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**Subject:** COVID Testing for School of Music Faculty, Students, & Staff  
**Date:** Wednesday, March 3, 2021 3:23:54 PM

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Dear Faculty, Students, and Staff,

As a follow-up to Dean Caltabiano's February 23 message about rapid-result COVID testing at DePaul, I'm writing with details about how to sign up for and access testing.

DePaul's on-campus saliva-based COVID testing will begin on Tuesday, March 9. At this time, testing will take place on: **Tuesdays: 1-3pm and Thursdays: 9am – 11:30am**. You will not be charged for testing and do not need to provide proof of insurance.

**Location: Lincoln Park Student Center, Room 120AB.** Enter through the glass doors off of Sheffield Ave. Do NOT use revolving doors on the corner of Sheffield and Belden Ave. Follow the signs to the set of glass doors just south of the revolving doors.

DePaul is partnering with SHIELD IL to provide this testing and need you to complete the following steps before testing:

1. Complete the waiver form here: [https://depaul.qualtrics.com/jfe/form/SV\\_063n2skZSCfifK6](https://depaul.qualtrics.com/jfe/form/SV_063n2skZSCfifK6)  
(You only need to complete this form one time)
2. Create an account on SHIELD IL's portal. You should have received an email at your DePaul e-mail address (subject "MYSHIELD ILLINOIS ACTIVATION LETTER" from [NO-REPLY@ILLINOIS.edu](mailto:NO-REPLY@ILLINOIS.edu)) on Thursday, February 25 (check spam folder if not in inbox). Follow directions in this email to create an account on the portal. Please note:
  - a. Use your local, Illinois zip code. (If you do not currently have a local Illinois address but plan to be on-campus and register for testing during Spring Quarter, please be in touch with Ben Polancich at [bpolanci@depaul.edu](mailto:bpolanci@depaul.edu)).
  - b. Activation code on each letter expires after 30 days, or 5 incorrect attempts when entering information
  - c. If you are having issues activating your account, you may call the SHIELD IL Patient Technical Support Call center, (217) 265- 6059
3. Schedule a testing appointment. You must schedule an appointment each time you test at DePaul using this portal. **Only choose times on Tuesdays from 1-3pm or Thursdays from 9am-11:30am.** Unfortunately, SHIELD IL does not allow for DePaul to customize the testing times available and the portal will show a much larger range of times available. The university will continue to evaluate testing times and may adjust in the future.
4. Bring your DePaul ID with you to your testing appointment.

Test results will be delivered to the portal within 12-24 hours. While we recommend that everyone be tested regularly, please note that testing will be required for personnel participating in any Spring 2021 recitals involving more than one person on stage. See additional details about this pilot from the February 23 memo and policy details on the [School of Music website](#).

Students needing to complete required testing for in-person recitals who are unable to schedule a time during one of the SHIELD/DePaul shifts will have an alternative option of completing testing off-campus. Process instructions for testing and attestation for any non-DePaul students or employees will be communicated shortly, and will be important for those participating in in-person recitals with guest performers (such as non-employee accompanists).

Lastly, keep in mind that testing is only one part of preventing the spread of COVID-19. Please continue to wear a face covering and practice social distancing.

All best,

**Ben Polancich** *he/him/his*

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[Questions about COVID-19 @ DePaul?](#)

[School of Music COVID-19 updates and guidance](#)