



UNIVERSITY OF ILLINOIS SYSTEM

System Offices Units COVID-19 Testing FAQs

Updated May 17, 2021

Am I required to participate in COVID-19 testing?

System Offices employees who are returning to regular on-site work on the **Urbana** campus must participate in on-campus testing twice per week and have negative results within the previous 4 days to gain access to university buildings. If possible, test on Saturdays, Sundays, or Wednesdays to help shorten lines and enable faster results for everyone. View more information about testing and current testing locations in Urbana [here](#).

System Offices employees who are returning to regular on-site work on the **Springfield** campus must participate in on-campus testing once per week. View testing information for Springfield [here](#).

If you are returning to regular on-site work on the **Chicago** campus, you are required to complete COVID-19 saliva testing at least every 14 days, but you are encouraged to test once per week. You must also complete the [UIC Healthcheck](#) to receive a [UIC Daily Pass](#) for access to university facilities. The [UIC Daily Pass](#) is an enhanced feature to show current saliva testing status in addition to daily self-reported status. Saliva testing is for individuals who are not displaying symptoms of COVID-19 and may be scheduled [online](#) in advance. Walk-in testing is available based on availability around existing appointments. View additional UIC testing information [here](#).

System Offices employees who continue to work remotely and do not visit their office or other university facilities do not have to test.

I am fully vaccinated (two weeks past my second vaccine dose). Am I required to continue testing on the Urbana campus?

If you are participating in any on-campus activities, you are required to be up-to-date with your COVID-19 testing, even if you are fully vaccinated. [Testing requirements for fully vaccinated staff](#) will be removed for the Fall 2021 semester.

What do I need to do if I test positive and am located on the Urbana campus?

If your most recent test is positive, you will receive a text message shortly after your test is processed. You must immediately isolate and are not permitted to work on campus or attend any in-person activities. You must also answer the call from Champaign-Urbana Public Health District (CUPHD) to discuss isolation guidelines and contact tracing. The call will come from a 217-531-XXXX number. You should also contact System Human Resource Services at 217-355-2600 or erhr@uillinois.edu for information on benefits that may be available to you during your isolation period. View an example of the text message and additional instructions [here](#).

I have been exposed to someone who has tested positive for COVID-19. What is the required quarantine timeframe?

If you are located on the Urbana campus, you will be placed in quarantine for a mandatory seven-day period. You should be tested for COVID-19 again on Day 7. If you receive negative results and you have no symptoms, you will be released from quarantine after providing your negative results to CUPHD. Please note it may take up to 48 hours for your building access status to be updated in the Safer Illinois app and the Boarding Pass.

Do I need to complete the survey from the University of Illinois at Urbana-Champaign regarding testing?

The survey is not required, but will be used to assign testing days if completed. If you do not complete the survey, you will be assigned specific days/times. *System Offices employees who continue to work remotely and do not visit their office or other university facilities do not have to test.*

Why do I receive the COVID-19 testing reminder for Urbana-Champaign if I am working remotely 100%?

The reminder system does not know each individual employee's work schedule or remote working arrangement. If you are working remotely 100% of the time and thus not required to be tested, the system will stop sending you reminders after 14 consecutive days of no test results for you. If at some point you do get tested, the 14-day clock will start over so you will start getting reminders again.

Do I have to test if I am returning to the office occasionally, or if I will be coming in outside of regular work hours?

Yes, you must go to an on-campus testing site and have current test results to enter any university facility. If your office is on the Urbana or Springfield campus, you may check your testing status in the [Safer Illinois app](#). If you are located in Chicago, you may check your testing status using the [UIC Daily Pass](#). Off-campus testing may not be substituted for access to university facilities.

My office is in a rented, off-campus space. Am I required to test twice per week?

Yes. If your job is based on the Urbana or Springfield campuses, you must go to an on-campus testing site and have test results dated no more than four days prior to entering any rented university facility.

Is the required testing considered work time?

Yes, the time you spend at an on-campus testing site to fulfill your testing requirements is considered regular work time and should be completed during your regular work day. Commuting time to and from your workplace in order to fulfill your testing requirements is not considered work time.

Do I need to renew my i-card to access an on-campus testing site?

[i-card](#) with expiration dates from March through October have been extended until November 2020. If your i-card is currently expired, or will be expiring during this time, you should renew your card before November. However, expired i-cards will be accepted at testing sites. If you have an older i-card that does not have an expiration date, your card will continue to work for on-campus COVID-19 testing.

You may also use the [Illinois app](#) to show your electronic i-card (Illini ID) if your i-card is not available.

How can I prove I have fulfilled my testing requirements for entry to university facilities?

Fastest and preferred method:

- Download the [Safer Illinois app](#) to your phone to display your testing status to gain entry into university facilities. The app can help you find the nearest testing center as well as provide the current COVID-19 guidelines for your county. *Using the app is highly encouraged to help protect our university community, however it is not required. You may use your i-card as in the alternative methods below.*

Alternative methods:

- Use the i-card Programs' Boarding Pass site to login and show your entry flag in real-time on your mobile phone at the door
- Use the i-card Programs' Boarding Pass site to login and print off your entry flag each morning to show at the door

- Arrive at the door and ask the Classroom Wellness Support Associate (CWSA) to radio to a Zone Manager who will look you up via NetID (or UIN) and radio back your entry flag to the CWSA. You'll need a form of identification to present to the CWSA before the Zone Manager will look up your status.

Note: Starting August 24, buildings with classrooms will be monitored by CWSAs. Staff should avoid arriving at the same time as students arriving for classes in the building.

I am uncomfortable coming to campus for testing or returning to my regular workplace before a COVID-19 vaccine is available. What should I do?

Please refer to the [System Offices Flexible Work Arrangements](#) document for guidance, or contact System HR.

I received a phone call from the CU Public Health Contact Tracing Unit. What should I do?

If you are located on the Urbana campus, you may receive a phone call from the **CU Public Health Contact Tracing Unit (312-777-1999)** if you test positive or have been in contact with someone who has tested positive. Please be sure to answer the call or respond as quickly as possible. The speed at which we help them is critical. They will give you your isolation instructions and may need information from you regarding any individuals they need to talk to about potential exposure.

Find the most current COVID-19 information, including any changes to testing requirements, on the [System HR COVID-19 Resources](#) page. Additional questions regarding COVID-19 or returning to the workplace plans may be directed to System Human Resource Services at SystemHRServices@uillinois.edu or 217-333-2600.