COVID-19 TESTING PROCEDURES & FAQS

All employees are asked to continue to maximize teleworking, where possible. If you are teleworking, you DO NOT need to be tested. If you plan to go to campus or a field site, you must first take a COVID-19 test and send the result to UMCES HR.

1 TAKE A COVID-19 TEST

A list of testing sites can be found at umces.edu/coronavirus.

2 SEND TEST RESULTS TO HR@UMCES.EDU

Send an email with your test results to hr@umces.edu with the following information:

- Name
- Test Date
- Test Location
- Test Result
- Date Result Received
- Documentation (attach PDF of results or note notification by phone/text in email)

Do not submit results to your supervisor or Unit Director. Your privacy will be maintained by submitting results to hr@umces.edu.

After you submit your negative COVID-19 test results to hr@umces.edu, you will receive a confirmation email. You must then complete the Daily Health Check.

COVID-19 TESTING PROCEDURES & FAQS

FREQUENTLY ASKED QUESTIONS

Do all employees have to be tested?
All UMCES employees who are or will be working on campus or at a field site must be tested and submit a negative test result to UMCES HR. Employees who are teleworking do not need to be tested.

Will non-UMCES employees who come to campus need to be tested?
Employees who work for partner organizations on an UMCES campus do not need to be tested.

What about students?
Yes, students who will be on campus or working at a field site must be tested.

What if I am just stopping by campus to pick up my mail or something from my office?
You do not need to be tested but we encourage you to follow best practices. Wear a mask, wash your hands, and keep 6 feet between you and others. You still need permission from your Unit Director to be on campus.

What if I test positive? Do I have to see a medical professional?
We encourage you to seek medical advice for your healthcare provider or your county public health provider. UMCES has secured an outside health consultation service that can be accessed via the telephone. Fonemed is available to any student, faculty, or staff member regardless if you are coming to campus or teleworking. They will discuss your health concerns and make a recommendation for potential next steps. To reach a Fonemed health consultant, call 833-359-0171.

If I get a test, does that mean I can be on campus?
No, permission from your Unit Director is still required for you to be on campus. A test does not mean automatic permission to be on campus.

Does it matter which COVID-19 test I take? PCR or antibody?
No, any test offered by a local testing facility is acceptable.

What if I refuse to be tested?
The University System of Maryland requires all employees to be tested before coming to campus. If you are not tested, you are asked to continue teleworking.

BEFORE YOU GO TO CAMPUS OR A FIELD SITE
COVID-19 TESTING PROCEDURES & FAQS

TESTING SITES

Please call to confirm availability and determine if you need an appointment and other documentation. Some locations are broadly available, other sites may be limited based upon where you live, and still others may require an order from a medical professional. Some sites charge, while others are free. An employee may be reimbursed through their unit for the costs of the coronavirus test; however, as with any reimbursement a receipt is required.

Western Maryland Region

- **Advanced Medical Care Lab** Industrial Blvd, Cumberland, MD / 240-964-9300 *Requires an order from your primary care physician*
- **MedExpress** LaVale, MD / 301-729-0529 *No referral necessary*
- **Vehicle Emissions Inspection Site** Hagerstown, MD *To register go to: https://health.maryland.gov/covidtest/Pages/Home.aspx*
- **Beckman's Pharmacy** Cumberland, MD / 301-777-7336

Southern Maryland Region

- **St. Mary's Health Department** 21580 Peabody Street, Leonardtown, MD Tues. & Thurs. 8 am - 12 pm / 301-475-4330 *No referral necessary*
- **St. Mary's Health Department - HRP Office** 46035 Signature Lane, Lexington Park, MD / Mon. - Fri. 8 a.m. – 12 p.m. *No referral necessary*
- **MedStar St. Mary's Hospital - Outpatient Pavilion** 25500 Point Lookout Road, Leonardtown, MD / Mon. - Fri. 12 pm - 3 pm / 301-475-4911 *Physician order required*
- **Choice One Urgent Care** Prince Frederick, MD / 410-535-5400 x334 *Appointment must be scheduled*: https://choiceoneurgent.com/book/prince-frederick/
- **Vehicle Emissions Inspection Site** Prince Frederick, MD / To register go to: https://health.maryland.gov/covidtest/Pages/Home.aspx
- **CVS – Annapolis, Upper Marlboro, Waldorf locations** www.cvs.com/minuteclinic/covid-19-testing
- **Righttime Medical Care California, LaPlata & Waldorf** https://www.myrighttime.com/

Eastern Shore Region

- **Dorchester County Health Department** 3 Cedar Street, Cambridge, MD Monday/Wednesday, 9:30 a.m. – 12:30 p.m. *Testing is free
- **Talbot County Health Department - Easton High School** 723 Mecklenburg Ave, Easton, MD 410-819-5632 *County residents only with an appointment
- **Wicomico County Health Department** 300 West Carroll St. Salisbury, MD Call 410-912-6889 or 410-543-6943 Wednesdays only, from 9 a.m. – 3 p.m. *Appointment required, no residential requirement
- **Queen Anne County Health Department** 206 N. Commerce Street Centreville, MD Tuesdays and Thursdays from 7 – 11:30 am *County residents only, no appointment necessary

Central Maryland Region

- **CVS - Annapolis and other regions** www.cvs.com/minuteclinic/covid-19-testing
- **Anne Arundel Health Annex** 1 Harry S. Truman Blvd, Annapolis, MD 410-222-7256 *County residents only, appointments preferred*
- **Vehicle Emissions Inspection Site** Curtis Bay, MD To register go to: https://health.maryland.gov/covidtest/Pages/Home.aspx
- **Baltimore Convention Center** Baltimore, MD *Reservation required*
- **Savage Fire Station** 8521 Corridor Rd. Savage, MD 410-313-4426 *No appointment necessary

Baltimore County

- **Multiple Sites**: https://bcwebservices.wufoo.com/forms/covid19-testing-appointments/ *Appointment required negative test.*