



Employee Weekly COVID-19 Testing Procedures for High Risk Facilities

This procedure is for employees who are testing in accordance with Public Health Orders from July 26, 2021.

Testing Information

Testing Location Pick up Days:

Specimens will be picked up at each testing location on Monday, Wednesday, Thursday, and Friday.

Pick up Times:

Please have your tests in the drop box no later than 12:00 PM (noon) each pick-up day for processing. Test placed in the drop box after 12:00PM will be processed the following pick up day.

Testing Locations (High-risk facilities):

Testing locations for employees covered under the California Department of Public Health Order for High Risk Facilities dated July 26, 2021, include:

- MADF
- Sheriff's Office
- Crisis Stabilization Unit
- Juvenile Justice Center
- Human Resources Department *(Not a high-risk facility, but testing location is setup to capture employees working in county center who are entering any high-risk facilities.)*

Additional test drop locations for the countywide testing scope will be identified and provided in a future communication.

At the testing sites listed above, you will find the following items:

1. A Test Kit which includes:
 - "National Labs Employee Demographics Intake Form"
 - Puritan Swab Instructions for collecting a sample. "How to Collect a Nasal Specimen"
 - "Self-Swab Kit Instructions checklist"
 - Collection Tube with an information label
 - A Bio Hazard Bag
 - a. Viral transport media tube
 - b. Sterile single use lower nasal swab
2. A locked drop box for your completed test with a slot to insert.

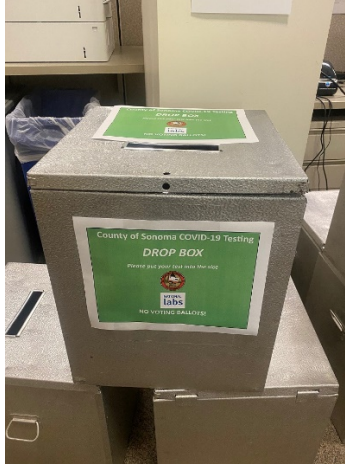


Figure 1. Drop box

3. A small rolling cart with supplies and personal protective equipment (PPE) for users to conduct their tests on-site. (At High Risk Locations ONLY)
4. A larger set of instructions posted for your review. (At High Risk Locations ONLY)
5. Privacy:
 - a. Privacy Screens or offices with closed doors will be setup at the High Risk testing location for your privacy while performing your test.
 - b. A test kit can be picked up from the testing location. The test can be taken offsite, to your office, a bathroom, or other private area you feel necessary to complete your test.
 - i. The test can then be dropped into a collection box at any County testing location.



Figure 2. Testing Kit

Using the Testing Site

Employees required to test weekly may test during a regular work shift with pre-approval from the employee's manager or supervisor and will be considered hours worked. Pre-approval from the employee's manager or supervisor is required for testing conducted outside of the regular work schedule in order to be considered hours worked.

1. Important Specimen Collection Information:
 - a. Your specimen sample must have been collected within 24 hours of placing your test in the drop box at one of the locations.
 - b. Read the instruction pages thoroughly.
 - c. Check that your kit contains all the test components as noted above.

2. Filling in the National Labs Intake Form:

* SAMPLE *

NATIONAL Labs COVID-19 TESTING - SONOMA COUNTY
 Date: 8/17/21
 Please Specify Department: B Human Resources
 EE ID: 00000

EMPLOYEE DEMOGRAPHICS

Full Name: Mouse Pluto DOB: 01/01/1900
Last First

Address: 123 ABC Way Apartment/Unit #
Street Address
 Santa Rosa CA 99999
City State ZIP Code

Phone: (555) 112-2334 Email: Pmouse@sonoma-county.org

Gender:
 Male
 Female

Ethnicity:
 Hispanic or Latino
 Non Hispanic or Non Latino
 Refused to Answer

Race:
 American Indian or Alaska Native
 Asian
 Black or African American
 Hawaiian Native or Pacific Islander
 White
 Other

Symptomatic*: *asked at each intake
 Yes
 No

*CA State requires specific information for all Covid lab reporting

DEMOGRAPHIC FORM NOTES

FIRST TIME TESTING WITH NATIONAL LABS:
 If this is your first test with National Labs, please fill out the full information because your info is not yet in system.

SECOND TIME OR ONGOING TESTING WITH NATIONAL LABS:
 If this is your second test, you only need to fill out your full name and DOB.

INSERTING INTO BAG:
 Please fold paper with information concealed and place back into your completed kit bag.

Figure 2: National Labs Intake form

The first time you take a National Labs test, please fill in the entire sheet, A through I:

- a. Date of your specimen collection
- b. Your department name and your 5 digit Person/Employee ID code
- c. Your legal first and last name and date of birth
- d. Your mailing address
- e. Contact phone number and your County email address
- f. Optional Demographics information for the state of California.
- g. Optional Demographics information for the state of California.
- h. Optional Demographics information for the state of California.
- i. Optional Demographics information for the state of California.

If you have already tested with National Labs, and you have previously provided all of the information above, you only have to fill in Steps A – C for each subsequent testing cycle.

Fold the intake form so that no personal information is NOT showing and place in the National Labs bag.

3. Let's Get Started:
 - a. Take your kit to a clean, private area.
 - b. Wash your hands or put on gloves.
 - c. Open the VTM Tube and place on a secure surface.
 - d. Open the sterile lower nasal swab packet and pull out the swab.
 - e. Complete the nasal swab collection by following the "Puritan Nasal Swab Instructions".
 - i. This is a lower nasal swab, please read the instructions very carefully.
 - f. Put the swab into the VTM tube.
 - g. Press the handle against the tube and bend slightly until the handle snaps in half (it should break off).
 - h. Seal the tube lid securely and use a ballpoint pen to write your FULL LEGAL NAME and DATE OF BIRTH (DOB) directly on the label of the VTM tube (No nicknames please).
 - i. Place into the sealable portion of the biohazard specimen bag.
 - j. Place the biohazard specimen bag into the large clear National Labs bag with your intake form.
 - k. Bring the complete kit back to any of the testing sites.
4. Before placing the completed test kit into the locked drop box, double check that:
 - a. Your Intake form is filled out as noted.
 - b. Your viral transport media tube (Specimen tube) has your full legal name and DOB written on the label.
 - c. Seal the plastic bag properly before placing into the drop box.
5. Where does my test go after I drop it into the secured lock box?
 - a. A National Labs Processor will collect the tests from the locked drop box at the designated pickup times listed above.
 - b. The Processor will process the test kits and log the intake information into the secure web portal.
 - c. Each test is provided an Accession Number unique to the test kit.
 - d. A courier will drive the processed kits to the Hayward lab for processing.
 - e. The test results should arrive within 24-48 hours (from arrival at the lab) via encrypted email.
 - i. You will have to enter your Date of Birth in order to view your results.

Testing Results

NATIONAL LABS

NATIONAL LABS
3946 TRUST WAY
HAYWARD, CA 94545 3716
PH: (908) 800-0000

COVID-19 Report Status: Final

Patient Name: Accession: 2103175280
Patient ID: Collect Date: 03/16/2021
DOB, Age, Sex: Receive Date: 03/17/2021
Client: Tested Date: 03/17/2021
Requested By: Referral Self (0000000000) Release Date: 03/17/2021

REPORT DETAILS

Test Name	Detected/Not Detected
SARS-CoV-2(Covid 19) RNA - RT PCR	Not Detected

Result Information - Not Detected:
The test result includes a Negative /Not Detected result for Covid-19. The SARS COV-2 RNA was not present in this specimen above the set limit of detection. A negative result does not rule out the possibility of a Covid-19 infection and should not be an independent indicator of patient health and treatment plans. Clinical correlation with additional diagnostic information, such as patient exposure and clinical representation of symptoms, is necessary for final medical evaluation and patient treatment decisions.

Result Information - Detected:
The test result includes a Positive/Detected result for Covid-19. The SARS COV-2 RNA was present in this specimen above the set limit of detection. A positive result indicates an active respiratory infection with SARS-CoV-2, which is commonly detected in respiratory specimens during the acute phase of infection. Positive results do not rule out an active bacterial infection or co-infection with other viruses. The detected agent may not be the definitive cause of infection. A positive result should not be an independent indicator of patient health. Clinical correlation with additional diagnostic information, such as patient exposure and clinical representation of symptoms, is necessary for final medical evaluation and patient treatment decisions.

Figure 3. Testing Results pdf

1. Positive Result
 - a. If your test result is POSITIVE, you and County HR Disability Management will receive an encrypted email notification from the National Labs Portal as soon as the lab verifies the POSITIVE result.
 - b. Encrypted emails will require the employee's Date of Birth to open the file.
 - c. **DON'T WAIT!** You must contact your department immediately if you receive a positive result.
 - d. Your POSTIVE test will also be sent to CDPH for notification purposes from National Labs.
2. Negative Result
 - a. If your test result is NEGATIVE, you will receive an encrypted email notification from the National Labs Portal.
 - b. Encrypted emails will require the employee's Date of Birth to open the file.
3. Inconclusive Test Result
 - a. If your test result is INCONCLUSIVE, you will receive an encrypted email notification from the National Labs Portal.
 - b. Encrypted emails will require the employee's Date of Birth to open the file.
 - c. **You must complete a new test by the end of your next scheduled workday.**

Employees Testing outside of County Testing Facilities

County offered testing resources are available to employees as an option, at no cost to the employee. An employee may elect to use other testing resource and submit a copy of the proof of negative or positive COVID-19 PCR or antigen test conducted during the weekly testing window. Additional no-cost testing resources are listed on the SoCoEmergency website: <https://socoemergency.org/emergency/novel-coronavirus/testing-and-tracing/>

Tests must be conducted using an FDA approved, Emergency Use Authorized, PCR or antigen test. Test results must be from a lab or healthcare provider and include:

- Employee Name
- Name of lab or healthcare provider

- Type of test used
- Date test sample was collected
- Test result

Provide your test results to your manager or to your department Human Resource personnel who are responsible for the management of the Vaccine Verification and Testing Process.

The County has made several no-cost testing options available to employees and will not reimburse employees for fee-based testing or deductibles.