

Subject line: COVID-19 testing

Dear UW–Madison Colleague,

As we near the end of the year, we want to provide you with information regarding your testing requirements and options. Our records indicate that you do not have a COVID-19 vaccination record on file and are required to test weekly.

End of the year testing protocol:

- **You will need to test during the week of December 20.**
- Testing sites will remain open until 12:30 p.m. on Thursday, December 23, 2021.
- After December 23, testing will be suspended until January 3, 2022, and you will not be required to have a test scheduled until the week of January 3.
- You will be required to resume testing on January 3, 2022 when testing sites open back up.

If you plan to travel away from Madison for one week or more (other than the week of December 27, 2021) and will be unable to meet your testing requirement, you must complete a [temporary exemption form](#). This exemption will temporarily excuse you from any sanctions associated with not following the testing protocol during this time. When you return to Madison, please complete a COVID-19 test within 24 hours.

If you need a medical or disability accommodation, [contact your Divisional Disability Representative \(DDR\)](#).

Questions? Please contact covid19hr@ohr.wisc.edu.

Sincerely,

Mark Walters
Chief Human Resources Officer, University of Wisconsin–Madison