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## Onsite COVID-19 Testing FAQ's

### Updated October 2020

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- Why is the Getty continuing on-site testing?
  - To help continue to maintain as safe a worksite as possible and identify individuals who have been infected, as quickly as possible, so that they can self-isolate at home until it is safe for them to return to our sites.
- Who will be tested as part of this program?
  - All employees, scholars and interns and contractors working at any of Getty's sites will be tested for the foreseeable future.
- How often do I have to be tested?
  - Beginning Monday, October 5, anyone working on site will be required to have had a test at Getty within the past 14 days.
  - See COVID-19 Testing Schedule for details regarding days/times tests will be administered.
- Where is testing being held?
  - Getty Center: Private Dining Room
  - Getty Villa: meeting rooms VN113 and VN114
  - Annex: in the Security "isolation tent"
- What if I only work onsite occasionally (e.g. one day every three weeks or on an as needed basis) or only come on site once in a while?
  - Unless you had a test at Getty, within 14 days of the day you are working, you must be tested.
- If I was recently tested outside of the Getty, do I still need to participate in the onsite testing program at Getty?
  - Yes, all individuals working onsite must be tested at Getty.
- Is testing mandatory or can I decline to be tested?
  - Testing is required for all individuals working on site. If you refuse to be tested, you will not be allowed to remain onsite. Getty employees who refuse to be tested will be contacted by the Director or Associate Director of Human Resources to ascertain the reason for the refusal.
- Do I need to pay for the test?
  - No, Getty is covering all costs associated with these tests.
- How will I be scheduled for a test?
  - Employees who have not had a test within 14 days of the day they are on site, will be scheduled for a time slot.
  - An email will be sent shortly after the appointment is scheduled, with a timed "ticket" and link to the URL where registration may be completed online. Registration can be done any time before the test.
  - **Registration is required** by the lab conducting the test. Once you register, a QR code will be sent to the email you provide in the registration, which can be shown to the nurse taking your sample. If you don't have access to your QR code, the nurse can look you up by name and birthdate. However, having the QR code will expedite the time it takes for your test. Once you have a QR code, it may be re-used each time you have a test.

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- May I choose a preferred time for my test?
  - No. Scheduling involves a variety of factors and staff on site and individuals are scheduled when it makes the most efficient use of nurses' times. Therefore, you should take your test at the time it is scheduled for you.
- What do I do if I missed my scheduled test time?
  - Employees in Security, Grounds and Facilities should notify your supervisor so that a new appointment can be scheduled. All other Getty employees, scholars and interns may stop by the testing location for a "drop in" test. However, drop in tests should be rare as to ensure we can accommodate all needed tests and maintain appropriate social distance. Contractors should contact their onsite supervisor so that they may be rescheduled for a test.
- What if I was scheduled to be onsite and tested, but something changed in my schedule. Do I need to report to the site to be tested?
  - No, you are not required to be tested during a week in which you do not work onsite. If you are not in Security, Facilities or with one of our Contract Employers, please notify (or have your manager notify) [reservations@getty.edu](mailto:reservations@getty.edu) that you will not be present for your test.
- How soon will I get my test results?
  - Results will be completed within 24-48 hours after they have been received by the lab.
- Who will receive my test results?
  - You will be notified of your individual test results via email and text.
  - Getty will also have access to the results, which will only be used for required reporting to the County and necessary onsite contact tracing.
- Who will be administering the test?
  - The Getty has contracted with US Labs, who will provide licensed RN's and LVN's to administer the test.
- Where can I get more information about the test that is used?
  - A *Fact Sheet for Patients* and the Food and Drug Administration's Emergency Use Authorization for this test have been posted on the HR website at [www.gettyhr.com/resources](http://www.gettyhr.com/resources) > Documents.
- What happens if I test positive for COVID-19?
  - You will be asked to self-isolate at home until you satisfy the Getty's return to work guidelines.
  - You will be asked to provide information concerning when and where you were last in contact with other individuals onsite so that we may properly follow contact tracing protocols and thoroughly clean and disinfect the area.
- What if I don't work onsite, but I want to come to the Getty for a test?
  - Tests are only available for those individuals working onsite.
- Who should I contact if I have additional questions or concerns?
  - Employees can contact Nancy Gibson [ngibson@getty.edu](mailto:ngibson@getty.edu) or Cathy Pericone [cpericone@getty.edu](mailto:cpericone@getty.edu) in Human Resources.