



**Frequently Asked Questions (FAQs)
COVID-19 Mandatory Vaccine Reporting Requirements
Policy**

Addendum #2 - Weekly Testing

These Frequently Asked Questions (FAQ's) are intended to assist employees in understanding the COVID-19 Mandatory Vaccine Reporting Requirements Policy. Please visit the [Human Resources COVID-19 webpage](#) for more COVID-19 related information and resources. FAQ's may be periodically updated with additional responses. If you have additional questions that are not answered in the below FAQs, please forward questions to the Department of Human Resources COVID Care Team at HRCOVID19@nnva.gov.

Who is subject to weekly COVID-19 Testing in accordance with the Mandatory COVID-19 Reporting Policy?

Employees who decline the vaccine, decline disclosing their vaccination status, do not have an approved exemption/accommodation from COVID-19 testing, and employees who are otherwise **not** considered fully vaccinated will be required to submit weekly COVID-19 test results (PCR or Rapid). **Home COVID-19 test kit results will not be accepted.**

Employee COVID-19 test results must have been received from the testing facility within 5 calendar days of the weekly submission deadline.

If my medical exemption request was approved, am I required to complete weekly COVID-19 testing?

Employees who are exempt from receiving the vaccine and/or provided medical documentation specifically exempting them from COVID-19 testing will not be required to submit weekly COVID-19 test results. Unless your physician specifically states you are exempt from testing you will be subject to weekly testing.

If I have tested positive for COVID-19 in the past, am I exempt from the mandatory weekly COVID-19 testing requirement?

Employees with a prior positive COVID-19 test will not be required to submit to weekly COVID-19 testing until after 90 days from the date of their positive results. Employees must upload supporting documentation of the positive test results into the [Vaccination Document Portal](#).

When is an employee considered "fully vaccinated" as required by the policy?

An employee is considered "fully vaccinated" two weeks after receiving either the single-dose vaccine or two weeks after the second dose of a two-dose vaccine. It takes two weeks after completion of the

vaccination for antibodies to develop for disease resistance. If it has been less than 2 weeks since your final vaccine dose, you are **NOT** considered fully vaccinated.

How do I schedule an appointment to satisfy the weekly COVID-19 testing requirement?

To schedule weekly COVID-19 testing, login to the secure [Vaccination Document Portal](#) to access the Harness Health Partners Appts Plus scheduling tool. Testing will begin on Monday, September 13th @ Noon. Once the appointment has been scheduled, you will receive an appointment confirmation email from Harness Health Partners. This email will be sent to the email address you provided during registration.

Please use Chrome or Firefox to access the scheduler. Internet Explorer is not compatible with this service. The scheduling platform is also mobile-friendly.

What am I required to bring to the COVID-19 testing appointment?

Employees must show a photo ID each time they visit the city-sponsored testing site for weekly testing. City ID badges are acceptable. Proper face coverings **must also be worn** when entering the facility site and while located in the site for services.

What should I do if I need to reschedule or cancel my appointment?

Employees needing to cancel or reschedule appointments must login to the secure [Vaccination Document Portal](#) to access the Appts Plus scheduling tool. Once you login to the site, you will be provided the option to cancel or reschedule your appointment. Once you have completed your request, you will receive an appointment confirmation email from Harness Health Partners. This email will be sent to the email address you provided during registration. Employees who are not feeling well or who may be experiencing COVID related symptoms should remain home and not report for testing.

How should I prepare for the COVID-19 testing?

Employees should refrain from eating or drinking anything at least **30 mins before** taking the COVID-19 test.

What should I expect when I arrive at the city-sponsored COVID-19 testing site?

When you arrive at the testing facility, you will be directed to sign-in and complete the required Consent for Testing and Authorization/Release Form (required for the 1st appointment only) and COVID-19 Screening Questionnaire. You will then be directed to the testing area, where you will be provided additional instructions on how to complete the COVID-19 PCR saliva testing kit. A nurse will remain with you during the testing, which should take no more than 5-7 mins. After the testing, you will sign-out and exit the testing site. Proper safety protocols will be followed during the testing.

What will happen if I don't sign the Consent for Testing and Authorization/Release Form?

Employees who do not sign the Consent for Testing and Authorization/Release Form will not be provided the COVID-19 testing at the Harness Health testing site. However, per the city's COVID-19 Mandatory Vaccine Reporting Requirements Policy, employees are required to upload weekly COVID-19 test results into the secure [Vaccination Document Portal](#) by noon on Fridays.

Will the testing facility provide the city with my weekly test results?

No. Employees are expected to upload and submit weekly COVID-19 testing results into the secure [Vaccination Document Portal](#) by noon on Fridays.

How long will it take to receive my test results?

COVID-19 PCR saliva test results should be available within 24-48 hours after testing. Employees will receive notification of results from Gravity Diagnostics email: No-reply@gravitydiagnostics.com when results are ready for review. Employees whose test results are positive will also receive a call from Harness Health Partners to discuss.

What if I receive a positive COVID-19 test result after completing the weekly testing requirement?

Employees who receive a positive test result will be required to complete a 10-day quarantine. The employee must also be fever (without the use of fever reducing medications) and symptom free for at least 24 hours prior to returning to work. Employees with a non-occupational COVID-19 exposure related absence will be advised to utilize accrued leave or leave without pay in accordance with city policy. Employees who test positive or who are experiencing COVID symptoms should not report to work.

Am I required to use the city-sponsored COVID-19 testing sites?

Employees are encouraged to utilize the city sponsored COVID-19 testing sites. Employees who elect to have COVID-19 testing at non-city sponsored COVID-19 testing sites do so with the understanding that they will be responsible for any fees/cost associated with the testing. As a reminder, leave taken for these purposes should not exceed one hour per week.

How should I code my timesheet for testing or vaccination appointment?

Two new types of leave: **COVID-19 Vaccination Leave** and **COVID-19 Testing Leave**, are now available as Leave Request options in LTS. These leave types work similarly to other existing leave types and will require supervisor approval once submitted by employees.

Please be advised that leave requests using these new leave codes will **only** be approved for employees who are required to submit weekly test results as identified by the HR COVID Care Team or employees who have a desire to be vaccinated. These codes **should not** be used by employees

experiencing a COVID-19 related exposure or who are absent from work due to a COVID-19 related medical situation. As a reminder, leave taken for testing or vaccination purposes should not exceed one hour per week.

If I am out of town on approved leave, how should I handle my testing requirement?

Employees who are required to submit weekly test results should consider coordinating testing prior to taking leave or upon immediate return from scheduled leave. Supervisors will be responsible for managing leave approvals and reviewing testing submission expectations with their employees; with the understanding that the test-reporting deadline is by noon on Fridays.

If I am experiencing COVID-19 related symptoms, can I use the city-sponsored site for testing?

No. Employees who are experiencing COVID-19 related symptoms should not report to work or to the testing site. Those employees should contact their primary care physician and seek testing at another testing location.

{REVISED} What is the protocol for temporary workers and contractors?

Temporary agencies and contractors should be made aware that the City of Newport News has elected to become a COVID Safe Employer; however, they are not required to administer the same direction and guidance to their employees and should follow current CDC COVID-19 guidance and protocols; to include monitoring symptoms, wearing face coverings and maintaining social distancing.