

Aug. 6, 2020

Dear Students,

Please see the message below from Vice Chancellor Haynie and Graduate School Dean Peter Vanable concerning the University's testing procedures and protocols, including the ways in which you can be tested and report your results. Please review the instructions carefully (especially regarding the timing of ordering your test) and proceed in the manner that best suits your needs.

Please continue to visit our [law preparedness page](#), including our [Checklist for the Start of the Fall Semester](#) for daily updates, and send any questions you may have to [lawpreparedness@law.syr.edu](mailto:lawpreparedness@law.syr.edu).

Stay well, stay strong. We look forward to seeing you!

Best regards,

**Craig M. Boise**

Dean and Professor | College of Law

#### **THURSDAY, AUG. 6, 2020**

Dear Graduate Students:

We are writing today to update you on pre-arrival COVID-19 testing protocols and expectations. As a reminder: All Syracuse University graduate students are required to provide proof of a negative COVID-19 test result before returning to campus (moving into on-campus housing or returning for in-person classes). This includes students who live off campus **and graduate students who resided in Syracuse throughout this summer**. The only exception to this requirement is for those who opted to enroll in online-only instruction and therefore will not be on campus or accessing campus facilities.

To comply with the pre-arrival testing requirement, students generally have two options:

1. participate in the at-home COVID test program offered by Syracuse University or
2. arrange to be tested in your local community and provide the University your test results

Regardless of the testing option you choose, the timing of when your test is administered is critically important:

- **For students living on campus:** your test must be administered within a 10-day window prior to the day you are scheduled to move into your on-campus housing, and you must provide the test results to the University *prior* to moving into campus housing.
- **For students living off campus:** your test must be administered within a 10-day window prior to your first day of classes (or your first on-campus engagement), and you must provide the test results to the University *prior* to your first day of classes (or your first on-campus engagement).

In what follows, we describe the requirements and procedures associated with both testing options.

### **Option #1: University-Provided At-Home COVID-19 Testing**

Syracuse University has engaged LetsGetChecked, a highly reputable provider of at-home testing products, to supply FDA-approved, at-home COVID test kits at a heavily discounted cost to students. While no up-front payment is required to place an order, students who elect to use the mail-in test kit will pay \$49 out of pocket; this charge will be billed to Bursar accounts.

#### **How It Works:**

- Visit the **LetsGetChecked COVID testing portal**.
- Select “Syracuse University” from the portal’s drop-down menu and then complete and submit the test request form.
- You must use your SU I.D. number (nine digits) and Syracuse University email when requesting a kit.
- Upon completing the registration form, LetsGetChecked will send you an at-home test kit.
- **Important:** When providing LetsGetChecked a mailing address, remember to use the address where you will be during the period when you will need to administer the test.
- **Important:** Test kits can only be sent to addresses in the United States. International students can request their mail-in kit be mailed to the address where they will be quarantining, or otherwise staying, within the United States.

### When to Order Your Kit:

- In order to ensure that a test kit is available for every returning student who chooses to utilize this service—and also so that the timing of your test complies with the pre-arrival requirement—it is very important that you order your test based on the following schedule:

§ *If you are a law student: order your test on Aug. 9.*

§ If you are a graduate student moving into campus housing between Aug. 20 and 23: order your test on Aug. 10.

§ If you are a graduate student living off campus: order your test on Aug. 12.

- Ordering your test kit on a date other than what is specified above may jeopardize your ability to receive results within an acceptable timeframe for campus return.

### When You Receive the Test Kit:

- The kit includes the test itself and a pre-paid UPS mailer that you will use to return the completed test to the lab.
- The first thing you should do when you receive the test is determine the ideal date you should take the test.
- Remember, you should take and return your test no sooner than 10 days, but no later than five days, prior to your planned arrival on campus.
- For students living on campus, your test must be administered no sooner than 10 days, but no later than five days, prior to when you are scheduled to move into your on-campus housing.
- For students living off campus, your test must be administered no sooner than 10 days, but no later than five days, prior to your first day of classes or your first on-campus engagement.
- When administering the test, follow the instructions carefully and immediately return the nasal swab sample in the pre-paid UPS mailer.
- You can visit the [LetsGetChecked website](#) to review FAQs and a video that will help you become familiar with the test procedure before you collect your sample. If you have questions, you can access support services from a LetsGetChecked medical team member by following the directions included in the test kit.
- **Important:** DO NOT delay sending the sample to the lab—send it the same day you take the test.

- **Important:** It is recommended that you contact UPS to schedule a pickup before taking the test sample. You may schedule pickup with **UPS online** or by calling 1.800.742.5877. You can also take the completed test and mailer to a UPS shipping location in your area.
- **Important:** Students who do not plan to study on campus or use campus facilities in the fall (enrolled for online instruction only) should not request or submit a test kit through this process. Non-residential students (enrolled for online instruction only) who do request a test kit will be billed for the full cost of the test (rather than the discounted rate of \$49).

### **What Happens Next:**

- Your test is sent via UPS to the LetsGetChecked lab, and your results will be available 48-72 hours after the laboratory receives the sample.
- Specifically, the laboratory will provide you with your results through an online portal, and they will also notify the University of your results.
- Please remember that a negative test is required for students to return to campus.
- Students who test positive will be contacted by a representative from the Barnes Center. They will be asked to self-isolate at home and will not be approved to return to campus until they complete their required isolation.

### **Financial Support:**

- If you have concerns related to the cost of this testing option (\$49), please know financial assistance may be available to those who need it.
- Please review **information about emergency funding** and complete the **financial appeal for U.S. citizens/permanent residents** or **financial appeal for international students** to apply. These requests will be reviewed quickly and based on financial need or hardship.

### **Option #2: Testing in Your Local Community**

Students may choose not to utilize the University-provided at-home testing option and instead be tested in their local community. If you wish to explore a local testing alternative, we recommend that you contact your local physician or health department to inquire about reliable testing sites in your area. If you choose to be tested in your community, you must submit your results to the Barnes Center prior to returning to campus.

To submit your test results to the University, visit the **Student Patient Portal**, log in using your SU NetID and password, click “Upload Forms,” select “COVID-19 Documents,” and follow the upload instructions.

- **Important:** If you are being tested in your local community, remember to inquire about average turnaround times to receive results.
- **Important:** If you are being tested in your local community, be sure to inquire about the cost you may incur. The cost of testing can vary dramatically across the United States, and many insurance companies will not cover testing for asymptomatic individuals.

Pre-arrival testing is an important dimension of our strategy to ensure that our return to campus is safe for all members of our community. Please remember that all student campus access privileges are contingent upon proof of a negative test result prior to returning to campus. Students who fail to provide a negative result will have their SU I.D. cards “turned off” until results are provided.

Please continue to visit **Syracuse.edu/fall2020** for the latest news, updates and guidance from the University.

Sincerely,  
J. Michael Haynie  
Vice Chancellor for Strategic Initiatives and Innovation

Peter A. Venable  
Dean of the Graduate School  
Associate Provost for Graduate Studies