

From: [Raymond Duffy](#)
Subject: COVID-19 Surveillance Testing & Reporting Protocols
Date: Tuesday, September 22, 2020 9:20:14 AM



September 22, 2020

Dear Faculty and Staff,

I am writing with two important reminders about participation in the University's COVID-19 surveillance testing and the protocols related to testing positive, if you develop COVID-19 symptoms or you are a "close contact" of someone who has tested positive.

Participation in the University's COVID-19 Surveillance Testing

The University's surveillance testing initiative was launched after Labor Day and will continue through the end of the semester. This is a critical element of the University's plan to ensure the health and safety of our community. Every Friday, a group of faculty, staff and students is randomly selected and receives an email notification with details on the testing procedures. **Those included in the random sample are faculty and staff currently working on campus in any capacity.**

As Father Peter stated in his Sept. 4 email, **your participation is required.** There is an exemption form that can be accessed in the email sent to participants, and those exceptions are outlined on the [COVID-19 Campus Information website](#).

COVID-19 Reporting Protocols

As a reminder, any faculty or staff member who **tests positive for COVID-19 must:**

- Notify your supervisor and the VU contact tracing team at 484-432-7950 or by [email](#) for further information and instruction. VU contact tracers will help identify members of our community on campus who may be close contacts of an affected faculty or staff member.
- Contact your primary care provider regarding treatment and monitoring of COVID-19 symptoms.
- Not return to work until 10 days have passed from the time you tested positive and until symptoms are improving; you are fever-free without fever-reducing medicines for 24 hours; and a note has been received from your primary care provider—and presented to the Office of Human Resources—clearing your return to work.

As a faculty or staff member, if you **develop COVID-19 symptoms, you must:**

- Notify both your supervisor and the VU contact tracing team at 484-432-7950 or by [email](#) for further information and instruction.
- Contact your primary care provider, who will advise you regarding the treatment of symptoms and COVID-19 testing recommendations.
- If your primary care provider recommends testing, you should not return to campus until the test results are known.
- If the test results **are negative** and symptoms are improving, you may return to campus.
- If the test results **are positive**, please follow the protocol stated above for faculty and staff who test positive for COVID-19.

If any faculty or staff member has been in [close contact](#) with another individual diagnosed with COVID-19, **you must:**

- Notify both your supervisor and the VU contact tracing team at 484-432-7950 or by [email](#) for further information and instruction. The contact tracers will help identify next steps and determine if you should quarantine at home for 14 days while self-monitoring for symptoms of COVID-19.
- Contact your primary care provider if COVID-19 symptoms develop. They will advise you regarding the treatment of your symptoms and COVID-19 testing recommendations.
- If your primary care provider recommends testing, you should not return to campus until the test results are known.
- If the test results **are negative**—and you have not developed symptoms of COVID-19—you may return to campus.
- If the test results **are positive**, please follow the protocol stated above for faculty and staff who test positive for COVID-19.

I want to thank you for your efforts to keep our campus safe and healthy this semester by putting *Community First*. If you have any questions, please don't hesitate to contact the Office of Human Resources at 610-519-7900 or via [email](#).

Sincerely,

A handwritten signature in black ink that reads "Ray Duffy". The signature is written in a cursive style with a large initial "R" and "D".

Ray Duffy, MS, SPHR, SHRM-SCP, CBP
Associate Vice President of Human Resources and Affirmative Action Officer