they are taking to protect themselves and others from COVID-19, and any other special circumstances the employee would like Employee Relations to consider. Employees still cannot return to campus and have the option to use annual leave or leave without pay for any time missed while their request is under review.

### **ADDITIONAL INFORMATION:**

If you have questions about the required return testing, who is subject to the requirement, or how compliance will be monitored, please ask your HR Contact.

Please continue to check the university's [COVID-19 landing page](#) for additional tips on how to stay healthy and for more information about the university response to COVID-19.

### **RESOURCES:**

[Spring Testing website](#)

[MyHealthSpace](#)

### **TEMPLATES:**

[Confirmation of Oral](#)

[Warning Written](#)

[Reprimand](#)

[Test Completion Form](#)