

Georgia Southern University

Digital Commons@Georgia Southern

Five Things You Should Know This Week

University Communications and Marketing

1-24-2022

Five Things You Should Know This Week

Georgia Southern University

Follow this and additional works at: <https://digitalcommons.georgiasouthern.edu/five-things-newsletter>



Part of the [Higher Education Commons](#)

This newsletter is brought to you for free and open access by the University Communications and Marketing at Digital Commons@Georgia Southern. It has been accepted for inclusion in Five Things You Should Know This Week by an authorized administrator of Digital Commons@Georgia Southern. For more information, please contact digitalcommons@georgiasouthern.edu.

Jan. 24, 2022

1. It's time to begin the staff performance evaluation process

Performance evaluation documents are now available in OneUSG Connect. To access the documents, log into MyGeorgiaSouthern and navigate to OneUSG Connect.

1. The process starts with the manager entering goals set last year and reviewing job duties to be evaluated (accessed by navigating to Manager Self Service, then Team Performance).
2. Once the manager takes these steps, employees can complete the self evaluation (accessed by navigating to Employee Self Service, then Performance -- disregard the 12/31 due date on the tile) and submit it to the manager.
3. Managers will complete the evaluation and submit it electronically for approval from the next level supervisor.
4. Once approved, managers and employees will hold face to face meetings to discuss the evaluation and set goals for the year.
5. Managers will electronically submit completed evaluations to HR by February 25, 2022.

More details on the full process, as well as training opportunities, open labs and job aids can be found [here](#). As always, if you need additional assistance, please reach out to us at hrservice@georgiasouthern.edu.

2. Temporary Title IX Coordinator Change

For the next eight weeks any employee or student with Title IX concerns should be directed to Julie Ogburn in the Office of Equal Opportunity & Title IX. Julie Ogburn will be serving as the Acting Title IX Coordinator while Amber Culpepper is on leave. As a reminder, employees are required to report to the Title IX Coordinator any concerns related to sexual harassment, sexual assault, dating or domestic violence, stalking, and sexual exploitation.

You can contact the Office of Equal Opportunity & Title IX at (912) 478-5136 or through their [online reporting form on their website](#). The office is open Monday through Friday, from 8 a.m. to 5 p.m.

3. COVID-19 testing available on campus

Georgia Southern has partnered with Mako Medical to offer both the COVID-19 PCR test and the COVID-19 rapid antigen test on the Statesboro and Armstrong campuses for GS faculty, staff and students.

Testing is provided Monday through Friday (9 a.m.-noon; 12:30-4 p.m.) at no cost. On the Armstrong Campus in Savannah, the testing site is located at the Armstrong Center. On the Statesboro Campus, the testing site is located at the Forest Drive Classroom Building.

Appointments will not be scheduled. While walk-ups will be accepted, pre-registration is strongly encouraged. You can pre-register via the COVID-19 testing link on your MyGeorgiaSouthern portal. Once you have pre-registered, you can go to the COVID-19 testing site at your convenience; the system will not generate an appointment for you or send you a reminder email.

Testing in the health centers on both the Armstrong and Statesboro campuses remains available for students who have been evaluated by a campus health services medical provider. Students who desire an evaluation by a campus medical provider can schedule an appointment via their online health portal. For more information, see an online FAQ at <https://auxiliary.georgiasouthern.edu/healthservices/2021/08/31/covid-testing-information/>.

4. Vaccine shots and boosters are available on campus

Booster shots are available to anyone 12 years of age or older. An individual can receive a booster dose if it has been at least 2 months after the Johnson & Johnson vaccine or at least 5 months after the 2nd dose of the Pfizer or Moderna vaccine. Please note the Pfizer vaccine is the only COVID-19 vaccine authorized for use in 12-17 year olds. To schedule a COVID-19 vaccine shot or booster dose, go to the MyGS portal and click on the "COVID-19 Vaccine Scheduling Form" under the "COVID-19 Information and Resources" tab.

5. Free COVID-19 at-home tests now available for ordering

All households in the U.S. can now order one set of 4 free at-home COVID-19 tests from the United States Postal Service (USPS). Orders will ship at no cost starting in late January. You may order your kits [on the USPS COVID-19 Home Kit website](#), which is now live.

To see the latest guidance for COVID-19, visit the Centers for Disease Control and Prevention (CDC) and Georgia Department of Public Health (DPH) websites.

If you test positive, you should contact the University's CARES Center to self-report test results; get help evaluating your situation; and receive support for your COVID-19 related academic, employment and on-campus notification needs. There are several ways to reach the CARES Center:

- Use the [MyGS mobile app](#)
- Complete the CARES Center COVID-19 self-reporting form available through the MyGeorgiaSouthern portal under the tile titled "COVID-19 Information & Resources."
- Call 912-478-CARE (Monday through Friday, 8 a.m. to 5 p.m.)
- Email covidsupport@georgiasouthern.edu