HUMAN RESOURCES MESSAGE TO EMPLOYEES REGARDING COVID-19 TESTING FOR THE MONTH OF SEPTEMBER 2021

Subject: Important Update regarding COVID-19 Testing for the month of September 2021 - (August 31st - September 30th, 2021)

If you are teaching, working or visiting Fremont or Newark campuses, you are required to participate in weekly surveillance COVID-19 testing until September 30, 2021.

This policy is subject to change when the vaccination mandate become effective (October 1, 2021). More information about this will follow. Until then, all employees coming on campus to teach, work or use their offices on a regular basis, must participate in weekly testing beginning the week of August 30th.

Employees working remotely and/or teaching exclusively on-line and not planning on being in-person on either the Fremont or Newark campuses are not required to participate in surveillance testing for September.

We have increased testing from 1 day to 2 days as follows:

- **Fremont Campus** COVID-19 Testing hours are from 10:00 AM – 1:00 PM in the breezeway of building 9 **every Tuesday and Wednesday**.

- **Newark Campus** COVID-19 Testing hours are from 2:00 PM – 4:00 PM in room 1100 **every Tuesday and Wednesday**.

**Registration and Instructions BEFORE the day of the test***:

- If you have difficulties in enrollment, there will be support at the testing site to help you out.

**NOTE**: All of the information you enter is confidential and cannot be shared, except to a select few who administer the program and the Alameda County Public Health Dep’t if there is a positive test. This is the law.

**Directions and protocols to the Fremont testing site**:

Please make sure to put on your mask *properly* before you exit your car. Mask must fully cover the nose and mouth and fit snugly over the chin. Please remember to keep a 6’ distance from others, to the best of your ability.

- Before testing, you must go through a symptom screening station. We have a number of stations on the Fremont campus and one on the Newark campus: [https://www.ohlone.edu/sites/default/files/images/fremont-map-2021.jpg](https://www.ohlone.edu/sites/default/files/images/fremont-map-2021.jpg)
• Directions to and from Building 9 – Fremont campus:
  o Entry way is down the stairs on the right side of Building 9.
  o Exit the opposite doorway and up the stairs. Do not exit the way you entered.
  o A health monitor will be stationed near the entrance.

Directions and protocols to the Newark testing site:

Please make sure to put on your mask properly before you exit your car. Mask must fully cover the nose and mouth and fit snugly over the chin. Please remember to keep a 6’ distance from others, to the best of your ability. Please abide the one-way paths in Newark.

• Before testing, you must go through the symptom screening station located through the left-hand door in the courtyard this is the only entrance to Newark campus.
• Directions to the testing site
  o From symptom screening station continue straight ahead to room 1100, there will be signs indicating the correct room.
  o Exit through the opposite doorway from the symptom screening station out to the courtyard

WHEN WILL YOU GET THE RESULTS:
The testing lab will receive the tests within 24 hours. You will receive a notification from Virus Geeks when your test results are available.

WHAT IF YOU TEST POSITIVE FOR COVID?
If your test result is positive you must stay home. You will receive a call from the district’s Contact Tracing Team to obtain close contacts on campus to reduce/mitigate the spread. The County may also contact you with questions about potential close contacts off campus.

By law, we need to collect this information and file a report with Alameda County and the State of California.

WHO HAS ACCESS TO MY INFORMATION?
Your information is considered by law to be confidential, and cannot be shared with anyone except those few people who are involved in managing the testing and potential contact tracing, and those responsible for managing the administrative aspect of your isolation.

*IF YOU HAVE REGISTERED ONCE, YOU DO NOT NEED TO REGISTER AGAIN. PROCEED TO TESTING AS NORMAL. PLEASE CONTINUE TO FOLLOW THE DIRECTIONS AND PROTOCOLS.

Note: After initial testing, you will be required to be tested every week until September 30th. Testing is on Tuesdays and Wednesdays. If you are unable to make the scheduled test date and
time, you can test the following week. We understand that not all employees are available on a set schedule. The goal is to have as many levels of protection as possible while remaining flexible.

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