Ā&M HR LIAISON NETWORK NEWS

January 4, 2021 | SPECIAL NETWORK NEWS MESSAGE

Troubleshooting Tips - Employee COVID-19 Testing Requirement
As you are aware, Texas A&M University is requiring all employees at the Bryan-College Station campus/sites (faculty, staff, part-time employees, student workers, and grad assistants) to test for COVID-19. Read the full announcement to employees here.

HROE has received numerous inquiries regarding compliance with the testing requirement. We are working on updating our FAQs to assist employees and liaisons. In the meantime, here are a few helpful tips to keep in mind.

1. Employees must undergo a COVID-19 PCR test between **Jan. 2** and **Jan. 12** and provide the results by **Jan. 15**.
    a. Employees may return to work on campus without having met the testing requirement; however, they must be in compliance no later than January 15.
    b. Employees may see longer lines at Texas A&M testing sites during the early part of this week (beginning Jan. 4), as there are many employees who want to get their test immediately. For those who are not experiencing symptoms, it is recommended that they get tested closer to the middle or end of this week.
2. Over the holiday break, every employee should have received an email containing a **personal (unique) link** to the secure Texas A&M COVID-19 Testing Program portal and instructions about scheduling an on-campus test or uploading test results.
    a. This email was sent to the employee's primary work email in Workday. An employee can confirm their Primary Work Email in Workday by following the instructions provided in our testing FAQs.
    b. Employees **should not forward the email** from the portal with their personal link, as each individual link is tied to the original employee who received the email.
    c. New hires or other employees who did not receive a personal email/link may use the following public links to complete the registration process.
        ▪ https://redcap.link/STP for Students, including student employees
        ▪ https://redcap.link/StaffTest for all other employees including faculty and staff
        Note that anyone who received an email from the portal may not be able to register using the public links (they will receive an error message indicating duplicate entries).
3. **All employees must complete the registration process (regardless of exemptions) by**:
    a. Checking your official employee email, clicking the personal link, and filling in the information.
    b. Completing the registration process through the public links listed in 2c.
4. **Prior to arriving at the the testing locations**, individuals must complete their registration process **AND** health survey. Otherwise, they will be asked to do complete these items onsite resulting in unnecessary delays at the testing sites.
5. If an employee meets the exemption criteria for having previously tested positive for COVID-19 (on or after October 20, 2020), the employee will need to upload documentation (their medical record or laboratory test) **during the registration process**. See screenshot below – upload file is next to the red arrow in the screenshot.

6. If an employee meets the exemption criteria for having an approved alternate work location agreement, the employee will not be required to upload the AWL documentation to the portal; however, they will be required to provide this documentation to their designated HR Liaison.
7. Employees who meet the exemption criteria do not have to complete the health survey (found in the second email from the portal).
8. Employees who utilize the on-campus testing sites will have their results automatically reported in the portal, and will be notified of their results via email. No uploads required.
9. Employees who test off campus must upload their medical record or laboratory record through the Health Survey.

Questions regarding the new adjustment to the multiphase plan can be directed to employee-relations@tamu.edu for Texas A&M or hschr@tamu.edu for Texas A&M Health.

Top

Ā̄M Division of Human Resources & Organizational Effectiveness

QUESTIONS? **HRnetwork@tamu.edu** | 979.862.3854 | 979.845.4141 | **Who to Contact in HROE?**
The HR Liaison Network comprises approximately 300 employees who have been designated by their department head to perform HR functions within the department. As partners of the Human Resources organization, HR Liaisons play an important role — from creating a welcoming environment for new hires to maintaining workplace unity while supporting employees and management. Learn more at: employees.tamu.edu/liaisons

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