**COVID-19 SURVEILLANCE TESTING POLICY**

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<thead>
<tr>
<th>Policy Title:</th>
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<tbody>
<tr>
<td>Type or category of Policy:</td>
<td>College</td>
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<tr>
<td>Approval Authority:</td>
<td>Approval Authority: President’s Cabinet</td>
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<tr>
<td>Responsible Executive:</td>
<td>Responsible Executive: Lori Ehrensback, College Risk Management Officer</td>
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<tr>
<td>Responsible Office:</td>
<td>Responsible Office: College Risk Office (Employees) and Student Life Compliance Office (Students)</td>
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<tr>
<td>Owner Contact:</td>
<td>Owner Contact: Lori Ehrensbeck, <a href="mailto:lehrensbeck@siena.edu">lehrensbeck@siena.edu</a>, 518-782-6774; Jeanne Obermayer, <a href="mailto:obermayer@siena.edu">obermayer@siena.edu</a>, 518-783-2421</td>
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<td>Reviewed By:</td>
<td>Cabinet comment 8/18/20</td>
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<td>Reviewed Date:</td>
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<td>Last Revised and Effective Date of Revision:</td>
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*This policy was developed in response to the COVID-19 crisis.*
*Brief Overview of the Policy*

This policy outlines the authority to administer surveillance testing for COVID-19 to faculty, staff, administrators and students as well as the general procedures for implementation.

**Reason for Policy**

The purpose of surveillance testing is to monitor the current state of coronavirus on campus to better identify asymptomatic cases to mitigate possible transmission of COVID-19 on campus.

**Scope of the Policy: Entities or Individuals affected by this policy**

- All members of the Siena College community

**The Official Policy**

During the fall 2020 semester and until such time as deemed no longer necessary by the President, Siena College will conduct Surveillance Testing of the current members of the community every other week. Approximately 2% of employees (faculty, staff and administrators) and 2% of students will be tested per session. Individuals selected will be tested once over the course of the testing. Each session will have new random samples drawn.

Randomly selected members of the community (faculty, staff, administrators and students) are required to participate in testing at the time, date and location assigned to them by the College. The random sample drawn each time will provide for alternates in the event a participant is learning/working remotely and cannot participate by virtue of not being on campus during the testing time assigned. Institutional Research will provide the random samples.

**PROCEDURES**

**Timeframe:** For the fall 2020 semester, testing will occur every other week commencing the week of August 31 and ending the week of November 20, 2020. Spring semester 2021 testing to be determined. Specific dates and times to be set by the Director of Health Services with the provider. The testing lab will be on campus for two hours on each scheduled date. Participants will be assigned to a 15-minute slot within that 2-hour period. The Student Life Compliance Officer, College Risk Officer and College Safety Officer will oversee the implementation.

**Random Sampling:** Institutional research will pull the random samples for each population each time prior to the testing date.

Random sampling will be carried out by the Office of Institutional Effectiveness (OIE) one-to-two weeks prior to each testing date. A total of 76 people (60 students, 16 employees) will be selected for surveillance testing every two weeks. The total number may vary based upon total enrollment and employee numbers at the time of the draw.
**Student Sample:**

A list of all students enrolled in classes at Siena will be generated one week prior to the testing date. Students who are enrolled in the Fall 2020 semester in a fully remote capacity will be removed from this list because they are exempt from surveillance testing. Fully remote students will be identified based on (1) being enrolled in all online classes and not having a room assignment -OR- (2) appearing on the list of fully remote students maintained by the Office of Student Academic Success and Engagement.

A stratified random sample will be drawn based on academic class for the remaining students. Stratified random sampling is a probabilistic random sampling technique that is used when the population can be divided into mutually exclusive categories, and it is important to have adequate representation from each category in the final sample. The entire process will be documented by OIE for each testing date.

The stratified student sample (n=60) will have proportional representation consistent with the proportion of students from each academic class in the population. A back-up list (n=60) will also be drawn using the same stratified random sampling approach.

To minimize the impact on the students’ learning, the academic schedule for each student selected for testing will be compared against the date/time scheduled for the COVID-19 test. Students who are scheduled to be in class at that time will be placed back into the sampling pool and a student from the same academic class will be randomly selected from the backup list to replace the student on the sampling list for the week. Another step being taken to minimize the impact on the students’ learning is that a student can only be selected once for testing in a given term.

**Employee Sample**

Note - this approach assumes that no comprehensive list of faculty who are fully remote is available and being updated on a regular basis.

A list of all employees at Siena will be generated by the Office of Human Resources (HR) and provided to OIE two weeks prior to each testing date.

A stratified random sample will be drawn based on employment category (faculty, staff, administrator). Stratified random sampling is a probabilistic random sampling technique that is used when the population can be divided into mutually exclusive categories, and it is important to have adequate representation from each category in the final sample. The entire process will be documented by OIE for each testing date.

The stratified employee sample (n=16) will have proportional representation consistent with the proportion of employees in each category in the population. A back-up list (n=16) will also be drawn using the same stratified random sampling approach.

Faculty: To minimize the impact on the students’ learning, the class schedule for each faculty member selected for testing will be compared against the date/time scheduled for the COVID-19 test. Faculty who are scheduled to be in class at that time will be placed back into the sampling pool and a faculty member from the backup list will be randomly selected to replace that person in the sample. The list will also be sent to the Deans to make sure that no faculty members are fully remote the week of the test.

Staff and Administrators: HR will contact the supervisors of the staff and administrators to inquire about whether they are working remotely. Those working remotely are not required to come to campus to be tested. A person from the same employee category will be randomly selected from
the back-up list to replace those working remotely in the sample. The same is true for those employees who work a shift that does not allow them to be on campus at the time of the test.

To minimize the impact on the employee’s work, once an employee is selected for testing, the employee will not be selected again during the same term.

**Social Distancing Enforcement**: Student Life and Human Resources personnel may be called upon to assist if needed.

**Cost**: The testing is at no cost to the employee and student participants.

**Employees:**

1. The random sample of participants and alternates will be drawn two weeks prior to the date of the testing. Human Resources will contact the supervisors of those employees to determine if the employee is scheduled to be working remotely on the scheduled date.
2. A message will be sent out to identified employees from an email designated for Surveillance Testing at Siena for Employees by Human Resources regarding the employees’ selection for the testing that week. Questions about the testing will be directed to the Director of Health Services. Questions about exemptions will be directed to Human Resources. Human Resources/College Risk Officer responds to requests for exemptions. If an exemption is granted, an alternate will be selected to replace the exempted employee. Exemptions will only be granted for verified inability to be on campus the day of the testing or if the participant has had a positive COVID-19 test within the past three (3) months (Reasons for exceptions subject to change based on CDC guidelines.) Requests for exceptions will be evaluated on a case by case basis. by the College Risk Officer in consultation with the Director of Health Services. Their decision is final and not subject to appeal.
3. The email notice will also include the consent form employees will be required to sign. Blank copies of the consent form will be available at the test site. The consent is to perform the test and release the results. Test results will be released to Human Resources. All employees are required to comply with the testing. Aggregate test results data will be provided to the Coronavirus Ops Center Team without any personally identifiable information.
4. Directions for participants to receive their own results will be provided at the testing site.

**Students:**

5. The random sample of participants will be drawn by the Office of Institutional Research one week prior to the date of the testing. Students who are fully remote for the fall semester will not be included in the sample drawn.
6. A message will be sent out to identified students from an email designated for Surveillance Testing at Siena for Students by the Student Life Compliance Officer regarding the students’ selection for the testing that week. Questions about the testing will be directed to the Director of Health Services. Questions about exemptions will be directed to the Student Life Compliance Officer who will respond to the request for an exemption. If an exemption is granted, an alternate will be selected to replace the exempted student. Exemptions will only be granted for verified inability to be on campus the day of the testing or if the participant has had a positive COVID-19 test within the past three (3) months (Reasons for exceptions subject to change based on CDC guidelines.) Requests for exceptions will be evaluated on a case by case basis. by the Student Life Compliance Officer in
consultation with the Director of Health Services. Their decision is final and not subject to appeal.

7. The email notice will also include the consent form students will be required to sign. Blank copies of the consent form will be available at the test site. The consent is to perform the test and release the results. Test results will be released to Siena College Health Services. All students are required to comply with the testing and reminded of the COVID-19 Acknowledgement and Pledge they completed prior to the start of the semester. Aggregate test results data will be provided to the Coronavirus Ops Center Team without any personally identifiable information.

8. Directions for participants to receive their own results will be provided at the testing site

FAILURE TO COMPLY:

Employees who fail to comply with the testing requirement will be referred to their supervisor and Vice President for disciplinary action for non-compliance.

Students who fail to comply with the testing requirement will be referred to the Dean of Students for disciplinary action for violations of the Code of Conduct and the COVID-19 Acknowledgement and Pledge.

TESTING RESULTS:

Individual test results will be provided to Human Resources for employees and to Health Services for students. Participants will be provided with directions on receiving their own results at the testing site.

Aggregate testing results data (without any personally identifiable information) will be provided to the Siena College Coronavirus Ops Center and reported out on the daily reports.

* Resources

  a. Marching Forward (College Website)
  b. Siena Life Student Handbook
  c. Siena College Faculty Handbook
  d. Siena College Administrator Handbook
  e. Siena College Staff Handbook
  f. Coronavirus Ops Center Team
  g. COVID-19 Acknowledgement and Pledge
  h. Siena College COVID-19 Employee Guide
  i. Siena College COVID-19 Student Guide

Adopted: Date the policy was first approved.

Reviewed: Date the policy was last reviewed.

Revised: Date(s) of revisions made to the policy.