COVID-19 Proof of Vaccination & Testing Procedures

Starting September 8, 2021, if your job requires you to be in the workplace; need access to the workplace for more than 10 minutes, or otherwise provide Minnesota State college and university services outside of your home, you must either provide proof of being fully vaccinated or consent to, and participate in, at least weekly medical testing for the COVID-19 virus in accordance with HR/LR Policy #1446. **All individuals who are subject to the policy are required to complete the COVID-19 vaccine attestation form using the instructions provided.**

Instructions for Individuals Who Are Not Fully Vaccinated (Subject to Weekly Testing)

- ☐ **Step One** – COVID-19 Vaccine Attestation Form (one-time submission)
- ☐ **Step Two** – COVID-19 Testing Consent Form (one-time submission)
- ☐ **Step Three** – Complete **Weekly** COVID-19 Test
- ☐ **Step Four** – **Weekly** Work Authorization File Submission

Step One – Complete the COVID-19 Vaccine Attestation Form

1. Complete the COVID-19 vaccine attestation form

2. Read the Agency Notice of Intent to Collect Private Data at the top of the form

3. Select your institution from the drop-down menu

4. Enter your official job title

   a. If you are a student worker, please list "student worker" as your official job title.

5. Enter your supervisor's email address

   a. If you have more than one supervisor, please only include your primary supervisor's email address.

6. Select your attestation option

7. If you choose "**I decline to certify that I have been fully vaccinated against COVID-19**," then no further information is needed on this form.

   a. Click "Submit"

8. After submitting, you will receive an email with further instructions including testing information and a required consent form to complete. **This form is only completed once for the duration of the policy.**

Step Two – Complete the COVID-19 Testing Consent Form

This form is required for individuals who declined to certify their vaccination status on the COVID-19 Attestation Form and who are subject to be tested for COVID-19 weekly in accordance with HR/LR Policy # 1446. **You only need to sign the consent form once** and it will apply during the entire time that mandatory testing is in effect.

1. After submission of the vaccine attestation form, you will receive an automated email including the link to complete the testing consent form.

> **From:** MinnState.Vaccine-Testing <MinnState.Vaccine-Testing2@minnstate.edu>
> **Sent:** Tuesday, September 21, 2021 10:09 AM
> **To:** Test, Test <test@mnstate.edu>
> **Subject:** Follow-up to COVID-19 Attestation Form
> **Importance:** High
>
>
> Based on your decision not to submit proof of being fully vaccinated, or your response to the COVID-19 Attestation Form, the State's Vaccination-Testing Policy requires you to undergo weekly testing. To receive further information on your next testing steps, please review and submit the Testing Consent form available online at:
>
> https://forms.office.com/r/eM5GcT1CCk
>
> If you are unwilling to submit the testing protocol required by MMB's Policy, you should immediately contact your HR office for further instructions.

2. Read the terms and information on consent to COVID-19 Testing at the top of the form

3. Select the bubble to confirm your consent

4. Select your institution from the drop-down menu and click "Submit"

After submission of the COVID-19 testing consent form, you will receive an automated email including the information about weekly testing. This message will include the next scheduled appointment date and how to submit a copy of your COVID-19 test results once received. Note: the first "testing appointment reminder" email is automatically set up to populate dates based upon submission of your testing consent form. Please reference the testing details below for specific information on **how, when, and where** to complete your COVID-19 test.

> **From:** MinnState.Vaccine-Testing <MinnState.Vaccine-Testing2@minnstate.edu>
> **Sent:** Tuesday, September 21, 2021 10:13 AM
> **To:** Test, Test <test@mnstate.edu>
> **Subject:** Testing Appointment Reminder
> **Importance:** High
>
>
> Based on your decision not to submit proof of being fully vaccinated, or your response to the COVID-19 Attestation Form, the State's Vaccination-Testing Policy requires you to undergo weekly testing. Your next scheduled appointment is 2021-09-21. Your test results must be submitted to Human Resources by 2021-09-28. To receive further information on your next testing steps, please review and submit the COVID Work Authorization File Submission available online at:
>
> https://forms.office.com/r/uYbE0rbfnC
>
> If you are unwilling to submit the testing protocol required by MMB's Policy, you should immediately contact your HR office for further instructions.

Step Three – Participate in Weekly COVID-19 Testing Procedures

If you are assigned to work at the workplace, need access to the workplace for more than 10 minutes, or otherwise provide Minnesota State college and university services outside of your home and do not submit an attestation and proof of full COVID-19 vaccination, you are required to get a COVID-19 test each week.

The designated weekly testing day of the week is **Wednesdays** beginning **September 29, 2021. If you're unable to receive your weekly testing on Wednesdays, you will need to contact DragonsCare@mnstate.edu to set up an alternative testing day of the week.**

Testing can occur during work hours and be considered work time. **Once you have tested, you are permitted to come to work while you are waiting for your results.** Some tests can take up to 72 hours to receive results.

COVID-19 Testing Options:

Option 1: Clay County Public Health has gathered several of the local COVID-19 testing sites in this document:

https://www.mnstate.edu/globalassets/general/dragons-care-covid-19/clay-county-public-health-covid19-testing.pdf

Option 2: Individual, saliva-based, PCR test kits from Vault Health are available for pickup in the Office of Human Resources (Owens Hall 214). Saliva collection is virtually supervised by a Vault test administrator via [Zoom](#). To take the saliva test, you will need a good internet connection and smart phone or laptop with a working camera. If a private location is not accessible, Owens Hall 209 is available on campus that can be utilized for the testing process.

    a. In preparation for the test, you may not eat, drink, smoke, or chew gum 30 minutes prior to your test.

    b. Hours of operation for Vault Health test supervision are:

        Sunday – Thursday, 7 AM – 9 PM CST; Friday – Saturday, 7 AM – 7 PM CST

    c. A video of how to take the at-home saliva test is available here: https://www.youtube.com/watch?v=eEsHPX1cwD4.

    d. Once test kit is retrieved, open the kit and look for the blue instruction card. Do NOT open the test tube package until you are instructed on your Zoom video call.

    e. Follow the blue instruction card by visiting [COVID.VLT.CO](#) on the web. If this is your first test, you will follow the prompts to create an account. If you've taken a test before, log in to your account. You will be prompted on questions prior to taking the test.

    f. Enter the Kit ID number found on the bottom of the test kit box. It is a 14-digit code comprised of 2 letters followed by 12 numbers. (ex: FR757993161557)

    g. You will be prompted to acknowledge the test requires Zoom supervision from Vault.

    h. You will be prompted to acknowledge that you are part of Minnesota State University Moorhead.

    i. The test administrator will tell you how to pack up your test kit to send back to the lab. Once your test is complete and fully sealed, bring the prepaid UPS package to the MSUM post office or a [UPS drop box](#).

    j. You will receive your test results back via email 24 to 48 hours after the lab receives your sample.

Option 3: You can locate and receive COVID-19 testing at any location not listed above.

Step Four – Complete the COVID-19 Work Authorization File Submission

This form is used for individuals to submit weekly COVID-19 test results OR for employees to submit new vaccine record document(s).

1. Once your test results are received, you will upload a copy of the testing document using the COVID work authorization file submission link.
2. Select your institution from the drop-down menu
3. Choose which type of information you are uploading – a testing document or proof of vaccination.
4. Upload your testing document or vaccination record document and click "Submit"

Steps one and two are only completed once for the duration of the policy. Steps three and four will be completed weekly. You will continue to receive the "testing appointment reminder" email with new testing dates each week, along with the link to upload your work authorization file (testing document).

What if I receive a positive COVID-19 test result?

If you receive a positive COVID-19 test result, you must go home or stay home. Additionally, employees and students should report the positive results using the appropriate report form available on the Dragons Care website right away. Follow current Minnesota Department of Health guidelines about what to do if you test positive for COVID-19. Further information will be provided as to your required isolation period.

- Student COVID-19 Reporting Form
- Employee COVID-19 Reporting Form

Questions can be directed to DragonsCare@mnstate.edu.