

## CSN/NSHE Weekly COVID Testing Frequently Asked Questions

1. **Who is required to comply with the weekly testing requirement?**

Unvaccinated employees on approved medical or religious waivers, not identified as exclusively remote, are required to test weekly.

2. **When am I required to start testing?**

Current employees are required to start testing the week of February 27<sup>th</sup> thru March 5<sup>th</sup>. New hires will be required to start testing approximately 30 days after they start employment. See FAQ number 13.

3. **How does the testing work?**

NSHE has partnered with PEBP and NAVICA for the only approved process for complying with the weekly testing requirement. Employees required to test will receive testing kits mailed to their home address on file in Workday. Employees will then schedule dates and times to complete the test virtually. A telehealth screener will walk the employee through the process of self-administering the test. The telehealth screener will then log the results and report to PEBP that the employee completed the test.

4. **What is NAVICA?**

NAVICA is the system PEBP and its vendors use for proctored COVID testing and reporting.

5. **What do I need to do?**

Unvaccinated employees subject to testing should create an account with NAVICA. Please see the NAVICA how-to create an account instructions listed [here: https://pebp.state.nv.us/plans/covid-19-information/](https://pebp.state.nv.us/plans/covid-19-information/).

If using the mobile app, employees can create an account following the instructions listed [here: https://pebp.state.nv.us/plans/covid-19-information/](https://pebp.state.nv.us/plans/covid-19-information/).

**When registering your account, it is recommended that you use your employee e-mail address.**

6. **Can I register on my phone?**

Yes. Instructions can be found in FAQ number 5.

7. **What are the system requirements?**

The proctored tests require a stable internet connection, audio input, audio output, and video connection. Your device must meet the below requirements for a successful guided session.

1. Access to an internet connection with a minimum bandwidth of 650 kbps.
2. An internet-enabled device with a microphone, speakers, front-facing camera or webcam, and a supported browser as indicated below.

## Supported Browsers

IOS – Safari (Version 12.1.1 & later)

Android – Chrome & Samsung Internet (Version 12 & later)

Mac – Chrome (Version 78 & later) Edge (Version 79 & later) and Safari (Version 12 & later)

Windows – Chrome (Version 78 & later) Edge (Version 79 & later)

8. **When registering with NAVICA, there is a question for “primary use.” What should I select?**  
Employees should select the “Employer/Employee” drop down option.

9. **What is the organization connect code to link the employee’s NAVICA profile to PEBP?**  
The organization connect code is **RRYJ-WZVE-P12A**. This is PEBP specific.

10. **I am trying to connect my NAVICA account with the PEBP organization. After entering the connect code, the system is asking for a reference ID, what is this?**

For employees who are benefits eligible, the reference ID will be their specific PEBP ID. The PEBP ID can be found on the employee’s health insurance card or PEBP account, which can be accessed [here](https://www.secure3-enroll.com/go/nvpebp): <https://www.secure3-enroll.com/go/nvpebp>. If employees need help identifying or remembering their PEBP ID, they can call PEBP at 775-684-7000 to speak to PEBP’s Member Services Unit.

If employees are NOT benefits eligible, and therefore do not have PEBP ID, they should use their NSHE ID as their reference ID. Please be aware that the NSHE ID is different than the employee ID. Employees can view their NSHE ID in Workday. After logging in to the Workday profile, employees can go to Actions > Personal Data > View MY ID Information > then click on the Other IDs tab.

When entering the PEBP ID or NSHE ID in the NAVICA system, do not enter any preceding zeros. For example, if the ID is 001234500, then enter 1234500.

11. **When do I have to test, and how often do I have to test?**

Employees are required to test once per week. Each week is defined as starting on Sunday at midnight and ending on Saturday at midnight. Employees may test on any day during a given week and are able to schedule a date and time that is most convenient for them. You do not have to test on the same day or time each week. However, it is important that employees conduct their weekly test during each defined workweek.

12. **How do I access the virtual testing system and schedule my tests? How do I log-in?**

Information can be found at the PEBP website [here](https://pebp.state.nv.us/plans/covid-19-information/): <https://pebp.state.nv.us/plans/covid-19-information/>

13. **I am a new employee. When I tried to access the NAVICA system it said I was not eligible. What do I do?**

Because employee files are submitted to PEBP and NAVICA monthly, there may be a delay in your record showing active in the NAVICA system. New employees should register approximately 30 days after their hire date, and should begin testing the week in which their testing kits first arrive.

**14. I recently tested positive for COVID, should I continue weekly testing?**

Individuals who have recently contracted COVID are exempt from weekly testing for 90 days from the date of the positive test. To request exemption from weekly testing due to a positive test, submit your NAVICA results including your name and date of test, to [HRVAX@CSN.EDU](mailto:HRVAX@CSN.EDU). Do not submit negative test results.

**15. Do I have to use the PEBP/NAVICA testing option to fulfill my weekly testing requirement, or can I get tested elsewhere?**

NSHE employees must use the PEBP/NAVICA testing process to fulfill the weekly testing requirement.

**16. How many testing kits will I receive? How often will I receive shipments?**

PEBP/NAVICA are partnering with Quest to provide the testing kits, which will be shipped to each employee's home or shipping address listed in Workday monthly (in packets of 6). Tests will be delivered by FedEx and do not require a signature.

**17. What do I do if I don't receive my testing kits?**

For questions regarding the ordering or administration of testing kits, employees can contact [HRVAX@CSN.EDU](mailto:HRVAX@CSN.EDU).

**18. Can testing kits be mailed to my PO Box?**

No. Testing kits will be delivered via FedEx, which does not deliver to a PO box address. If the only address of record is a PO Box, the employee will need to update their record in Workday to identify a new address as the Shipping Address. See instructions in FAQ question 19.

**19. What if my home address is not my local address where I want my test supplies shipped?**

If the home address in Workday is not the address where the employee wants testing supplies shipped, the employee must enter another physical address in Workday. See instructions below.

**To update your address record in Workday:** login and search "change my contact information." Then click on the link titled Change My Contact Information. From this screen the employee can either update the existing address or add a new address. When entering or updating the address there will be a box titled "Usage." Under the usage box make sure to check the "Shipping" option, then save your changes. Please use a home address and not your campus address, as this will make it easier for you to stay in compliance.

**Note:** After completing your change of address notify CSN HR using the email address [HRVAX@CSN.EDU](mailto:HRVAX@CSN.EDU).

Address files are uploaded to PEBP the morning of the second Monday of each month. Your address must be updated before that time in order to be included in that month's update file.

**20. Do these tests have an expiration date?**

Yes. The expiration date will be noted on tests.

**21. Are there special storage requirements for the tests? Is there anything else we need to know about them?**

Please keep tests in secure space at room temperature.

**22. How soon after I test will I get the results?**

The rapid antigen test will provide immediate results, which will be logged by the telehealth observer. The employee will also receive the results by email. Employees can update their email address with PEBP by emailing [PEBPCOVIDTesting@peb.nv.gov](mailto:PEBPCOVIDTesting@peb.nv.gov)

**23. How will NSHE know I have tested each week and who do I give my test results to?**

PEBP/NSHE will track which employees have tested each week and provide that information, confidentially, to each institution. Therefore, employees do not need to submit proof that they tested each week.

**NOTE:** PEBP/NSHE will not provide testing results, so employees that receive a positive test should report it to their supervisor and [HRVAX@CSN.EDU](mailto:HRVAX@CSN.EDU) following the established protocol and procedures for CSN. To request exemption from weekly testing due to a positive test, refer to FAQ number 14. Employees must also report a positive test if they wish to use administrative leave.

**24. If I am taking time off am I still required to test that week? What is the process if I am out of town for an entire week?**

Employees on extended leave, defined as at least 5 consecutive workdays in the same work week (Sunday-Saturday), are exempt from testing for that week (e.g., annual, sick, sabbatical, continuous FMLA, administrative leave due to COVID). Employees not out for at least 5 consecutive workdays during a given work week, will be required to test. Employees out of town for a week-long work-related event will still be required to test.

**25. I am a part-time employee. Do I still need to test weekly?**

Yes. There is no requirement on the minimum hours worked in order to be subject to testing. Employees must test every week, regardless of hours worked.

**26. I am a temporary hourly worker and I am not scheduled to work nor will I be on an NSHE property for the next few months. Do I still have to test if I am not scheduled to work?**

Yes. All employees subject to the weekly testing requirement must test each week regardless of hours scheduled or worked for that week.

**27. Are academic instructors required to test weekly even when they are not teaching, or during periods outside of their contract obligation dates?**

No. Academic faculty do not need to test outside of contract obligation dates. Temporary academic instructors, such as PT's, also do not need to test during time periods they are not assigned classes, providing instruction, or engaging with students.

**28. Why am I required to test each week if I work 100% remotely? I thought employees who exclusively work remotely were exempt from testing.**

An employee may be working 100% remotely and not be designated “exclusively remote.” “Exclusively remote” is very narrowly defined for purposes of the NSHE Emergency Covid-19 Employee Vaccination Policy. Even though an employee is on a formal or informal approved flexible work agreement, that agreement can be terminated, withdrawn, or modified. In addition, an employee may be required to be physically present for any meetings, training sessions, and/or other work-related activities. Since an employee’s presence on campus may not be predictable, employees on approved medical and religious waivers must test every week.

**29. I have an ADA approved accommodation to work remotely. Do I need to test weekly?**

Yes. Employees on approved accommodation waivers are still subject to NSHE’s health and safety restrictions, which may include testing. If an employee believes they have a specific condition that may preclude them from complying with the health and safety restrictions, either under the Americans with Disabilities Act (ADA) and/or Section 504 of the Rehabilitation Act of 1973, or a religious belief, they should contact HRVAX@CSN.EDU.

**30. Will the weekly testing requirement be at my own expense and done on my own time?**

PEBP is providing testing at no cost. Employees can complete their testing at home, or another location of their choice, by scheduling a time that is most convenient for them. Time spent completing the test should be done during normal work hours.

**31. Why are only unvaccinated employees required to test weekly?**

The health and safety measures, including weekly testing, have been set forth by NSHE as a condition of waiver approvals. Employees who receive an approved waiver are expected to begin compliance with the safety protocols as laid out in their approval letter. The health and safety measures are subject to change at any time and may become more strict or relaxed. Employees will be notified if any such changes occur.

**32. Since PEBP is providing the test kits for the NSHE required weekly testing, am I still eligible to for over-the-counter test kits from PEBP?**

Yes. Effective January 15, 2022, health plans and health insurance issuers are mandated to provide coverage for over-the-counter (OTC) COVID-19 test kits during the public health emergency.

**33. What happens if I don’t complete the weekly testing?**

Employees who fail to comply with the weekly testing requirement may be subject to disciplinary action up to, and including, termination.