

## Employee Mandatory COVID-19 Vaccination & Testing Policy

### 200 Orange St, Hall of Records Testing Procedures

1. An Employee COVID-19 PCR Test Site is located at:  
Hall of Records, **200 Orange St., 4<sup>th</sup> Floor, Room 401**, New Haven CT 06510.  
Only Employees in the Testing Pool may use this Test Site.
2. **This Test Site is a walk-in.** No appointment is currently necessary. All employees are required to wear a mask at this test center, except when performing the actual nasal swabbing part of the test.
3. The hours of operation **9:00 AM – 1:00 PM on Wednesday.**
4. When you arrive at this Test Site
  - a) Bring your **employee ID** card. Your employee ID is key to the information needed.
  - b) Please provide your **date of birth** and contact information as requested.Once this information is provided you will receive further instructions.
5. A Yale New Haven Health Services (YNHHS) Nurse will collect your sample by nasal swab. Once collection is complete, you may leave this test site.
6. The total time of providing information and testing is approximately 5-10 minutes on site.
7. The test is processed by **Yale New Haven Health Services (YNHHS)**. Results are provided within 24-48 hours of the test
  - a) **All results will be available via YNHHS MyChart.** Negative results will be available only through MyChart. If a patient's test result is positive or invalid, they will receive a call from the YNHHS COVID-19 Call Center.
  - b) Employee will need to register with MyChart or log in to existing account to receive online results.
  - c) **The employee must then submit their test results via the [Weekly Testing Results Portal](#) by the weekly deadline.**