



February 10, 2021

Dear Members of the Faculty and Staff,

As we begin surveillance testing on campus this week, I want to be sure you understand the processes for receiving results and for addressing any positive cases.

**LabPass Account:** By now, you should have received and activated your LabPass Account. This LabPass account will be used to medically order your COVID-19 test after receiving the invitation to test email from Human Resources and to review your results after testing.

**If you are 100% remote and not coming to campus, you will not be in the testing pool and therefore will not need a LabPass account.**

Following testing, you will receive an email when your results are available in LabPass. The results will be one of the following:

- **Positive:** SARS-CoV-2, the virus that causes COVID-19, was detected in the sample
- **Negative:** SARS-CoV-2, the virus that causes COVID-19, was not detected in the sample
- **Invalid:** the test did not detect a clear positive or negative result. Depending on the circumstances, you may need to be retested
- **Test Not Processed (TNP) or Unsatisfactory:** there was an issue with the sample itself, and the Broad Institute was not able to process it.

**Positive Case Notification:** With the LabPass system, it is possible that a faculty or staff member with a positive test result may know the result before the University contacts them. If a faculty or staff member learns they are positive for SARS-CoV-2 through their LabPass Account, they must remain at home and not report to campus.

Employees who test positive for SARS-CoV-2 through on campus surveillance testing will receive a call from a PWN Health medical professional.

The Office of Human Resources will also contact the positive employee to initiate the contact tracing process as outlined below:

- Inform the employee to isolate, return home if at work or not come to work if at home
- Interview employee to identify close contacts
- Contact employees identified as close contacts to notify them of their potential exposure and direct them to quarantine and to contact their health care providers to coordinate testing. Students identified as close contacts will be directed to Student Life who will coordinate their testing and quarantine as appropriate (The identity of the positive employee will not be shared when a call is made to a close contact)
- Work with employees who are required to isolate or quarantine and their Supervisor or Dean to establish remote work opportunities when feasible

- Coordinate cleaning of work space, and other areas as applicable, with Facilities Operations and the department
- Maintain communication with employee and contacts until case resolved
- Coordinate with Supervisors/Deans, as well as the employee, about return to work.

**In most cases, results received after 9 p.m. will likely result in outreach beginning the following morning.**

Please note if you had a recent positive test and have notified the Office of Human Resources, you will be exempt from testing for 90 days from your last positive test.

Please contact [HRCovidScheduling@scranton.edu](mailto:HRCovidScheduling@scranton.edu) if you have any questions.

Thank you for your work in supporting our community and keeping each other safe.

Sincerely,

Patti

Patricia L. Tetreault, SHRM-SCP, SPHR  
**Vice President for Human Resources**