



COVID-19 TESTING PROGRAM

The Franklin County Commissioners believe it is important to provide a safe work environment for all employees. Steps taken throughout the ongoing COVID-19 public health crisis reflect this belief. Efforts to reduce the spread of the virus have worked, however the spread continues primarily through unvaccinated individuals. We know we must go further in making sure our employees have a safe working environment.

Statement of Policy

It is the policy of the Commissioners that all employees (including full-time, part-time, and temporary) provide proof of a negative COVID test once a week.

Proof of Negative COVID Test

Employees are required to submit proof of a negative COVID test to BOC Human Resources, once a week. Tests must be submitted each week on Thursday by the end of the day. If that day is a holiday, please submit by Wednesday. If your record contains medical information other than proof of a negative result, that information should be redacted. Your results will be maintained as a confidential record.

Employees will receive an autogenerated email from KRONOS once a week providing instructions for submitting their weekly negative COVID test results. Employees will be assigned a COVID Weekly Test Result checklist, providing them the ability to upload their proof of a negative COVID test. Test results must be submitted to BOC Human Resources through KRONOS or as otherwise directed by Human Resource.

Availability of COVID tests

Employees have many opportunities to obtain their COVID test. Acceptable tests include antigen or PRC (polymerase chain reaction) tests or rapid tests administered by a pharmacy or qualified healthcare professional or proctored home tests self-administered rapid tests provided to employees.

Tests are generally covered by our health plan. Rapid tests employees purchase themselves will not be reimbursed. County time is not to be utilized for COVID testing.

Additional information regarding where to obtain a COVID test can be found on our ThriveOn website.

Positive COVID tests

Employees who test positive should notify BOC Human Resources and not report to the office until providing written authorization from a medical professional to return.

BOC Human Resources will notify the Agency when an employee has a positive COVID test result.

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Board of County Commissioners
Policy Number: BOC-70.02

No Test Provided

For the safety of our County workforce, any employee who fails to submit a negative test by Thursday of each week will be assumed to have tested positive and must follow the leave guidance for positive tests until they produce evidence of a negative test. Unvaccinated employees who do not comply with the COVID Testing Policy are not be eligible for Telework or Paid Family Leave.

Accommodations

An employee who has been vaccinated can opt out of the testing program by submitting proof of vaccination to BOC Human Resources. If your record contains medical information other than proof of vaccination, that information should be redacted.

Discipline

Employees who fail to comply with this policy will be subject to discipline. Examples include, but are not limited to, failing to provide a test result, providing falsified and or forged results, failing to provide results in a timely manner.

Employees can submit proof of vaccination by completing the Vaccination Incentive HR Action within KRONOS. To locate this action, select My Info>> MyHR >> HR Actions>> Select Start next to Vaccination Incentive. Employees should upload a clear copy of their final vaccination card and select Submit. BOC Human Resources will review and update the employee's file.

BOC Human Resources will oversee the disciplinary process for this policy.

Discipline will begin November 29, 2021.