

MEMORANDUM

July 6, 2020

To: UOG Community

From: Thomas W. Krise, Ph.D., President



Subject: **UOG COVID-19 Voluntary Employees Testing**

Håfa Adai UOG Community,

The Department of Public Health and Social Services has expanded COVID-19 testing in recent weeks. As a community partner, we recognize the continued need to wear masks on campus, practice social distancing, and encourage testing. To this end, the University authorizes supervisors to approve administrative leave for employees requesting to get tested.

The specific requirements are outlined in the COVID-19 Voluntary Employee Testing Policy, which I have approved on July 1, 2020. Employees shall be placed on administrative leave for the period they are participating in a COVID-19 Testing Program. The supervisor will immediately notify UOG's Human Resources Office as soon as possible or no later than the next work day of the employee's voluntary participation in a COVID-19 Testing Program.

As a voluntary participant in the program, an employee who participates must submit test results to HRO no later than the next workday after receiving the results.

If you have any questions or concerns, please direct inquiries to our Human Resources Office at 735-2350.