What is a POM Reader?
POM Readers are assigned to all Lawrenceville community members to support contact tracing on our campus while protecting privacy. This technology system gives the School the ability to quickly identify community members who have been in close proximity to someone who has a suspected or diagnosed case of COVID-19. According to New Jersey guidance, “close contact” means six feet or less for 10 consecutive minutes.

The POM Readers are assigned to all individuals to record and track proximity and duration of contact with other POMs. The system does not track location, movement, or other sensitive data.

How do POM Readers work?
The POM Reader uses Bluetooth to collect proximity data as individuals move about campus.

What are the School’s expectations for wearing the POM Reader?
All community members will be assigned and required to wear their POM Reader while on campus, which includes Main Street and the Hilton Garden Inn. Boarding students may take off the POM Reader while they are in their rooms. Once assigned a POM Reader, the device may not be worn by another community member.

Vendors who frequent the campus, such as copy machine specialists, auditors, movers, and others, will be required to wear a POM Reader when visiting campus. For more information on how to provide a POM Reader to a visitor, refer to the Pandemic Visitor Policy or contact Human Resources.

Do I wear a POM Reader to after-school athletic and co-curricular activities?
Yes.

How will I find out if the POM Reader shows that I have been in contact with someone who has a suspected or diagnosed case of COVID-19?
The School has a COVID-19 team that evaluates the POM Reader data regularly. If it is determined that a community member has been in contact with someone who has a suspected or diagnosed case of COVID-19, the community member will be contacted by Human Resources (employees) or the Health & Wellness Center (students) and we will follow contact tracing protocols in coordination with the Lawrence Township Health Department.

Is the School conducting any other type of contact tracing?
Yes. While the POM Reader provides useful data, it cannot replace the information that comes from speaking directly to individuals identified during the contact tracing process. We rely upon the honesty of our community members in completing this process accurately and effectively. Members of Human Resources and the Health and Wellness Center have received special training on contact tracing. The School is also in full cooperation with contact tracing that may be conducted by the Lawrence Township Health Department.
What happens if I lose my POM Reader or it breaks?
Students must report any lost, stolen or damaged POM Reader to the Dean of Students Office. The Dean of Students Office may refer the student to the Information Technology Services Department if needed. Faculty and staff must report lost, stolen, or damaged POM Readers immediately to the Information Technology Services Department. Immediate action will allow us to continue to mitigate risk in our community.

The Information Technology Services Department can be reached in person Monday - Friday from 8:30 a.m. to 5 p.m., by phone at 609-620-4357, by entering a ticket in the helpdesk portal at https://support.lawrenceville.org, or by opening a support request by email, support@lawrenceville.org. The IT Department will update Human Resources and the Health and Wellness Center.

There may be a cost to cover the replacement, depending on the circumstances.

Is the POM Reader waterproof?
Yes, it is waterproof and it can be easily sanitized.

How long does the battery charge last?
In normal circumstances, the battery charge should last for four to six months. If the POM is in constant close contact with another POM and a gateway, the battery life will be less.

What are the consequences of not complying with this policy?
In keeping with the Best for All Agreement and the School’s Pandemic Policies, students and employees must wear the POM Reader at all times while on campus, which includes Main Street. As outlined in the Employee Handbook, employees whose behavior is not in keeping with the POM Reader policy may be subject to discipline up to and including termination.

When do I return the POM Reader?
Details for returning the POM Readers will be coordinated through the Dean of Students Office.

For employees, the POM Reader should be returned to the ITS Helpdesk on their last date of employment, or at an earlier date determined by the School.

For guests, consultants, auditors, or contractors, the POM Reader should be returned on their last date of service, or at an earlier date determined by the School if local and state health officials determine COVID-19 is no longer a pandemic.

POM Dos and Don’ts
Please be mindful that the POM is an electronic piece of equipment, and can be easily damaged.

• Don’t turn your POM on and off
• Don’t take the POM apart
• Don’t mess with or change the battery on your own
• Don’t let young children or pets play with the POM
• Don’t drop the POM onto hard surfaces
• Don’t swing your POM around or throw your POM
• Do come see the IT Department Support Desk if the back comes off of the POM or the POM gets accidentally opened
• Do scan your POM at a touchless self check-in POM station (at least twice a week)
• Do come see the IT Department Support Desk if you receive a red warning from the touchless self check-in POM station
• Do contact the IT Department with any questions or concerns

■ November 2020