

Suffolk County Community College

College Brief

NO. 55 January 21, 2022

TO: The College Community

FROM: Office of Human Resources

SUBJECT: Employee Requirements for Spring Semester COVID-19

All on-campus employees are reminded that during the spring semester they are **required to participate in mandatory COVID-19 testing every two weeks, regardless of their vaccination status.**

Employees are being asked to schedule their testing based on the first letter of their last name. If the first letter of your last name begins with:

- **A – L:** you are required to test during week one and week three of each month
- **M – Z:** you are required to test during week two and week four of each month

On Monday, January 24, 2022, the college, through its vendor cleared4work, will send you an email similar to the one below. Please look for this email; it is a legitimate communication and you can click the link that is provided.

Prior to your first test, you **MUST** complete the COVID-19 testing registration. By clicking the personal link that will be provided to you, you will be able to register and receive test results. You must complete your registration prior to visiting a testing site. The link will be utilized to check test results and may be needed for additional verification, so please save it for future use. Please do not share your link with others.

Our testing 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)

Use the following hyperlink to check the locations and testing calendar here.

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 testing requirement.

If you have a question related to reporting COVID-19 symptoms or questions related to COVID testing requirements, please call (631) 548-2600.

Thank you for your continued commitment to keeping our workplace and communities safe.

SAMPLE EMAIL YOU WILL RECEIVE ON MONDAY, January 24, 2022:

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

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 will appear here](#)) to register and receive results. You must complete registration prior to visiting a testing site. This link will be utilized to check test results and may be needed for additional verification so please save it for future use. Please do not share your link with others.

Thanks,

Suffolk County Community College

Suffolk County Community College, 533 College Rd, , Selden, NY - 11784, US

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