



**This message to all faculty and staff has been approved by Renisha Gibbs, Associate Vice President for Human Resources and Finance & Administration Chief of Staff.**

The University continues to monitor the impact of COVID-19 on our state and local community. As a result, restricted operations with no more than 25% of employees on campus at one time (Phase 1) will continue through at least July 5, 2020. We anticipate moving to the next phase of campus repopulation on **July 6, 2020**.

In Phase 2, employees will return to campus with a minimum of 25% and no more than 50% present at one time in each department. All campus colleges and departments will be expected to have an on-campus presence.

### **COVID-19 Testing**

The University is implementing a voluntary return to work testing program for all faculty and staff, including OPS employees, working at the **Tallahassee Campus**. Testing our entire community for COVID-19 is a crucial first step in safely returning employees to campus. All employees who return to campus are strongly encouraged to test for COVID-19 at the University's drive-through testing site. A much less invasive oral swab test will be used, not the large nasal swab you may have seen in the early stages of testing.

The University plans for costs to be covered by an individual's health insurance or to absorb the costs if an employee does not have health insurance. Results are expected within 72 hours.

Do not wait for University provided testing if you have come in contact with or cared for a person diagnosed with COVID-19, or if you have experienced any [COVID-19 related symptoms](#). Please seek the immediate attention of your primary care provider for evaluation and testing options.

### **Is testing mandatory?**

Although testing will not be mandatory, it is strongly encouraged that employees voluntarily submit to testing in order to mitigate the spread of COVID-19. Employees who test positive, either with University provided testing or external testing, are required to immediately notify the Office of Human Resources. Employees choosing not to be tested will still be required to report to work on their scheduled return date.

### **When is testing?**

Testing will begin on Wednesday, June 24 by appointment only. Employees must register in the COVID-19 [Testing Registration Portal](#) for a testing appointment at least one

business day prior to the requested appointment time. Once registered, employees will report to the drive-through testing site located at the Traditions Parking Garage. Walk-through testing options will be available in the registration portal for employees that do not have access to a vehicle. Employees who are currently physically working on campus should register for testing on June 24, 25 or 26. Employees who will be physically working on campus beginning July 6 should register and be tested no later than the week of June 29.

### **What happens after testing?**

Upon receipt of a negative test result, employees should communicate with their supervisor to discuss their scheduled return date and confirm any details of their return, including the expected work schedule, work location, and assignment, if applicable.

### **Campus Repopulation Guidance**

In preparation for Phase 2, the Faculty & Staff Campus Repopulation Guidance will be distributed by the Office of Human Resources during the week of June 22. This guidance will provide detailed information for employees to return safely to their campus work locations. Additionally, the Office of Human Resources will provide information for employees in high-risk categories and other important protocols.

### **Next Steps**

In the weeks leading up to July 6, 2020, the Office of Human Resources will host open Zoom calls for Deans, Directors, Department Heads and Department Representatives to answer questions and communicate additional information regarding safely returning to campus. For your easy reference, HR has developed a “roadmap” for [faculty and staff repopulation of campus](#) which outlines important dates for communication and implementation of further guidance.

We appreciate all you do and look forward to your return to campus. As a member of the University community, your active participation in efforts to mitigate the spread of COVID-19 is critical.

**Questions?** Please contact Human Resources at [HR-COVID19@fsu.edu](mailto:HR-COVID19@fsu.edu). Additional information can be found at the [Human Resources COVID-19 Testing webpage](#) and the [University Health Services Testing Appointment webpage](#).