



## Weekly COVID-19 Testing Policy and Procedure

### Policy

All staff are required to be tested weekly for COVID-19 unless they have proof of vaccination for COVID-19 and the proof is on file in the human resources department. VMRC will offer testing in each office at least once a week. Failure to test weekly will result in our standard corrective action as identified in the union agreement. **Unvaccinated staff will be informed each week that they are expected to test.** Vaccinated employees who want to get tested voluntarily are welcome and encouraged to get tested. Employees who have not been vaccinated at this time can choose to be tested at a different testing center at their own cost and send copy (digital or hard copy) of the result to HR weekly (VMRC EIN: ). This policy is consistent with the rules that many of our licensed providers must comply with under [PIN 21-32-ASC](#) and [PIN 21-33-ASC](#) and follows the direction provided by the [California Public Health Officer](#), Tomás J. Aragón, MD, DrPH. Doctor Aragón also [declared weeks ago that](#) “unvaccinated persons are more likely to get infected and spread the virus, which is transmitted through the air. Most current hospitalizations and deaths are among unvaccinated persons” and that “vaccination against COVID-19 is the most effective means of preventing infection with the COVID-19 virus, and subsequent transmission and outbreaks.”

### Procedure

1. VMRC will hire a contractor to do the testing.
2. Testing that will be used will be PCR or Antigen Testing, depending on the availability.
3. Contractor will be trained and oriented to the testing used which includes but not limited to:
  - a. obtaining consent,
  - b. registering the staff to the laboratory system,
  - c. printing laboratory requisition,
  - d. preparing test kits,
  - e. performing the test/getting swabs,
  - f. packaging the tests for delivery,
  - g. printing manifest,
  - h. ensure tests are delivered through FedEx or another assigned courier,
  - i. reporting to HR those who were tested,
  - j. following up with test results,
  - k. notifying the individuals tested of their test results,
  - l. notifying HR of positive tests results,
  - m. reporting to the local county public health office the positive results,
  - n. and engaging the surveillance process with HR.
4. Unvaccinated employees will come to the testing site and time they prefer weekly and bring their health insurance card.
5. Consent will be available and need to be signed prior to registration.
6. Contract staff will obtain consent, then register the staff.

7. Contract staff will perform the test to the staff. PPE (N95, Face shield, disposable gowns, gloves, and hand sanitizers) will be provided by VMRC. VMRC staff and contract staff are welcome to utilize them. Hand hygiene and COVID-19 safety precautions to be always observed.
8. Contract staff will prepare the manifest and the package to be sent to FedEx and ensure pick-up.
9. Contract staff will notify HR of the names of the individuals that got tested that day.
10. Contract staff will check the results and notify the VMRC employee via email utilizing a secure VMRC email within the intranet of the agency.
11. Contract staff will notify HR and the local county public health office of positive test results.
12. Contract staff will work with HR in any surveillance process.