



February 5, 2021

MEMORANDUM

TO: NCARS & NCCES

FROM: Dr. Steve Lommel, NCARS Director and Associate Dean of Research, CALS
Dr. Richard Bonanno, NCCES Director and Associate Dean of Extension, CALS

SUBJECT: Additional COVID testing and surveillance information for CALS research and extension employees on and off campus

The university has instated a COVID testing and surveillance program for return to **on-campus** operations as described in <https://emmc.ehps.ncsu.edu/2021/01/26/surveillance-testing/>. The mandatory surveillance program also includes some **off-campus** employees that are part of the research restart. Most **off-campus extension** employees are not part of the weekly surveillance-testing program.

Regardless of someone's work location, the following applies:

- Testing is available for **ALL** NC State employees at 3 on-campus locations, regardless of their surveillance status or work location;
- Everyone is **encouraged** to be tested (at no charge) using the campus testing facilities if they believe they have been exposed, do not feel well, are departing or returning to campus from travel, or for any reason;
- No justification is necessary to be tested on an on-campus site; therefore, anyone with an NCSU ID can be tested.

For CALS on-campus employees:

- If you have been notified that you are in the surveillance program you must comply;
- If you work at your duty station less than 16 hours a week, your supervisor may request that you be removed from surveillance testing. Please contact the unit head to understand their expectations, and if they agree, they can remove you by updating their EMMC Spring Planning worksheets;
- If you work less than 16 hours per week and want to remain in the surveillance program you are welcome and encouraged to and should notify your supervisor of your desire to remain in the surveillance group;
- Campus employees not on the surveillance list but who travel frequently off campus for research or extension are encouraged to seek regular testing on campus.

For CALS off-campus research and extension employees including those at county extension offices, research stations, field labs, Kannapolis, CMAST, and others:

- If off-campus employees are entered into the surveillance testing program, it is understood that there can be challenges associated with obtaining weekly testing in the more rural areas;
- If asymptomatic testing sites are not available, supervisors can choose to remove their employees from the surveillance testing group regardless of whether they are working less or more than 16 hrs a week on site;

- To remove someone from an off-campus surveillance list, supervisors will need to follow the same process noted above by updating their EMMC Spring Planning worksheets upon approval by unit leaders, CEDs, DEDs, etc.;
- Supervisors need to weigh the risk of someone not testing vs the ability to get tested;
- Off-campus employees who would like to be tested are still encouraged to do so and may use campus facilities for testing;
- County Extension employees are also expected to follow the guidelines set out by their local office or county health department.

Special note: University Emergency Management & Mission Continuity (EMMC) will update the surveillance group each Friday using the information on the EMMC Spring Planning spreadsheet. This will prompt emails the following week for anyone added to the surveillance group. Emails will not be sent to employees removed from the surveillance group. There may be a lag in the email process depending on when updates are made to the EMMC Spring Planning sheets. These sheets remain the official source for identifying the surveillance group population. They must remain updated by the unit / department head.