

COVID TESTING Protocol



Friday, July 10, 2020

MANDATORY TESTING: COVID tests are required for Day Program participants who cannot wear masks prior to returning to program during Phase 1. COVID tests will be required for those employees and participants who have had close contact with a COVID-19 positive individual 48 hours prior to the onset of that individual's symptoms or if asymptomatic, 48 hours prior to the date of that individual's COVID test

Voluntary Testing: Voluntary COVID testing is strongly encouraged for all other employees and participants.

START DATE: Voluntary COVID testing starts Monday, July 13th.

END DATE: TBD

COST: There are no charges for "required" COVID testing. Testing centers may charge for optional and non-symptomatic tests but most do not charge (call before you go).

TIMING: Testing can occur during work hours or during non-work hours. Only test "results" qualify for mandatory tests and for incentives based on the date on the test results form.

INCENTIVES: For employees only. If you are authorized to get tested during your work hours, you will get paid for your time. If you get tested after work hours, you will receive an additional \$75 in "gross pay" for each test up to 1 test result per pay period.

DOCUMENTATION: Official test results that identify the individual's name must be submitted to your supervisor or to the Program Manager. This applies to both Mandatory and Optional testing.

TEST RESULTS: Test "results" can be submitted once every pay period to your supervisor by the last day of the pay period. Keep in mind that getting test results can take up to 6 days. Test results submitted late are not eligible for the incentive.

COORDINATION: Supervisors will keep track of employee test results and turn in a list of employees and their test results by Tuesday of the first week of each payroll period to HR.

APPOINTMENTS AND TESTING LOCATIONS: You can find a testing location near you and make an appointment at this link: [Testing Locations\(211.org\)](https://www.211.org). If you have to answer eligibility questions, you should answer YES to the question: "Have you been instructed to get testing by your state, health department or medical professional?" for mandatory testing.

[From CTs 6/16/20 DOH testing guidelines](#)

Symptomatic residents and staff should have rapid access to testing. If a resident or staff person tests positive, testing of asymptomatic residents or staff who are considered close contacts should be conducted. Testing should be conducted for asymptomatic staff who have had known close contact to a person with laboratory confirmed COVID-19 if appropriate PPE was not worn at the time of the interaction.