



INTERIM POLICY ON COVID-19 TESTING

Effective Date: August 3, 2021

Latest Revision: August 11, 2021

**Contact: Dr. Nathan Johnson, Associate Vice President for
Public Safety**

I. PURPOSE

The purpose of this policy is to establish an interim mandate for COVID-19 testing at the University of the Incarnate Word (UIW).

II. SCOPE

This policy was developed to ensure continued safety of the UIW community in support of COVID-19 mitigative efforts and to minimize the risks imposed by new COVID-19 variants. We will continue to base our decisions on related federal, state and local guidance.

The UIW community includes full-time and part-time employees (faculty, administrators, and staff), students, and regular vendors located on the main and local campuses.

This policy is published in compliance with the Bylaws of the University of the Incarnate Word, including all amendments thereto, which stipulates that the UIW Board of Trustees shall formulate and determine such general policies deemed necessary for the development and administration of the university. UIW institutional policies are approved by the President and/or the Board of Trustees and are published or otherwise made available for access by UIW students, faculty, administrators, staff, and others.

III. DEFINITIONS

Testing: There are two primary types of tests used to detect the SARS-Cov-2 virus or COVID-19: diagnostic and antibody tests. Diagnostic tests are those widely used to detect an active COVID-19 infection. Antibody tests detect past COVID-19 infections or COVID-19 vaccine administration. Antibody tests do not meet the testing requirements in this policy. Testing locations are now widely available. Employees, students, and regular vendors can choose to test at any certified testing center within the testing timeline set forth in section VI. Results from the use of a home testing kit are not accepted.

IV. BACKGROUND

UIW has done a remarkable job with respect to mitigating COVID-19 risks. UIW's COVID-19 positivity rate declined to zero, but more recently the UIW and surrounding communities experienced an increase in COVID-19 cases. This policy is necessary to continue UIW's proactive efforts of mitigating risks related to COVID-19.

This policy is intended to align with other campus ongoing COVID-19 mitigation strategies with respect to abatement efforts, safety plans, active cleaning and sanitizing of work and living areas.

V. POLICY *(amended)*

1. Effective August 5, 2021, all employees, students and regular vendors who access UIW facilities at any frequency will be subject to mandatory weekly COVID-19 testing. This policy applies to all students, employees and regular vendors who are attending in-person classes or working, respectively, on the main and local campuses.
2. Employees shall follow the testing instructions outlined in section VI.
3. Vaccinated persons wishing to avoid mandatory testing, may voluntarily submit proof of their full COVID-19 vaccination through Cardinal Apps (<https://apps.uiw.edu>) and selecting the Med+Proctor application. Instructions are available by clicking [here](#) or [Med+Proctor Instructions](#). Once collected, this data will be kept secured by Human Resources for employees, respective deans for the health profession students, and the dean of Campus Life for students on the main campus. A list of those persons who did not provide their vaccination status may be provided to department managers and deans only to ensure compliance with this policy and related protocols.
4. All resident students are strongly encouraged to be fully vaccinated prior to moving into the residence halls. All unvaccinated resident students who have traveled internationally will be required to get tested before entering the U.S., test 3-5 days after travel, and will self-quarantine for 7 days with a negative test result. Campus Life will implement protocols to facilitate this process. Visit CDC website to learn more about COVID international travel rules.
5. Any person who receives a positive COVID-19 test result must report the finding on the [UIW COVID-19 Illness Reporting Form](#), and will be subject to a 10-day isolation period and may not return to campus or leave their residence hall until they have improved symptoms and have been fever free for 24 hours without the use of fever reducing medication.
6. Persons who are feeling ill, regardless of their vaccination status, should quarantine themselves from others until all symptoms have passed for 24-hours, get clinically evaluated and tested for COVID-19.

VI. TESTING *(amended)*

As approved by the President in October 2020, mandatory COVID-19 testing may be required as deemed necessary at the recommendation of UIW Health Services in consultation with the Business Continuity Committee.

1. *Initial testing by August 14th will be required of all employees, students and regular vendors, regardless of your vaccination status. Vaccinated persons, unless in contact with a confirmed COVID-19 individual, need to only test once during this initial period; afterwards weekly testing will be required for only unvaccinated persons as recommended by CDC guidelines.*
2. *Individuals with a documented lab confirmed COVID-19 infection in the past 90 days, do not need to test unless ill or have confirmed contact with a COVID-19 positive individual. You can submit proof of the exposure date to the respective email listed in section V.4.*

3. Testing may be completed at the Curative testing kiosk on the Broadway campus, on the School of Osteopathic Medicine (SOM) campus, or any validated testing center as long as such testing occurs within the testing timeframe outlined in section VI. You can schedule an appointment at either location:
 - a. [Schedule an Appointment at the Broadway Campus](#)
 - b. [Schedule an Appointment at the SOM Location](#)
 - c. You can also text your zip code to #438829 for a test center near you.
4. Persons who test at a location other than the Curative testing kiosk on the Broadway campus shall report their test results as follows:
 - a. Employees: The negative test result must be provided to Human Resources for employees at EmployeeCOVIDReporting@uiwtx.edu.
 - b. Regular Vendors or others who do not have access to Cardinal Apps should use: <https://secure.medproctor.com/Account/Landing>
 - c. Students: You may email your test results to your respective campus email address:
UIWBroadwaystudentcovid@uiwtx.edu
(Health Professions)
FSOP – Feikstudentcovid@uiwtx.edu
RSO – RSOstudentcovid@uiwtx.edu
SOM – SOMstudentcovid@uiwtx.edu
SoPT – SoPTstudentcovid@uiwtx.edu

VII. OTHER PROVISIONS and RESPONSIBILITIES

1. The UIW Health Services in consultation with the Business Continuity Committee will ensure that logistical supplies and testing availability are available to meet the demands generated by this policy. UIW Health Services will periodically assess the data from the testing cycle and determine if a modification of this policy is warranted. The recommendation will be forwarded to the Chair of the Business Continuity Committee/Associate Vice President for Public Safety for review and further action.
2. The Office of Communications and Brand Marketing will ensure that messaging concerning this policy is provided to the UIW community in social media, email and other formats prior to its implementation date and again as reasonably determined.
3. Information Technology will work with appropriate campus units to ensure the security of medical/vaccination data interface with Med+Proctor.
4. Contracts and Procurement will identify vendors and contractors who are on campus regularly for participation and compliance with this policy.
5. Nothing in this policy is intended to supersede clinical and related mandates for the health professions schools.
6. New COVID-19 concerns will likely raise one's level of stress and anxiety. We have a shared responsibility to be cognizant of others whose behavior might warrant mental health assistance and encourage such person to seek said services, including Behavioral Health Services available to students and the Employee Assistance Program for faculty, staff and administrators.

VIII. ENFORCEMENT

1. Violations of this policy by students and employees shall be reported to the Dean of Campus Life or the Associate Vice President for Human Resources, respectively.
2. UIW expects everyone to abide by the provisions of this policy. Individuals found in willful violation of this will be subject to disciplinary actions up to and including dismissal or termination.

IX. OVERSIGHT RESPONSIBILITIES FOR THIS POLICY

1. UIW Vice-Presidents will assure its compliance for policies that originate in their divisions and report results through the President's Advisory Council. Oversight of this policy is assigned to the CFO & Vice-President for Administrative Services.
2. This policy will be reviewed periodically as conditions warrant, but not greater than every 6 months for possible updates and revisions.
3. The policy will be published on UIW's public web resources.
4. Questions or training concerning this interim policy will be directed to the Associate Vice President for Public Safety.

Approved: August 2, 2021
Revisions: August 5, 2021
August 11, 2021
Sunset: June 30, 2022