



January 12, 2022

Dear Students, Staff, and Faculty,

In several of our recent communications, we have noted that we would soon be sharing additional details about self-test kit distribution and mask availability. We are writing today with an update on those opportunities.

The University has secured a limited supply of COVID-19 self-test kits that will be available to students, staff, and faculty who are **experiencing mild symptoms** that may be associated with COVID-19. We also have available KN95 and surgical masks, at no cost, to students, staff, and faculty. We strongly encourage you to use a KN95 or surgical mask instead of a cloth mask.

Beginning Thursday, Jan. 13, the COVID-19 self-test kits will be available, at no cost, to students and employees experiencing mild symptoms. You must present your UR ID to receive a box. In order to ensure that we have an adequate supply for members of our campus community, distribution is limited to those experiencing mild symptoms, and only one box will be given out at a time. Each box contains two tests. **You must wear a mask fully covering your nose and mouth when picking up a self-test kit or masks.**

Students, staff, and faculty may pick up a self-test kit and KN95 or surgical masks at the following locations:

- University's on-campus testing clinic, located in the Special Programs Building, **Monday through Friday from 9 a.m. to 4 p.m.**
- Center for Student Involvement desk, located in Tyler Haynes Commons, **Monday through Friday from 5 p.m. to 10 p.m. and Saturday and Sunday from 12 p.m. to 10 p.m.**

Students who are experiencing symptoms should contact the Student Health Center or their own physician immediately. Faculty and staff experiencing symptoms should contact their health care provider.

**If you test positive, you are required to report your positive result as follows:**

- **Undergraduate and law students** should report a positive test result to the Student Health Center at 804-289-8064 and upload their positive COVID-19 test into their [Student Health portal](#).

- **MBA and SPCS students** should report a positive test result to the COVID-19 Support Center by emailing [covid19support@richmond.edu](mailto:covid19support@richmond.edu).
- **Faculty and Staff** should report a positive test result to [hr-health-screens@richmond.edu](mailto:hr-health-screens@richmond.edu).

Thank you for your ongoing commitment to the health and well-being of our campus and the greater community.

Sincerely,

**David Hale**

Executive Vice President and Chief Operating Officer

**Jeffrey Legro**

Executive Vice President and Provost

**Shannon Sinclair**

Vice President and General Counsel, Chair, Resilience Working Group