



August 27, 2020

Dear Howard University Community,

Thank you for your continued commitment to prioritize the health and safety of all members of the Howard University Community. We have implemented several elements of our comprehensive Re-opening Plan including testing, screening, prevention and contact tracing. As a reminder, faculty, students and staff, if they will plan to be on campus this semester, should present a negative COVID-19 result, or be tested on campus. We will continue to test faculty, staff and students throughout the semester. For the current week, testing for employees will continue to take place in the Numa Adams Building Lobby, Room 1008, College of Medicine. Results are currently taking approximately 48 hours to report to the individual who was tested. Beginning next week, testing will take place in Suite 3600 in the Howard University Hospital Towers. Please complete the required safety training prior to returning to campus.

Testing

If you have been tested for COVID-19 at a facility off campus, please continue to submit test results to the following email addresses. Please note that your off-

campus test must have been taken no more than 7 days prior to your return to campus:

- For students who have had a COVID-19 test conducted in advance, results can be emailed to Student Health at SHCscreening@howard.edu, Subject line: COVID @student ID [Ex: COVID @029999999]
- For employees, results can be emailed to this encrypted email address at huemployeeftp@howard.edu, Subject line: COVID Result, or physical copy provided to the FPP office. NOTE: As a reminder, all test results are considered PHI, or Protected Health Information, and can and will only be shared with the individual tested.

If you were tested on campus over the past two weeks, your results will be provided through LabCorp, and can be accessible in one of the following ways:

1. Individuals can access their results on the **LabCorp patient mobile app**. You may download the app (free) and create a username and password. You will then be able to view your result confidentially and download a PDF version of the report which can then be printed for your records.

2. You may also access your results through the LabCorp website at <https://patient.labcorp.com>. You will also have to create a username and password to confidentially access your results.

3. A third option is to visit the College of Medicine - Numa Adams Building, 1008 foyer (where you were tested), present your ID and a paper copy of the results will be provided for you. After August 30, 2020, a paper copy of the results will be available in the Howard University Hospital Towers, Suite 3600.

If your recorded test result is positive, the steps outlined later in this communication for positive results must be followed. Negative results will be directly communicated to the individual tested via LabCorp app or website.

Daily Screening

As a reminder, individuals present on campus are required to follow all elements of the Howard University Re-opening Plan, including wearing a face covering that covers both your nose and mouth at all times on campus, maintaining physical distancing of at least 6 feet, and the prohibition of social gatherings of more than 10 individuals at any time. In addition, please complete the required safety training module. Further, daily screening of COVID-19 symptoms, travel exposures and contact with diagnosed patients will be conducted using the Bison Safe mobile phone app. Bison Safe is the University's free safety app and mass notification system, and can be downloaded in the Apple Store or Google Store. Each day, faculty, staff and students must complete this screening before arriving on campus, which should take less than a minute to complete. This [link](#) provides additional information in a PowerPoint presentation regarding the use of the app and how to register yourself for access.

Consistent with the CDC and Department of Health guidance, all faculty, staff and students **must refrain** from coming to campus if they, or someone in their household is sick with a COVID-19 like illness or if their Bison Safe app results advise them to do so. If you are experiencing symptoms, we advise you to contact your primary care provider.

For the safety of the entire Howard University community, it is critical that members of our University community take these simple self-screening steps to protect their fellow students, faculty and staff members throughout the semester. We will provide additional information regarding the utilization of the app and screening results on a routine basis throughout the semester.

Reporting and Notifications

If a student or employee tests positive for COVID-19, District of Columbia guidance requires that this test result be reported to the Department of Health for initiation of contact tracing. The specific process that will be followed for an employee is as detailed below:

1. The faculty/staff will be removed from the workplace and preliminary information obtained regarding any close contacts.

2. The faculty/staff member must report to their supervisor that, pursuant to University protocol, they will be unable to report to work for a minimum of 10 days. During this period if you experience symptoms, contact your primary care provider for further instructions and follow up. At the end of the quarantine period, employees are required to present a negative test result. This can be facilitated through your primary care provider, or if the employee desires, they can be tested at Room 3600 in the HUH Towers. You cannot return to work without a negative result. In addition, please access the CDC and District Department of Health websites at the following links:

<https://coronavirus.dc.gov/>

<https://www.cdc.gov/coronavirus/2019-ncov/index.html>

If your test is positive, a medical note should be provided to the employee by their private physician, or FPP physician, if the test was conducted on campus. After completion of the quarantine period, a return to work notice must be provided by the faculty/staff member in order to return to work. Please send your return to work notice to the encrypted email address (huemployeefpp@howard.edu) from your Howard email address. Please also include the name of your supervisor so they can be informed of your return to work status.

3. Explain limited disclosures that will occur. Consistent with HIPAA law and District requirements, positive results will only be disclosed to the physician of record, the Department of Health, and the employee to maintain confidentiality.

4. Pursuant to the University's contact tracing protocol, close contacts of the employee will be notified that a positive case has been identified in their work area. No identification of the employee, nor details of their condition may be provided.

5. The building manager will be notified of the positive test and the potentially affected areas in the building without disclosure of the employees' identification, nor

details of their condition. The building manager will coordinate and follow-up with you regarding necessary disinfection processes and possible space closures. If the building manager is unavailable, contact will be made with facilities management and with the department head, without identifying the affected employee. The department head will coordinate notification to building occupants, deans, and Vice Presidents.

COVID-19 Aggregate Testing Results

Over the past two weeks, we have comprehensively tested all faculty, staff and students who will be on campus this semester, and have reported for testing. Through yesterday, August 26, 2020, 990 tests have been conducted over this period. We have reported three positive test results (two students, one employee) to the Department of Health for contact tracing. The overall positivity rate for this period of time is thus 0.3%. We will continue to monitor our positivity rate and provide public disclosure of this information as it will be key to continuing to protect our community. A significant increase in rate or sustained high positivity rate above that noted in the District of Columbia will result in actions including de-densification of campus, up to and including the return to fully remote operations as noted in our Re-opening Plan available at this [link](#). Thank you for your continued support, diligence and efforts to keep our community safe.

Excellence in Truth and Service,

Anthony K. Wutoh, Ph.D., R.Ph.
Provost & Chief Academic Officer

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