COVID Testing Procedures for New Hires

New employees will be able to self-schedule **after** HR has provided the testing team with the required information. For those onboarding new employees (staff, faculty, post-docs, contractors, etc.) to the university (including returning adjuncts not on payroll in the summer), an HR representative **must** complete the attached spreadsheet for the Gateway COVID-19 PCR testing and send it to covidtesttrace@columbia.edu in order to register individuals in the test scheduling system. Kindly ensure that the following information is provided on the spreadsheet:

1. UNI
2. First/Last Name
3. Date of Birth
4. Gender (use menu options only)
5. Race/Ethnicity Group (use menu options only)
6. Complete Street Address
7. Home Phone Number
8. Columbia E-Mail Address
9. Mobile Number

All fields are required and there are notes and list menus in the form. These fields are in accordance with state requirements therefore incomplete forms will be rejected by the system and unprocessed. If only one phone number is available, please add in both phone fields and note that the email **must** be a Columbia email.

- Columbia Health will set up a chart in **Point and Click**, Columbia's electronic medical records system and **Broad (Care Evolve)**, the clinical processing lab system for the employee. Please allow up to five business days for complete registration processing.
- Once you have registered the individual, please send the individual the attached instructions describing how they can self-schedule an appointment You may also refer to this link: Online Portal

All tests must be scheduled online. Please make sure the individuals understand that they need to have a negative PCR test result in the 14 days prior to the date they will report to campus. When the person has the gateway test they should quarantine until they receive their results (within 72 hours) and cannot begin work without the negative result.

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