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[All SLOCOE Staff] UPDATE On-SiteCOVID-19 Surveillance Testing ~ ACTION REQUIRED BY ALL EMPLOYEES

1 message

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To: All SLOCOE Staff <allslocoestaff@slocoe.org>

Thu, Nov 12, 2020 at 12:54 PM

SLOCOE Employees,

Thank you for your continued service and adherence to COVID-19 safety protocols. In accordance with Public Health Guidelines, we are preparing employee surveillance testing for COVID-19 as we increase in-person services.

School staffs are essential workers, and staff includes teachers, paraprofessionals, cafeteria workers, janitors, bus drivers, or any other school employee that may have contact with students or other staff. School districts and schools shall test staff periodically, as testing capacity permits and as practicable. (CDPH COVID-19 and Reopening In-Person Learning Framework for K-12 Schools in California)

With school's reopening and increased person-to-person interaction with the schools we serve, SLOCOE has contracted with Walker Medical Wellness and Westpac Labs to conduct Employee COVID-19 Surveillance Testing. SLOCOE employees are required to be tested once every other month. This testing is not intended for those who are experiencing COVID-19 symptoms. Walker Medical Wellness will be conducting the nasal swab testing, this is not the "brain" swab testing.

SLOCOE has divided all employees into four testing cohorts and established the following locations and testing schedule:

<u>COHORT #</u>	<u>DATE</u>	<u>TIME</u>	<u>LOCATION</u>
Testing Cohort #1	November 17, 2020	12:30 – 3:30pm	SLOCOE (Loma Vista Gym)
Testing Cohort #2	December 2, 2020	12:30 – 2:30pm	SLOCOE (Board Room)
Testing Cohort #3	December 16, 2020	1:00 – 2:00pm	SLOCOE (Board Room)
Testing Cohort #4	January 6, 2021	12:30 – 3:30pm	SLOCOE (Board Room)

Each employee is assigned to a testing cohort number (1, 2, 3 or 4) and each cohort will be tested once every other month. SLOCOE employees will receive an email 72 hour prior to their assigned testing date. Included in the testing notification email will be a link to schedule the testing time during the assigned testing day.

To accelerate the registration, results reporting, and scheduling process, SLOCOE employees are asked to register on two websites prior to receiving the cohort assignment and testing day. [Appointments Plus](#) is for making the testing appointment and [Prognosis](#) is for receiving COVID-19 testing results. **Employees must register on both of these sites at least 72 Hours (4 Days) prior to your testing date. (Instructions for registering on the two websites are attached.)**

Employees are required to provide their insurance information in the **Prognosis** website. Please ensure that the Insurance Details, Subscriber Details and Subscribers Address is completed during your registration

process. This is for any insurance, not just those with SLOCOE insurance coverage. If you do not have insurance, please note "no insurance" when you register online.

You MUST BRING A COPY OF THE FRONT AND BACK OF YOUR INSURANCE CARD to your Testing Appointment.

The Cares Act requires insurance to fully cover COVID-19 testing, so there should be no cost to the employee or to the SLOCOE. Surveillance COVID-19 Testing is mandated by the Public Health Department, therefore, it is a requirement of continued employment.

If you have any questions or need assistance please feel free to contact anyone of us in Human Resources.

We thank you for your continued service and cooperation.

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Human Resources



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2 attachments



COVID Surveillance Testing Registration Instructions.pdf

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COVID Surveillance Testing Registration_Short Version_Instructions.pdf

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