Everyone accessing campus facilities to perform ongoing business functions is part of the University’s program for COVID-19 prevention and management. This includes affiliates – people who are neither current USC employees nor students. USC affiliates who are on campus interacting with students or employees for an hour or more per day and are on campus three or more days per week for two or more consecutive weeks are eligible for a weekly screening test provided by USC Student Health. Any affiliate that meets these criteria will need to take a COVID-19 screening test once per week for the duration of their on-campus assignment.

If you are a USC affiliate eligible for a weekly screening test, your sponsoring department will request information that is required to set up access to university’s test scheduling system. Your department sponsor will request the following information:

- Personal identification: first name, last name and date of birth
- Two forms of contact information. Only the following options are accepted:
  - 1) Personal email address (preferred);
  - 2) Telephone number;
  - 3) Mailing address

Once you have received notification that your access record has been created, please complete the following steps:

1. **Immediately** activate your [USC NetID](https://netid.usc.edu/account_services/activate_account). Please note that your NetID will activate by the end of the next business day.

2. **Before your next visit to campus**, use your USC NetID and password to login to Trojan Learn to take the version of the university’s [Health, Hygiene and Safety Training](https://we-are.usc.edu/health-and-safety/training/). Please choose the training version most relevant to your role. This training is mandatory for all affiliates who will be offered a weekly screening test as part of their assignment.

3. **Before every visit to campus**, [download the Trojan Check App](https://itservices.usc.edu/news/trojan-check-v3/) or use the [USC Student, Faculty or Staff Trojan Check](https://trojancheck.usc.edu/login) login using your USC NetID. Do not register as a guest.

4. **At this time, affiliates are exempt from the university’s influenza compliance policy.** You are not required to provide any documentation regarding influenza vaccination.

5. **For the duration of your on-campus assignment**, schedule a weekly [screening test using mySHR](https://coronavirus.usc.edu/testing-at-usc/).

**Reference Websites**
- Activate USC NetID: https://netid.usc.edu/account_services/activate_account
- Health Hygiene and Safety Training: https://we-are.usc.edu/health-and-safety/training/
- Trojan Check: https://trojancheck.usc.edu/login
- COVID-19 Testing: https://coronavirus.usc.edu/testing-at-usc/
The **2021 Pop Testing program** is expanding to include specimen collection and may include saliva collection or nasal swab collection.

**HOW TO COLLECT A SALIVA SAMPLE**

- Please wait at least 30 minutes after eating, drinking *(including water)* or smoking/vaping before collecting a saliva sample.
- Liquid saliva needed. Kit includes a polyester swab, a tube and a funnel. Please avoid coughing up mucus or phlegm into the container.
- Please chew on the polyester swab to help generate saliva.
- Place the funnel into the tube to collect your sample.

**HOW IT WORKS**

- Testing should be scheduled in advance in the MySHR portal; *(https://usc.edu/myshr)* same-day appointments may be scheduled as available for asymptomatic individuals.
- Separate appointments are available for symptomatic individuals.
- Results typically return in 24-48 hours.

**HOW OFTEN SHOULD I TEST?**

**Graduate students, Staff and Faculty:** once weekly

**Undergraduate students:** twice weekly

**Q:** *Should I screen even if I don’t come to campus every day, and only come to campus once or twice a week?*  **A:** *YES.*

**Q:** *Will my Trojan Check be effected if I do not keep up with the testing requirements?*  **A:** *YES.* Beginning January 19, Trojan Check will be “turned off” for individuals who do not meet flu vaccination completion or testing completion requirements.

**WHERE ARE THE LOCATIONS?**

**Pop Testing 3.0** is available on both campuses.

There are 4 locations: **Pappas Quad (HSC), Jefferson Lot/Engemann Plaza (UPC), Pardee Lawn/Marks (UPC)** and **The Lab/Figueroa (UPC, street accessible, parking available)**. As the only location outside of the campus perimeters, The Lab/Figueroa is accessible without prior activation of Trojan Check, the daily symptom check system; The Lab also has adjacent parking for students/employees who are screening in advance of working on campus.

*See the map, learn more about scheduling, hours and locations online:* *(bit.ly/uscpoptest)*
MySHR (usc.edu/myshr) is the secure health records portal for both students and employees (faculty and staff), accessed through your USC netID and password.

**Employees may use this portal to:**
- Schedule a screening appointment (asymptomatic)
- Schedule a symptomatic PCR test appointment
- Review your test results
- Upload vaccination documentation (in the “Downloadable Forms” section)
- Upload test results from sources outside of USC Student Health and USC Pharmacies
- Download the “Return to Work” letter and instructions (under “Letters”)

**NOTE: Employees seeking medical assistance should contact their primary care physician**

**Students may use the portal to do all of the above,** and in addition may use it to access health care services, including making a medical or mental health appointment with a provider, secure message a provider, and sign up for workshops.

**NOTE:** The USC COVID-19 Pop Testing 3.0 program is for eligible USC students, faculty, staff, authorized contractors and USC housing residents only. Results are associated with your medical record; positive case information is required to be reported to the Los Angeles County Department of Public Health. Do not use this program to let others screen/test using your identity, as this constitutes identity fraud, delays contact tracing, and may lead to university disciplinary action and civil/criminal charges.