The following guidance was developed based on questions received from supervisors. You may share this information with your employees and/or review it with your HR Organizational Consultant when a situation’s next steps are not clear.

**BACKGROUND – WHY IS TESTING REQUIRED?**

Early detection has been proven to be effective in preventing the spread of COVID-19, along with the use of personal protective equipment and physical distancing. In a population of people who intermingle, in a work environment for example, early detection is only determined through regular and frequent testing.

The University of Arizona is at the forefront of developing testing capabilities, which allows employees and students to get tested more easily. Due to the known efficacy and ease of administering a test, weekly testing is required for employees who work on-site.

**ACTION**

### Weekly Testing

Each day an employee comes to a University location, they must perform a self-check using the Wildcat WellCheck app. The required weekly testing is also reported using the Wildcat WellCheck app or the online form.

[Learn about the Mandatory Employee Testing Program.](#)

### Accommodations

There will be instances where an employee will feel that they cannot be tested due to medical concerns or other beliefs. Please refer them as follows:

**Reasonable accommodations**
Contact the Disability Resources Center
520-621-3268
workplaceaccess@arizona.edu

**Religious accommodations**
Contact the Office of Institutional Equity
520-621-9449
equity@arizona.edu
SITUATIONAL TALKING POINTS

If an employee has concerns about the testing requirement or the safety of the workplace, or refuses to get tested weekly (and does not meet the requirements for an accommodation), your HR Organizational Consultant can provide more guidance on next steps. However, before reaching out, the scenarios below may be used as conversation starters.

**Situation 1**

An employee with a critical (essential) position worries that, even after weekly testing, there is still a chance of contracting COVID-19 on campus.

With the growing availability of vaccinations, we believe campus safety will increase steadily in the coming weeks and months. However, it’s understandable that worries still exist. It’s important to take these concerns seriously and acknowledge their validity. Reiterating the following points can help build trust in the safety of the work environment.

1. Remind the employee that testing is only one piece of the safety puzzle. The University still has directives regarding the use of face coverings and physical distancing, and is encouraging non-essential workers to stay remote if possible.

2. Invite the employee to alert you immediately if they have concerns that the Centers for Disease Control and Prevention guidelines are not being followed in your unit. Let them know that you can address adherence to the guidelines with the larger team.

**Situation 2**

An employee feels that their private health information will be shared.

1. Remind the employee that the testing data is maintained in the Campus Health system, which is protected by HIPAA and protected health information laws. The only requirement is to undergo weekly testing, not present proof of negative results. However, it is important to remind the employee that they must follow the Positive Case Notification requirements if their test returns positive so that proper tracing and tracking can be completed.
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**Situation 3**

An employee disagrees that they need to perform job duties on-site.

1. First determine if their job duties can be conducted remotely. If yes, the employee can work remotely understanding that as the business needs change, so might the arrangement.

2. If no remote work is possible, ask if the employee qualifies for Emergency Sick Leave/FML. You may [connect with HR Solutions for guidance](#).

3. If the employee does not qualify for Emergency Sick Leave/FML, they may use supervisor-approved vacation time or unpaid leave of absence.

If an employee will not come to campus to complete the essential functions of their job, reach out to your HR Consultant to discuss next steps.

**Situation 4**

An employee chooses to get tested at a non-campus location.

1. This is acceptable. However, since time to test is paid, you will want to remind employees who test off-site that they should be mindful of the time for travel to the test site, testing itself, and then travel to the worksite. If this process becomes time excessive, reach out to your HR Consultant for guidance.

**Situation 5**

An employee reports that another employee did not get tested and/or lied on the Wildcat WellCheck.

1. Thank the employee who shared this information. It is obviously difficult to use third-party information to make an employee decision.

2. Remind the team that honest responses on Wildcat WellCheck keep their peers and colleagues safe. Unless an employee acknowledges to you that they were untruthful in their Wildcat WellCheck responses, there is nothing else to do at this time.

**Situation 6**

An employee feels embarrassed when a supervisor points out their testing noncompliance in front of others.

1. Privacy and confidentiality are critical during this time, when the health of employees is a widely discussed topic. Because weekly testing is required for some, failure to comply becomes a performance issue. As with any performance conversation with employees, this should be done privately and with timeliness.

[connect with HR Solutions for guidance](#)