

COVID-19 VIRUS TESTING

Policy Number: 10GS

Effective Date: 6/01/2020

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Scope

The policy on COVID-19 Virus Testing applies to directors, officers, and members of the nonprofit organizations within the Stowers Group of Companies ("SGC" and "SGC Organizations"), including Stowers Institute for Medical Research ("SIMR") and Stowers Resource Management Inc. ("SRM"), and to individuals who make substantial use of a SGC Organization's facilities, such as post-doctoral research associates, pre-doctoral researchers and approved visitors (collectively, "Covered Individuals").

Purpose

This policy describes the SGC's requirement for Covered Individuals who enter the SGC's campus to participate in the Institute's COVID-19 virus testing program.

The COVID-19 virus testing program is governed by the following principles.

A program of regular and comprehensive diagnostic testing for COVID-19 virus will minimize the spread of infection in the SGC community by supporting the rapid detection and containment of infections.

The threat of COVID-19 transmission among individuals on the SGC's campus requires Covered Individuals to yield a degree of privacy to protect the health of others on campus.

Individuals' COVID-19-related personal health care information will be used by qualified medical professionals and exclusively used to manage COVID-19-related health risks during the pandemic.

The Graduate School of the Stowers Institute for Medical Research ("The School") is included in the Stowers Group of Companies ("SGC") Organizations and has adopted the following policy as its own.

Policy

Agreement to be tested for the COVID-19 virus. Covered Individuals who enter the SGC's campus must agree to be regularly tested for infection by the COVID-19 virus.

Agreement to report test results. Covered Individuals who enter the SGC's campus must agree to have their test results reported to the licensed medical professionals working in SIMR's Office of Infection Control.

Guidelines and procedures. Covered Individuals are responsible for adhering to the current guidelines and procedures associated with this policy.

Consequences of non-compliance. Covered Individuals who do not comply with this policy will not be allowed to enter the SGC's campus. If the non-compliance results in the members'

inability to perform their work duties, Administration and the members' supervisor will manage each situation as needed.

This policy was approved by the GSSIMR Board of Directors on June 18, 2020.

This policy was last updated by the GSSIMR Board of Directors on November 09, 2020.

This policy will be reviewed by the GSSIMR Board of Directors in 2022.

Policy 10GS COVID-19 Virus Testing Guidelines

1. Overview

A.	<i>What policy do these guidelines reference?</i>	Policy Number 10C “COVID-19 Virus Testing”
B.	<i>What do these guidelines cover?</i>	Requirements and expectations for participation in the COVID-19 virus testing program
C.	<i>Who must comply with these guidelines?</i>	“Covered Individuals,” defined as directors, officers and members of the SGC or individuals who make substantial use of an SGC organization’s facilities.
D.	<i>What are the general requirements for Covered Individuals?</i>	<ul style="list-style-type: none"> i. Covered Individuals working on site must agree to be regularly tested for infection by the COVID-19 virus ii. Covered Individuals entering the SGC’s campus must agree for their test results to be reported to SIMR’s Office of Infection Control

2. Description of the COVID-19 virus test

A.	<i>What is the COVID-19 virus test?</i>	The COVID-19 virus test is a diagnostic test intended to detect the presence of the SARS-CoV-2 virus, which causes COVID-19.
B.	<i>How does the COVID-19 virus test work?</i>	For the COVID-19 tests used by SIMR, you will provide a sample of saliva by spitting into a collection device at home. Unlike other tests, the current tests used by SIMR do not require a deep nasal swab. The sample is then analyzed to determine whether a specific molecular signature (RNA) from the SARS-CoV-2 virus is present.
C.	<i>What does a positive result from the COVID-19 virus test mean?</i>	A positive test result indicates that RNA from the SARS-CoV-2 is present. Early in the course of an infection, the presence of RNA suggests that a person is likely to be at risk for spreading the virus to others.
D.	<i>What does a negative result from the COVID-19 virus test mean?</i>	A negative test result indicates that RNA from the SARS-CoV-2 is not detectable. The absence of RNA generally suggests that a person is less likely to be at risk for spreading the disease.

E.	<i>How confident should one be in positive or negative results from the COVID-19 virus test?</i>	Like any diagnostic test, the test results must be interpreted carefully and may need to be repeated for confirmation. The stage of infection, errors in sample collection, differences between individuals and other factors can all influence the results. A specialist should be consulted to aid with the interpretation of the test result.
F.	<i>How does the COVID-19 virus test differ from a COVID-19 antibody test?</i>	The COVID-19 virus test detects the presence of viral RNA. A positive result from the virus test suggests the presence of active infection. The COVID-19 antibody test detects the presence of antibodies that the body's immune system produces to fight COVID-19 infection (See related Policy 15C "COVID-19 Antibody Testing"). A positive result from the antibody test suggests that the person has had an infection in the past and may be less likely to spread or contract the virus. The virus test uses a saliva sample while the antibody test uses a blood sample.
G.	<i>Who will be performing the COVID-19 virus test?</i>	Initially, the COVID-19 test will be performed by a company called Clinical Reference Laboratory (CRL). SIMR is also developing its own virus test in collaboration with MRIGlobal and may switch to this test in the future.

3. Required testing

A.	<i>Who must take the COVID-19 virus test?</i>	All Covered Individuals who are expected to enter the SGC's campus are required to take the COVID-19 virus tests as scheduled. The Institute will maintain an updated list of those who are expected to work on campus.
B.	<i>How do I know if I am on the current list of Covered Individuals expected to be present on the SGC's campus?</i>	If you are expected to work on-site, you will receive a ServiceNow form for you to indicate your agreement to be tested regularly for COVID-19 virus and to have these results reported to the Office of Infection Control.
C.	<i>How often will the COVID-19 virus test be scheduled for Covered</i>	COVID-19 virus tests will be scheduled based on the prevalence and spread of COVID-19 within the SGC and local community. Currently, the frequency of testing is planned to start at once per week and ramp up to twice a week.

	<i>Individuals expected to be present on the SGC's campus?</i>	
D.	<i>How do I provide a specimen for the virus test?</i>	Saliva collection devices will be distributed the day before the scheduled test. Covered individuals will provide a saliva specimen in the morning before brushing their teeth. Covered individuals will bring specimens to the designated drop off site and follow the instructions on logging and depositing the sample.
E.	<i>How will test results be reported?</i>	Covered Individuals' test results from CRL will be reported through a confidential web portal. If SIMR switches to a test with MRIGlobal, Covered Individuals' test results will be reported to the Office of Infection Control, which will then contact the Covered Individual.
F.	<i>What happens if a test is missed?</i>	Covered Individuals who miss a test must not enter the SGC's campus until they take the next scheduled virus test and receive a negative result.
G.	<i>What if I do not agree to take a test or have the results reported to SIMR?</i>	Covered Individuals who do not agree to take the test or who do not agree to have the results reported to SIMR will not be permitted to enter the SGC's campus. Covered Individuals who are members will carry out their duties off-campus to the extent possible. If Covered Individuals cannot carry out their duties off-campus, the Covered Individuals' supervisor and Administration will determine the appropriate resolution.

4. Optional testing

A.	<i>Can I get tested for the COVID-19 virus if I am expected to work from home?</i>	Yes. Covered Individuals working off-site can ask to be tested for virus once per month. Covered Individuals working off-site may choose whether or not they wish to be tested. If they do choose to use a test provided by SIMR, the results will be reported to SIMR's Office of Infection Control.
B.	<i>Can my household members be tested for COVID-19 virus?</i>	Yes. Covered Individuals' household members can also ask to be tested for the virus once per month. Household members do not need to be covered by the SGC's health insurance to be tested. Household members may choose whether or not they wish to be tested. If they choose to be tested with a test provided by SIMR, the results will be reported to SIMR's Office of Infection Control.

C.	<i>If I test positive and have had contact with outside individuals, can they be tested?</i>	Yes. Covered Individuals who test positive for the virus may ask for 5 non-household members to be tested. The non-household members must consent to be tested and to have the results reported to the Office of Infection Control. The Office of Infection Control cannot manage the care of individuals who are not covered by the SGC's health insurance.
D.	<i>Am I required to take a COVID-19 antibody test?</i>	No. SIMR will offer testing for COVID-19 antibodies, but Covered Individuals may choose whether or not they wish to take the test. SIMR's policy on antibody testing may change over time as information emerges on the prevalence of antibodies and the implications of an antibody test on likely immunity to COVID-19.

5. Use of results

A.	<i>Who will have access to my test results?</i>	You and the Office of Infection Control will have access to your test results. SIMR's Office of Infection Control is staffed by licensed professionals, who are trained to maintain the privacy of healthcare information in compliance with the Health Insurance Portability and Accountability Act of 1996 (HIPAA). SIMR or those performing tests on its behalf may be legally required to report positive test results to the Kansas City Department of Public Health and other government agencies.
B.	<i>How will the test results be used to help me?</i>	The test results will be sent to SIMR's Office of Infection Control. If you test positive for the virus, a member of the office will help arrange for medical care for you and your household members. (See related Policy 30C "Care of COVID-19 Virus Positive Individuals").
C.	<i>How will the test results be used to help others?</i>	In addition to helping with medical care for you and your family members, SIMR's Office of Infection Control will ask you to self-quarantine, self-isolate, or take other containment measures as appropriate. The Office of Infection Control will follow-up with your workplace contacts for additional testing, self-quarantine or other measures as appropriate. (See related Policy 40C "COVID-19 Contact Tracing.")
D.	<i>How will confidentiality be maintained?</i>	Your test results will be kept in a HIPAA-compliant file with access limited to the Office of Infection Control. Identified, individual test results will not be placed in your personnel file or any other file outside of the Office of Infection Control. De-identified or aggregated test results

		may be used for infection control, reporting, research or other purposes. For some commercial tests, the test results will be managed using their secure portal. For other tests, the test results may be coded with only you and the Office of Infection Control knowing the code that has been assigned to you.
E.	<i>Are there reporting requirements to government agencies?</i>	Yes. The Office of Infection Control may be required to report positive test results to the Kansas City Department of Public Health or another government agency with jurisdiction.