

MEMORANDUM

Date: October 15, 2021
To: All BOC Employees
From: Robert J. Young, Human Resources Director
Subject: COVID-19 Testing Program

The new Board of Commissioners COVID-19 Testing Program was announced September 10, 2021. The program begins Monday, October 18, 2021. Our number of vaccinated employees continues to increase which makes everyone safer.

The time between the program announcement and the effective date has provided the opportunity to adjust the program and policy. You will find the updated policy with this memo.

Policy changes include the following:

- One test a week will be required.
- Proctored self-testing results will be accepted. Test kits have been mailed to all employees who have not provided proof of vaccination. Instructions for how to use the test begin by downloading the app indicated on the outside of the test kit. Once logged into the app a proctor will come on and lead employees through the testing process.
- Employees who have begun the vaccination process (having one shot if two are required) will not have to submit weekly tests results. If they failure to receive the second shot, testing will be required.
- Disciplinary action will not begin until November 29th. This will allow time for everyone to adjust to this new program. Weekly test results must be submitted during the period, (October 18th – November 29th).
- During this adjustment period, Employees who fail to provide a negative test result each week will be sent home. They will be required to utilize permissive leave until they submit a negative test result. Teleworking will not be permitted in this case.

Attached to this memo you will also find a list of Frequently Asked Questions (FAQ).

Director
Robert J. Young

373 S. High St. 25th Fl.
Columbus, Ohio 43215-4543

t 614 525 6224
f 614 525 6273