

**Memorandum of Understanding
Between
The State University of New York
And
Civil Service Employees Association, Inc
Regarding
Mandatory COVID 19 Testing of Employees
In the Operational, Institutional and Administrative Services Negotiating Units**

Due to the unprecedented public health crisis presented by the COVID 19 pandemic and the critical need to quickly identify and control the spread of COVID 19 infections on state-operated SUNY campuses, and in the best interest of the entire SUNY community, the State University of New York and the Civil Service Employees Association, Inc. (CSEA) hereby reach the following agreement:

- 1) Effective immediately and continuing through June 30, 2021, all state operated colleges, universities, and hospitals shall conduct testing of Operational (OSU), Institutional (ISU), and Administrative (ASU) Services negotiating unit employees who are required to report in person to campus to conduct some or all of their work obligation.
- 2) The campus will consult with their CSEA local representatives in development of the testing protocol of CSEA-represented employees.
- 3) Testing of employees shall be conducted in concert with regular surveillance testing in campus plans required under the Chancellor's September 3, 2020 directive, no less frequently than testing that occurs for the student population, utilizing self-administered saliva tests, short swab rapid tests, or other tests selected by the campus. If a campus elects to utilize long swab testing employees will not be mandated but may be asked to volunteer for the test. Employees to be tested in each testing cycle shall be selected to best ensure that potential outbreaks across the campus population can be identified.
- 4) The campus testing plan and associated information regarding how samples for testing are constructed, including such things as the size of pools and the number and demographics (e.g. which departments or units are represented) of employees to be tested in each testing cycle shall be provided to CSEA local representatives on each campus.
- 5) Procedures must ensure that:
 - a. The identity of individual employees selected for testing each week remains confidential and is only accessible on a need to know basis.
 - b. The testing is conducted in manner which protects the privacy of the employee being tested to the extent possible.
 - c. The identity of any individual employee who tests positive remains confidential to the extent possible.
- 6) Employees subject to testing shall be tested during their regular work hours. The testing shall be conducted without cost to the employee.

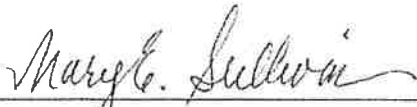
- 7) Test results shall not be retained in personnel files or other personnel records and shall not otherwise be retained by the campus any longer than is necessary to comply with public health requirements associated with the COVID 19 pandemic or used for any purpose other than compliance with such public health requirements.
- 8) Test samples shall not be retained by SUNY, or any state-operated SUNY campus except as provided herein. Test samples may be retained by the laboratory conducting the test only so long as necessary to comply with state or federal public health requirements. Test samples will not be used for any research purpose without written authorization of the individual from whom the sample was taken. Saliva samples processed by Upstate Medical University, whether they are positive or negative, and whether they are from pool testing or an individual clinical diagnostic test, are destroyed within seven (7) calendar days of testing.
- 9) Employees who are quarantined or isolated following a positive test at public health, medical or campus direction shall be allowed to telecommute to the greatest extent possible. If telecommuting is not possible, the employee shall be permitted to use the paid leave provided in GOER's March 11, 2020, guidance on employee quarantine related to the Novel Coronavirus, as well as applicable statutory leaves in accordance with state and federal law and leave accruals as contractually appropriate.
- 10) Any conflict arising from this MOU may be raised by a campus or a CSEA local representative to the signatories of this agreement, or their designees for prompt response and resolution.
- 11) This agreement shall expire close of business on June 30, 2021 unless extended by mutual agreement between the parties.

For the State University of New York:



Jim Malatras
Chancellor

For Civil Service Employees Association:



Mary E. Sullivan
President

Dated: November 30, 2020