

CLARIFICATION:

Earlier today, all college faculty and staff received the College Brief below. This communication was delivered to everyone, regardless of their individual COVID-19 vaccination status. A short time later, everyone also received the registration notification email from Applied DNA/Cleared 4 Work. To address some of the questions received today, please review the following:

1. **If you already submitted your COVID-19 vaccination documentation to Human Resources**, you do not need to take further action at this time. You do not need to resend your documentation to HR if you already submitted a copy of your vaccination card. You do not need to test at this time, but you always have the option to test. To do so, you should register using the steps provided in the Applied DNA/Cleared 4 Work email. You can complete the registration and be tested regardless of your vaccination status.
2. **All faculty and staff who have not responded to the college's request to voluntarily submit a scanned copy of their COVID-19 vaccination card to Human Resources**, are required to participate in mandatory weekly COVID-19 testing on campus. In order to test, you must register using the steps provided in the Applied DNA/Cleared 4 Work email, prior to visiting the campus testing site.
3. **All faculty and staff who are not fully-vaccinated at this time**, are required to participate in mandatory weekly COVID-19 testing on campus. In order to test, you must register using the steps provided in the Applied DNA/Cleared 4 Work email, prior to visiting the campus testing site.

Suffolk County Community College College Brief

NO. 04 September 20, 2021
TO: The College Community
FROM: Safe Start Task Force
SUBJECT: College to Shift to New COVID-19 Testing Vendor

All faculty and staff who have not previously responded to the College's request to voluntarily submit a scanned copy of their COVID-19 vaccination card to the Office of Human Resources, as well as all faculty and staff who are not fully-vaccinated at this time,

are reminded that they are **required to participate in mandatory weekly COVID-19 testing on campus.**

Effective Tuesday, September 21, 2021, Suffolk County Community College will shift to a new COVID-19 Testing vendor, Applied DNA Clinical Labs. This change will mean you will see a few modifications with how testing takes place. The new vendor will be collecting samples using a quick, painless, self-administered lower nasal swab. Results will be received within 36-48 hours.

We will continue to test using the campus testing locations you are familiar with:

- Ammerman Campus: Babylon Student Center – Montauk Point Room
- Michael J. Grant Campus: Captree Commons Room 113
- Eastern Campus: Peconic Building Shark Tank (1st floor)

The testing times for all three campuses are:

- Tuesday, Wednesday, and Thursday from 9:30 a.m. to 6:30 p.m.
- Saturday from 10 a.m. to 1 p.m.

Please remember that all employees must coordinate their testing schedule with their immediate supervisor; testing is expected to take place on work time and only on the days you are scheduled to be on-site. Remember, you can go to any campus location to complete your weekly testing requirement.

You will receive additional communications, including a personalized email with specific instructions for registering with this new vendor (see sample email below):

From: no-reply@cleared4work.com <no-reply@cleared4work.com>

Sent: Thursday, September 16, 2021 1:15 PM

To: YOUR EMAIL ADDRESS WILL APPEAR HERE

Subject: [EXTERNAL]SUNY Suffolk COVID Testing Registration

[CAUTION] - External mail.

Hello NAME,

Welcome to the SUNY Suffolk COVID Testing Program. Click on your personal link here (UNIQUE LINK FOR USER THAT CANNOT BE SHARED WITH ANYONE) to register and receive results. Please do not share your link with others.

Thanks,
Suffolk County Community College

Suffolk County Community College, 533 College Rd., Selden, NY - 11784, US
Powered by [Cleared4](#)

If you have a question related to COVID-19 testing or to this new vendor process, please call 631-548-2600 or email covid@sunysuffolk.edu.

Thank you for doing your part to keep Suffolk County Community College a safe and healthy learning environment.