

OFFICE OF THE MAYOR

DEREK S.K. KAWAKAMI, MAYOR

MICHAEL A. DAHLIG, MANAGING DIRECTOR



TO: All Team Associates

FROM: Derek S.K. Kawakami
Mayor

A handwritten signature in black ink, appearing to read "Derek S.K. Kawakami", is written over the printed name and title.

DATE: August 23, 2021

SUBJECT: **COVID-19 Advisory #2021-5c**
Vaccination/Testing Program-Addendum
COVID-19 Testing Protocol For Employees
Testing Begins Week of Sunday, August 29, 2021

This is the third addendum to the COVID-19 Advisory #2021-5 dated August 6, 2021. Advisory #2021-5a dated August 10, 2021 required all employees to submit an Attestation of Vaccination form; Advisory #2021-5b dated August 12, 2021 focused on information about the testing program and start date whereas this Advisory #2021-5c provides information on the COVID-19 Testing Protocol for employees.

Attached is the County of Kaua'i's COVID-19 Testing Protocol For Employees.

Thank you for continuing to remain vigilant by continuing to practice preventative health measures to help prevent the spread of COVID-19. Remember that for the safety of your co-workers and the public, if you have symptoms or are feeling sick, please do not report to work.

As conditions are changing very quickly, additional guidance may be provided as the situation dictates.

COVID-19 TESTING PROTOCOL FOR EMPLOYEES

Pursuant to Governor Ige's August 5, 2021 Emergency Proclamation, all County of Kaua'i employees who are not fully vaccinated (two weeks have passed since the final vaccination dose) must test for COVID-19, except as otherwise provided in this Protocol.

ADMINISTRATIVE LEAVE TO OBTAIN VACCINATION

Employees not fully vaccinated who desire to get vaccinated will be granted administrative leave up to two (2) hours, including travel time, for each dose.

WHO MUST TEST?

Testing shall apply to all County employees **EXCEPT** those identified below:

- 1) Employees who have been "fully" vaccinated utilizing a COVID-19 vaccine (Pfizer, Moderna, Johnson & Johnson/Janssen);
- 2) Unvaccinated employees who have recovered from COVID-19 within the past ninety (90) days without developing new symptoms, and who provide written documentation from a licensed health care provider or letter from the State of Hawaii Department of Health stating the following:
 - a. the date of infection; and
 - b. release from isolation/quarantine.

Immediately following the ninety (90) day period, the employee will be required to submit to weekly COVID-19 testing.

- 3) Employees who have not been fully vaccinated and who solely telework. However, if such employee's supervisor or designee decides to require the employee to report to the work site, before being permitted to enter the worksite, the employee will be required to test for COVID-19.

Additionally, the County will allow employees who have initiated a vaccine to not test for COVID-19 in accordance with the below:

- a) Employees who wish to use this exception must show proof of their first vaccination dose to their supervisor or designee;
- b) If another vaccination dose is needed, the supervisor or designee must then check back with the employee in accordance with their vaccine dosing schedule (after 3 weeks have passed for Pfizer or after 4 weeks have passed for Moderna);
- c) If the employee receives the second dose within 1 week after the required waiting period and shows proof of their second dose to their supervisor or designee, the employee will not be required to test for COVID-19; and
- d) The employee must complete a new Attestation Form once fully vaccinated.

If the employee fails to receive the second dose within the time period listed in c), the employee will no longer be exempt from COVID-19 testing and instead, be required to test for COVID-19 on a weekly basis.

TYPE OF TEST

The County has procured large quantities of Food & Drug Administration (FDA) rapid antigen self-COVID-19 tests authorized for emergency use. These self-tests will be made available to all employees subject to testing pursuant to this Protocol. Results are available within approximately fifteen (15) minutes via a self-administered nasal swab.

Employees will be responsible for administering their own self-tests. Supervisors are not required to monitor this process, but the County reserves the right to do so as needed.

COST OF TEST

There will be no cost to employees to take the Employer-provided rapid antigen self-COVID-19 tests.

Notwithstanding access to these free tests being provided by the County, employees may choose to test on their own time and at their own cost. These test results may be used for this program in lieu of using the County-provided self-test (e.g., unvaccinated employee travels to the mainland and must take a pre-travel test for the Safe Travels Program, etc.). Employees using their own test results must complete a Certification of COVID-19 Test Results Form (Attachment A) with the necessary information.

TESTING TO OCCUR DURING WORK TIME

Self-testing will be permitted during work hours, such as at the start or end of a work shift or when operationally feasible, which will make the process easy and convenient for employees. Supervisors should work with their employees to split up testing throughout the week to prevent disruptive operational issues.

FREQUENCY AND START DATE OF TESTING

Weekly testing will start the week of Sunday, August 29, 2021.

Testing procedures shall be as follows:

- 1) The Department of Human Resources (DHR) shall maintain a roster of those employees who are subject to testing and distribute to all departments;
- 2) Departments shall coordinate the distribution of the self-tests to their various facilities on a weekly basis based on the number of tests required for that facility; departments who do not have an adequate supply of tests shall request for additional tests by initiating a ICS 213RR request through the EOC;

- 3) Supervisors shall ensure that all employees subject to testing shall test at least once every week (the work week shall be defined as Sunday to Saturday); while there is no requirement to test on the same day of each week, supervisors should try and have employees test on the same day of the week if operationally feasible to maximize employees' safety; and
- 4) Departments shall collect all Certification of COVID-19 Test Results Forms (Attachment A) and log results on the "COVID-19 Test Roster" (provided by the DHR). Departments should also indicate which employees did not test and the reasons (initiated vaccination, out on leave, refused, etc.). The COVID-19 Test Roster shall be submitted to the DHR every MONDAY by close of business for the prior week.

EMPLOYEES ON EXTENDED LEAVE OF ABSENCE

Employees who are on an extended leave of absence must complete an Attestation Form (Advisory #2021-5a) upon their return and if subject to testing, complete a COVID-19 test at the beginning of their shift.

TESTING RESULTS AND COMPLETION OF CERTIFICATION OF COVID-19 TESTING FORM

Employees who do not complete a Certification of COVID-19 Test Results Form as required or who test positive will not be allowed to stay at the work site.

Following the self-test, employees shall complete a Certification of COVID-19 Test Results Form (Attachment A) to confirm their test results and submit this form to their supervisor or departmental designee via email, text (i.e., screenshot of signed form), or hard copy to verify that testing was completed weekly.

Test Results:

Positive Result: Employees shall leave the work site, use their own leave time (sick, vacation or comp time), and contact their physician for follow up.

Negative Result: Employees may continue to work.

Inconclusive Test: Employees should confirm test instructions with another employee or supervisor and proceed to take another test. After a second inconclusive test, employees should inform their supervisors and wait for further instructions.

Employees who do not take a COVID-19 test and complete a Certification of COVID-19 Test Results Form as required will not be allowed to report to work, will be placed on unauthorized leave without pay, and will be subject to discipline, up to and including termination, unless the employee takes a COVID-19 test and completes a Certification of COVID-19 Test Results Form pursuant to this Protocol.

REMINDER - IF YOU HAVE SYMPTOMS OR ARE FEELING SICK

Remember that for the safety of your co-workers and the public, regardless of your vaccination status, whether you are exempted from testing, or your testing results, if you have symptoms or are feeling sick, please do not report to work.

ATTACHMENT A
CERTIFICATION OF COVID-19 TEST RESULTS

INSTRUCTIONS:

Please check the box below that certifies receipt of your COVID-19 negative or positive test result and indicate the date the test was taken.

Employees must submit this signed certification form to their supervisor or departmental designee.

Supervisors or departmental designees must submit a copy of this signed form to the Department of Human Resources via email at humanresources@kauai.gov.

CERTIFICATION BY EMPLOYEE:

- I have received a **negative** test result for a COVID-19 test taken on _____
(indicate date of COVID-19 test).

- I have received a **positive** test result for a COVID-19 test taken on _____
(indicate date of COVID-19 test). **IMPORTANT:** *Do not report to work. Follow-up with your personal physician for further guidance and to obtain clearance to return to work.*

Employee Certification: I attest that the information provided above is accurate and true to the best of my knowledge. I understand that the County of Kaua'i reserves the right to verify my test results. I further understand that a knowing and willful false statement on this form, or failure to timely submit the form, may result in disciplinary action up to and including termination of employment with the County of Kaua'i.

SIGNATURE (EMPLOYEE)

DATE SIGNED

PRINT NAME (EMPLOYEE)