



University Team,

Having recently returned from winter break, we are actively preparing for the upcoming Spring 2021 semester. While we anticipate that Spring semester will look very much like Phases III and IV of the Fall 2020 semester, it is uncertain when COVID-19 cases will subside. HR would like to highlight several key items to ensure a safe and successful semester.

### **Spring Testing**

UW's 2021 Spring Plan requires employees to continue weekly testing. All employees are required to test upon returning to campus or work. You will be required to test the week before you return and you should self-isolate until you receive your test results. UW will use lab-developed saliva-based tests that test for the virus that causes COVID-19. The UW lab test is processed in a pool of four samples at the Wyoming State Veterinary Lab, which allows for rapid results in a cost-effective manner. For pooled samples that result in a positive result, the employee will receive an email notification to schedule and complete a confirmatory test. If you experience symptoms before your scheduled confirmatory test date, please go to Grand Avenue Health Care. Check your university email account regularly and read all notifications.

### **Determining Who Tests Weekly**

Every Thursday a test population is pulled from HCM identifying employees that must schedule a COVID test. All employees that are not designated and approved in HCM as working remote or as self-isolated, will receive an email notification to schedule a test for the following week. Employees whose work status changes may contact their [Decentralized Human Resource Representative](#) to assist in updating their status in HCM. Changes to working status on or off campus, route through management hierarchy approvals and approvals can take several days, so don't delay having your status updated.

### **Testing Compliance**

Compliance is key. UW's surveillance and confirmatory testing programs are a critical component in minimizing the spread of COVID-19 across campus. While most employees are testing when needed, a few are not. To ensure compliance with mandated testing UW utilizes progressive corrective action measures for infractions that may include warning, reprimand, suspension, or termination.

### **Remote Work**

To reduce the density on campus and limit the spread of the virus, UW is continuing to encourage remote work where possible and with approval from their supervisor.

### **Training**

All UW employees are required to complete a training module to learn more about COVID-19 policies and public health best practices. The ten-minute online training located in the Employee LearnCenter under "My Learning Plans", is part of the university's 2021 Spring Campus Plan and should be completed by Jan. 25.

We are excited for the upcoming Spring semester and want to thank each of you for the important role you play in making sure the university environment is safe and successful.

Please reach out with any questions.

Thank you,  
UW Human Resources