

COVID-19 TESTING POLICY FREQUENTLY ASKED QUESTIONS

1. Are all Board of Commissioner employees required to test once a week?

An employee who has been vaccinated or has started the vaccination process can opt out of the testing program. To opt out you are required to submit proof to Human Resources through your KRONOS assigned COVID checklist.

2. What type of COVID test is acceptable to submit?

Accepted tests include antigen or PRC (polymerase chain reaction) tests or rapid tests administered by a pharmacy or qualified healthcare professional or proctored home tests.

3. Where can I get a COVID test?

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. Additional information regarding where to obtain a COVID test can be found on our ThriveOn website or on the Franklin County Public Health Website.

4. What if I only work one or two days and I take permissive leave the other days, do I need to submit a current test result?

Yes, unless you are not working for the entire week, you are required to submit a current test by end of business Thursday each week.

5. Am I required to do the weekly test if I have already had COVID and can provide proof of the antibodies?

Yes, you are required to follow the Covid Testing policy by providing a test each week. The CDC does not recommend that the presence of antibodies from previous infection to be used as a proxy for testing or vaccination. The following link highlights the study for reinfection for those unvaccinated and previously infected by COVID vs those vaccinated and previously infected:

<https://www.cdc.gov/media/releases/2021/s0806-vaccination-protection.html>

6. How will do I submit my weekly test results?

Human Resources will assign you Weekly COVID Test Results “checklist” within KRONOS if you have not provided proof of vaccination. Further instructions will be provided in a weekly autogenerated email if you are required to test. You can submit proof of vaccination at any time to opt out of the testing requirements.

7. Do I need to submit a test if I telework?

Yes, even if you are teleworking you are required to submit a test each week.

8. Do I submit a test if I’m on extended medical leave?

No, if you are on an extended medical leave Human Resources will update your account to show you are on approved medical leave.

Director
Robert J. Young

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

t 614 525 6224
f 614 525 6273

9. Do I need to submit a test if I am scheduled off on permissive leave all week?

No, if you are scheduled off for the entire week you are not required to submit a test result. However, you are required to include a comment on your weekly COVID “checklist” within KRONOS that indicates you are on permissive leave for the week and include the dates. (see below)



← Weekly COVID Test Results

Upload a copy of your weekly COVID test results and select submit for HR Review.

Employee TA Test AFSCME

Effective From *

10/11/2021



Upload COVID Test Results

Documents

[Upload Document](#)

Name	Document Type	Uploaded On	Uploaded By	Expiration Date	Actions
No Data to Display					

10. What do I do if I test positive?

Do not come to work. Please follow guidance from the health department and/or your doctor. You are to notify your supervisor immediately, submit your positive test result through Kronos, and work with your supervisor to determine if teleworking is an option. If you are unable to telework, please see question 14 for permissible leave options.

11. If I test positive, when can I return to work?

You should not report to the office until providing written authorization from a medical professional to return or providing a negative COVID test to Human Resources.

12. What type of leave is available if I test positive and am unable to work?

If you test positive and can telework, you should work with your agency to do so. Those who tested positive who are unable to telework, can apply for Paid Family Leave. If all Paid Family Leave entitlement has been exhausted, you are required to use your available permissible leave. Employees who do not comply with the COVID Testing Policy are not eligible for telework or Paid Family Leave.

13. What happens if I don't submit a test on Thursday?

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 eligible for Telework or Paid Family Leave. Disciplinary action will not begin until November 29th, 2021. This will allow time for everyone to adjust to this new program. Weekly test results must be submitted during the period, (Oct 18th – Nov 29th).

14. What type of leave is available if I do not provide a test?

If test results are not provided in accordance with the policy, Human Resources will update your timesheet using your permissive leave in the following order:

- Vacation
- Personal (i.e., Personal, Wellness Personal, Personal (Special))
- Admin Time
- Sick Leave

Note: Comp Time will not be automatically applied to a timesheet without prior approval from the employee.