



To: Faculty & Staff

From: Office of Human Resources

CC: Vince Boudreau, Tony Liss, Felix Lam

Date: September 27, 2021

Re: COVID-19 Testing Program Launched, Vaccination & CUNY Access Pass Update

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### **Vaccinated and Weekly COVID-19 Testing**

As of August 16, 2021, anyone entering the City College campus (or any other CUNY site) is required to do one of the following in order to enter the campus: (1) show proof of full vaccination (defined as 14 days after receiving the final dose of the COVID-19 vaccine) or (2) show proof of a negative COVID-19 test taken no more than seven days prior to the date the employee wishes to enter the campus.

### **Uploading Vaccination Documentation**

Employees can upload their vaccination documentation into CUNYfirst. For information on the process, please access the following link: [Vaccination Verification Under Guide for CUNY Employees](#).

Vaccination information entered is reviewed and approved by Human Resources (HR) within 24 hours. Employees are asked to review their CUNYfirst account after 24 hours of submission of their vaccination information to confirm that it has been approved.

### **VaxPass Update & Cleared4 CUNY Access Pass**

Effective September 27, 2021, the Everbridge App's VaxPass will be replaced by the Cleared4 CUNY Access Pass to gain entry to CUNY Facilities.

Fully vaccinated employees with approved vaccination information in CUNYfirst should have received an email, on or about September 17, 2021, from **no-reply@cleared4work.com** and with a subject line "**Welcome to Cleared4work**". This email includes a personalized link that enables employees to register for the **Cleared4 CUNY Access Pass**. Employees are asked to not share their personalized link because it is unique to their demographic profile and will be unusable by another employee. Employees are also advised, when registering, to complete all of the required fields. Once registered for the **Cleared4 System**, employees can access or print their CUNY Access Pass by pasting their personalized link into any web browser and selecting "Show Access Pass". Employees can also display their CUNY Access Pass on their mobile phone or other smart

device. For additional information, please access the following link: [CUNY Access - Cleared4 Guide for Vaccinated CUNY Students, Faculty and Staff](#)

### **Weekly Testing at Approved CUNY Sites**

Employees who do not submit proof of vaccination in CUNYfirst are required to submit to weekly COVID-19 testing at one of CUNY's designated testing sites. **PLEASE BE ADVISED THAT TEST RESULTS WILL NOT BE ACCEPTED FROM A NON-CUNY TESTING SITE.** For your convenience, the list of CUNY approved testing sites is available [here](#).

Test results from CUNY's testing sites are sent directly to the employee's email address within 24 hours to 48 hours.

By now, all faculty and staff who have not provided proof of vaccination in CUNYfirst should have received an email from CUNY's COVID-19 testing program vendor, Applied DNA Clinical Labs LLC ADCL, . The email includes a personalized link directing employees to register for COVID-19 testing. Employees who have not yet seen the email are asked to check your Spam folder. The email was sent from *no-reply@cleared4work.com* with the following subject: ***[EXTERNAL] Welcome to safeCircle at CUNY.***

Once registered, employees will receive an on-line overview of the program with instructions on how to proceed. All appointment scheduling, negative test results, and other communications will flow through **ADCL's** platform. A brief video overview of the testing program is provided [here](#). [Employees who](#) have issues with the testing program are advised to please contact ADCL's [support desk- https://adclops.freshdesk.com/support/home](https://adclops.freshdesk.com/support/home)

Note: Employees who test positive for COVID-19 will be subject to the College's contact tracing protocol.

### **How to Opt Out of Weekly COVID-19 Testing**

Employees can opt out of the testing program at any time by submitting documentation confirming that they are fully vaccinated via the Vaccination Verification menu in CUNYfirst.

They may also provide proof of vaccination to the City College ID Office – [see current schedule](#) – and obtain a vaccination verification sticker. However, the vaccination sticker is for City College use only – it will not be honored at other CUNY sites.

### ***Reminder:***

Employees will receive paid time-off to obtain the COVID-19 vaccination if the appointment is scheduled during their work week. Employees will be granted up to four (4) hours of excused leave per vaccine dose for a total of eight (8) hours for a two (2) dose vaccination.

To find a vaccination location near you, please follow the link below:  
<https://vaccinefinder.nyc.gov/>

At this time, employees who are approved to work fully remote are not required to submit to the weekly testing (or show proof of vaccination).

### **More Information about Testing Sites**

City College's COVID-19 testing site is in the Faculty Dining Room located in North Academic Center (NAC) Building. The entrance is on 138<sup>th</sup> Street and Amsterdam Avenue.

The hours of operation for CCNY's testing site are as follows:

- Monday 2pm-5pm
- Tuesday 2pm-5pm
- Wednesday 9am-12pm
- Thursday 9am-12pm
- Friday 9am-12pm

Testing by appointment is preferred, but walk-ins may be accepted on a standby basis once those with appointments have been tested. Please schedule your appointment now!

For more information about CUNY's COVID-19 testing program, please see the [Testing FAQs](#).

#### **Time off to get tested and Reporting Time off on the Timesheet:**

1. Employees who schedule a testing appointment during their scheduled work week will be given 30 minutes of paid time if the testing site is on their campus or office location, and 45 minutes if they need to travel to another CUNY location.
2. When entering this time on their timesheet employees should select as "Leave Type" COVID-19 Priority Testing (CPT).

Feel free to contact HR with your questions at [humanresources@ccny.cuny.edu](mailto:humanresources@ccny.cuny.edu).

Thank you.