



COVID-19 Testing FAQs 10/8/21

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 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?

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. Here is the link:

<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?

The Emergency Management Division has prepared employee testing kits which have been distributed to departments. Departments will distribute initial kits on 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.

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?

All testing should be conducted no more than 24 hours prior to the start of the employee's first shift of the administrative work week (Saturday 12:01 a.m. until Saturday 12:00 a.m.). Public safety employees whose schedules are based on a work period must still test weekly based on the administrative work week.

8. How do I submit my weekly COVID-19 rapid test results?

Once you obtain your test results, results must be photographed and uploaded to a secure, HIPAA compliant, portal called JotForm. The City has contracted with JotForm to provide this platform for employees to report weekly results safely and securely. The link for the Covid-19 Mandatory Weekly Testing Portal is: <https://hampton.jotform.com/212776066120047> and can be found on the Employee Connection page. When uploading results, you will be asked for your name, employee identification number, department number and phone number.

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

Those employees who do not have smartphone devices 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 weekly with a list of employees who complied and uploaded results to the portal but not 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 portal 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 (https://covid.cdc.gov/covid-data-tracker/#county-view|Virginia|51650|Risk|community_transmission_level|covid.cdc.gov) 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.)?

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. Tests and results must be no more than 24 hours prior to the start of the employee's first shift of the administrative work week (Saturday 12:01 a.m. until Saturday 12:00 a.m.).

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.

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. If an employee refuses to adhere to testing mandates they will be placed on unpaid administrative leave until in compliance.

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 since 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 has 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?

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. 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.

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 protections 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 will not be providing tests upon request for vaccinated employees.