Testing Requirements for Faculty and Staff

To ensure your safety as we prepare for the fall return to campus, Emory University is implementing a new, weekly COVID-19 testing requirement for all unvaccinated faculty and staff beginning the week of July 4. Below are specific details about how the process will work and what you need to do to remain in compliance.

**Vaccinations**

- Emory strongly encourages all faculty and staff to get a COVID-19 vaccine. You can get a vaccine from Emory Employee Health [click here to schedule](#), or at an on-campus vaccine popup clinic (coming soon - information will be posted on Emory Forward), or from outside of Emory (such as CVS, Walgreens, Kroger, or other retail locations).

- If you receive your vaccine outside of Emory or at one of the on-campus pop-up clinics, **you must upload** your vaccine card to the employee health portal, known as the HOME system. [View upload instructions](#). If you need help, call the Benefits Department at 404-727-7613 and they can assist you.

- If you are fully vaccinated (you are two weeks past receiving both doses of a two-dose vaccine or one dose of a single-dose vaccine) and your vaccination information is available in the HOME system, you are exempt from weekly testing.

- You can check to see if your COVID-19 vaccine is properly recorded by Emory by [logging in to the HOME system](#) and clicking on the "My Medical Information" tab.

**Testing**

- You are required to test weekly if:
  - You are not fully vaccinated (regardless of the reason); or
You are fully vaccinated, but your vaccination documentation is not recorded in the HOME system.

- The testing policy goes into effect July 1, with the first week of required testing beginning July 4.

- Only COVID-19 screening tests administered by Emory University count towards compliance with the testing requirement. Testing locations, days and hours can be found on the [Emory Forward website](#).

- You can test any time during the week to remain in compliance for that week (Monday-Friday appointments only). Faculty and staff can register for a test onsite at the testing center, but it is recommended to schedule in advance to ensure your appointment is reserved and space is available.

- Testing is considered paid time since it is a requirement of Emory; you are not required to clock out to test, and you do not need to use vacation or sick time.

- If you will not be on campus or accessing Emory facilities at any point for a certain week (due to vacation, remote work, etc.), then you **must request an exemption** from the testing requirement. You must request an exemption prior to the week the exemption is being requested for. Exemptions may be requested for multiple weeks, if needed. If you do not request an exemption, you are required to get a test. Exemption criteria and forms can be found on [Emory Forward’s testing page](#).

- If you are currently working remotely and you are not vaccinated (or your vaccine documentation is not recorded in HOME), you will need to request an exemption beginning the week of July 4. **NOTE:** If you need to go to campus for a week that you have requested an exemption for, you will need to rescind your exemption prior to visiting campus, and get a test during that week.

**Compliance**

- You are considered “in compliance” for any week if:
  
  - You are fully vaccinated and your documentation is available in the HOME system; or
  
  - You have tested at any time during the week; or
  
  - You have requested a testing exemption and it has been approved.
• If you are not fully vaccinated and do not have an approved exemption, you will receive a **reminder notification** by the end of the day on Wednesday or Thursday if you have not yet scheduled or completed a weekly test.

• If you haven’t completed a weekly test by the end of the day on Friday, you will get a notification that you are **out of compliance**. Your supervisor will also receive the notification. This notification will be sent on the following Monday, and will begin the process for non-compliance. [View process for staff non-compliance](#). [View process for faculty non-compliance](#).

• **IMPORTANT:** Please be aware that Emory takes compliance with these new requirements very seriously in order to ensure the safety of all community members.

Once again, Emory strongly urges you to get vaccinated and upload your documentation. This will not only ensure that you remain in compliance with testing requirements, but will also help keep our community safe, inform campus protocols, and allow us to get to the other side of the COVID-19 pandemic.