COVID-19 Testing FAQs
UPDATED 11/4/21

1. **Who is required to test?**

   All employees were asked to fill out the COVID-19 Certification of Testing Status form. Unless an employee is fully vaccinated or has applied and been approved for a medical or religious exemption, an employee must participate in weekly COVID-19 testing. **Please note**: This is a mandatory *testing* program; the City is *not* requiring vaccinations at this time.

2. **Am I able to update my status if something changes?** **UPDATED 11/4/21**

   The link for the COVID-19 Certification of Testing Status form will remain open and if your status changes, you can submit an updated form. The portal can be accessed through Employee Connection, at the link below, or by scanning the QR code to the right with your cell phone's camera. https://hampton.jotform.com/212585198372060

3. **What type of test will the City be using?**

   Orasure Inteliswab COVID-19 Test (InteliSwab™ - COVID Rapid Test) and/or Quidel QuickVue At-Home OTC COVID-19 Test (QuickVue At-Home). These are rapid tests which are easy and quick to use and provide results in up to 30 minutes. Please click on the links to learn more information about these tests.

4. **Who will administer the testing?**

   The City has purchased tests which can be self-administered. An employee required to test can do the test themselves.

5. **Where can I receive the test?** **UPDATED 11/4/21**

   The Emergency Management Division has prepared employee testing kits which have been distributed to departments. Departments will distribute initial kits only to those employees required to test. Each kit includes:

   a. COVID-19 Rapid Test Kit
   b. COVID-19 Blue Test kit holder – DO NOT THROW AWAY – NEED WEEKLY
   c. COVID-19 Rapid Test Directions
   d. Instruction for Employees – Positive Antigen Results
   e. City of Hampton COVID-19 PCR Test Authorization Form

   Then on a weekly basis, ONLY a COVID-19 Rapid Test Kit will be provided. Kits will be provided to departments no later than Thursday of each week to allow for distribution to employees prior to the start of the new administrative work week. If your work schedule does not allow you to pick up testing kits weekly, please contact your supervisor to request alternative arrangements.

6. Where can I take the test?

Since the test is self-administered, employees will test at home or other private location *before* reporting for work at the start of their scheduled shift. The test takes very little time and an employee can be doing personal activities such as getting ready for work while they wait for the test results.

7. When do I take the test? UPDATED 11/4/21

All testing should be conducted and results uploaded each administrative work week between Saturday 12:01 a.m. and Wednesday 8:00 a.m. Departments may designate, for their employees, a 24-hour window for testing within that time period.

8. How do I submit my weekly COVID-19 rapid test results? UPDATED 11/4/21

Once you obtain your test results, results must be photographed and uploaded to a secure, HIPAA complaint, "COVID-19 Mandatory Weekly Testing Log" using the JotForm portal. The City has contracted with JotForm to provide this platform for employees to report weekly results safely and securely. When uploading results, you will be asked for your name, employee identification number, department number and phone number. The portal can be accessed through Employee Connection, at the link below, or by scanning the QR code to the right with your cell phone's camera. https://hampton.jotform.com/212776066120047

9. What if I do not have the ability to photograph and upload results at home?

Those employees who do not have a smartphone device or other technology to assist in uploading results can submit *negative* results when they arrive at their work facility. Departments will designate a means for the employee to upload their results. If your results are positive, follow all existing protocols and do not report to your work facility only to upload results.

10. Who will have access to the portal?

Only Nicole Clark, Human Resources Director, will have access to an employee's uploaded test results in the portal.

11. Will my results be shared with my supervisor?

Ms. Clark will provide department heads with a list of employees weekly who complied and uploaded results to the portal but <u>not</u> a record of what those results were.

12. What happens if my COVID-19 rapid test results come back positive?

You should upload the result into the "COVID-19 Mandatory Weekly Testing Log" portal (see Question #8) and do not come to work. Follow the instructions set out in the "Instruction for Employees – Positive Antigen Results" handout included with the testing kit. That instruction can also be found on Employee Connection at: https://hampton.gov/DocumentCenter/View/33688/Instruction-for-Employees----Positive-Antigen-Results-PDF?bidId=

13. Is there a cost to the test?

At this time, the City will provide testing kits free of charge to employees required to test.

14. How long will weekly testing continue?

The City is monitoring CDC and Virginia Department of Health guidance regarding COVID-19 and best practices for ensuring the safety of our workforce. At this time, according to the CDC, Hampton is still considered a place of high transmission rates. Additionally, new federal mandates may impact what the City must require of its employees. The testing program will continue until further notice.

15. Can employees get tested at their desired location (Walgreens, Patient First, etc.)? UPDATED 11/4/21

Employees will be provided tests. If an employee prefers to get tested at a facility, that is permitted but the deadlines must be adhered to. All testing should be conducted and results uploaded each administrative work week between Saturday 12:01 a.m. and Wednesday 8:00 a.m. Departments may designate, for their employees, a 24-hour window for testing within that time period. (See Question #7)

16. If I get tested on my own, will the City reimburse me?

No, the City will not reimburse you because the City is providing tests free of charge to employees required to test.

17. Will I be subject to discipline if I do not take the test or fail to upload results?

Failure to comply with testing mandates is considered a violation of policy and could result in disciplinary action. Please see the COVID Testing Policy for further details.

18. Do employees who test negative or are fully vaccinated still need to wear a mask?

The implementation of the COVID-19 mandatory testing program does not impact the City Manager's mandate dated August 26, 2021 that all employees, regardless of vaccination status, should wear a face covering inside all public buildings while in shared or common spaces.

19. Are remote or teleworking employees subject to the mandatory testing program?

Any current City employee who is not fully vaccinated or does not have an approved exemption must test weekly even if not coming into a City facility on a regular basis.

20. Are volunteers subject to the mandatory testing program?

All City volunteers are subject to the same testing requirements as employees.

21. **Are employees who previously contracted COVID-19 exempt from testing? UPDATED 11/4/21**

   Employees who can provide documentation they contracted COVID-19 in the past will receive a *temporary* medical exemption for *90 days from the date they tested positive* for COVID-19. At the conclusion of that 90-day period, the employee will be subject to the requirements of the mandatory testing program unless they are fully vaccinated or subject to an approved exemption. Acceptable documentation is proof of a positive COVID-19 test result.

22. **Vaccinated employees are still able to contract COVID-19; will they be subject to some kind of testing requirement?**

   While there are certainly cases of "breakthrough" infections for vaccinated individuals, thankfully these are still relatively rare occurrences. The data shows that the vaccines are still highly effective in providing protection to individuals against the COVID-19 virus and its variants. The City has to prioritize the testing it will provide based on risk, the availability of testing kits, and resources. At this time the City is providing tests based on the employee's response to the Certification of Testing Status form.

23. **Will employees who are testing weekly be compensated for the time to test and upload results? NEW**

   The City adheres to the provisions and exemptions of the Fair Labor Standards Act (FLSA). Under the FLSA, an employee is not required to be compensated for "preliminary" activities conducted before the start of the workday if such activity is not integral and indispensable to the principal activities the employee is employed to perform. This is regardless of whether the employer requires the activity or not, or whether the activity benefits the employer. As City employees, testing for COVID-19 is unrelated to the specific tasks we are hired by the City to perform.

   Moreover, the time spent by an employee testing for COVID-19 is subject to a further exemption for what are considered to be activities that take a "de minimus" or minor amount of time. Factors supporting the testing being "de minimus" are: Testing is required only once per the administrative work week, the employee has discretion to test anytime during a range of hours/days, the City is not overseeing or monitoring the employee performing the test, it takes less than five minutes to swab, no monitoring is needed while results are processing which means the employee is free to do other things, and uploading results takes only a few minutes and does not need to be done immediately when the results are ready.

24. **If I test positive, do I need to get a PCR test to confirm results? NEW**

   While not required, we highly encourage you to obtain a PCR test to confirm your positive results. Per Virginia Department of Health (VDH) guidance, the PCR sample "*should be collected within 24 hours of the original test, if possible, and no more than 48 hours after*" the rapid test. Without a PCR test taken 24-48 hours after the rapid test, you may be required to remain out of work for a longer period of time based on VDH and CDC guidance. The CIU team will review all quarantining protocols with you if you test positive. For additional information on VDH testing recommendations, please see: https://www.vdh.virginia.gov/coronavirus/antigen-testing-recommendations/

25. What if I test positive but the PCR test comes back negative – will I receive back sick leave taken before obtaining the PCR test results? NEW

Under City policy you would not be entitled to receive back time taken because during the time between your positive home test and the negative PCR test, you were not at work. If you prefer to use another type of leave other than sick or if you are able to flex your schedule to make up for the time missed, those arrangements can be made in consultation and with the approval of your supervisor.

26. Do I need to send my weekly test results to the CIU team? NEW

No, test results only need to be uploaded to the secure portal which can be accessed through the Employee Connection, at the link below, or by scanning the QR code to the right with your cell phone's camera. https://hampton.jotform.com/212776066120047 (also see FAQ #8)

If your results are positive, please refer to Question 12.

27. Do I need to test if I am out on leave for the entire administrative work week? NEW

No, if you are out on leave from Saturday 12:01 a.m. to Saturday 12:00 a.m. you do not need to test for that week. If you are out on leave for a portion of the administrative work week, you are still required to test. **Please note**: If your department has issued guidance requiring weekly testing during a designated timeframe regardless of your leave status, you should follow that specific guidance.

28. How do I know if I have uploaded my test results correctly? NEW

When you have successfully uploaded your test results, you will see the icon and screen to the right.

If you do not see this screen, please bring your results to work with you and your supervisor will work with you to determine what went wrong. If you do not bring your results, you will be sent home.