

From: Gregory Smith  
Sent: Friday, August 27, 2021 4:15 PM (Updated 9/2/2021)  
Subject: PLEASE READ: COVID-19 Testing Procedures

Hello SDCCD Community,

**This email contains specific directions and instructions regarding the COVID-19 testing requirement. Please read this carefully.**

If you have not provided documentation you are fully vaccinated, you are required to be tested for COVID-19 each week while you are working for the District. This applies to all employees regardless of their work location, including those working 100% remotely.

If you are fully vaccinated and have not provided your documentation, you may do by following these links: Submit your [vaccination confirmation](#) or [vaccination exemption](#) form. Directions on completing the forms is available here:

<https://www.sdccd.edu/docs/HumanResources/risk/Vaccination%20Form%20FAQs.pdf>

Fully vaccinated is defined as 14 days after the final dose in a COVID-19 vaccination series. Any vaccine approved for emergency use by the Centers for Disease Control or World Health Organization will be accepted by the District.

If you are not fully vaccinated, you may get tested at any available District-provided testing location or any other place offering COVID-19 testing using tests approved by the Centers for Disease Control. Testing is available free of charge to you whether you have insurance or not. There are places advertising COVID-19 testing for a fee, we recommend you do not use these sites. If an employee chooses to use a fee-based COVID-19 testing option, they will not be reimbursed.

### **District-Provided COVID-19 Testing Schedule**

The District has contracted with Biocept to provide onsite testing at City College, Mesa College, Miramar College, and the District Office. Additional testing sites at one or more College of Continuing Education campuses may be added if we have sufficient student and employee need for testing to meet the minimum testing requirements from Biocept.

Any employee, student, or visitor may register and get tested at any testing site.

Onsite Testing Schedule (Updated 9/2/2021)

	City College	Mesa College	Miramar College	District Office
Monday		7 AM – 3 PM		
Tuesday		10 AM – 6 PM	6 AM – 1 PM	
Wednesday	8 AM – 2 PM		12 PM – 7 PM	8 AM – 4 PM
Thursday	9 AM – 5 PM			
Friday		8 AM – 12 PM		

### **Instructions to Register for Testing**

All employees will use the following web link or QR code to register for testing. Employees who are not required to be tested may also register and make an appointment to be tested, but are not required to do so.

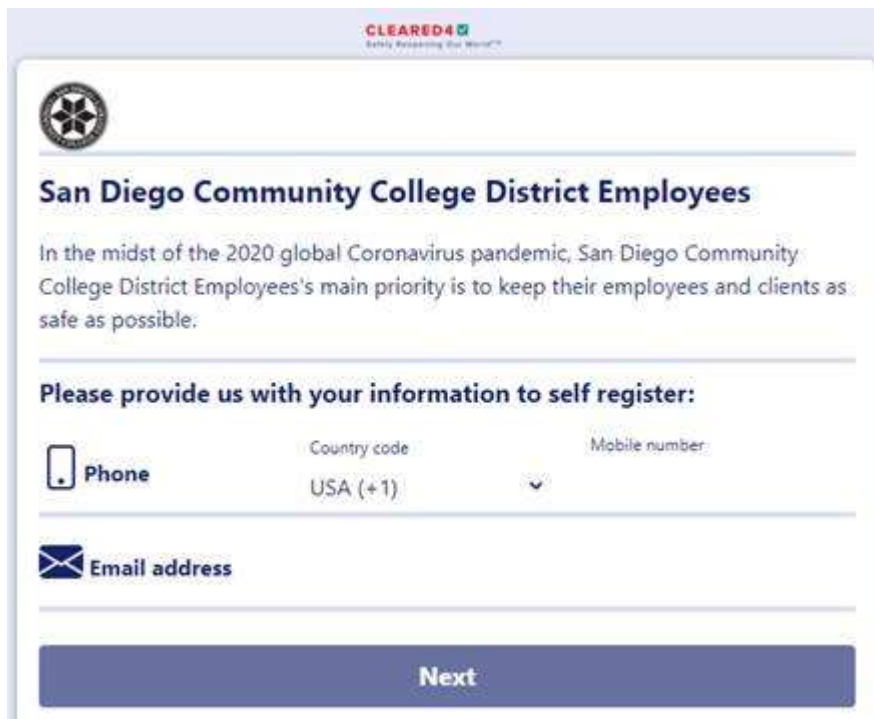
## EMPLOYEE Self Registration Link and QR code

<https://www.c4wrk.com/4FoCfU8hB9P2HofN7>



You do not need to download an application or any software to register, make appointments, view your test results, or access any feature of the site. When you click on the web link or scan the QR code with your device, you will be directed to a site titled Cleared4, which is the platform used to manage the testing process.

You will be asked to enter a mobile telephone number and email address:



The screenshot shows a web form titled "San Diego Community College District Employees" on the Cleared4 platform. The form includes a header with the Cleared4 logo and the tagline "Self-Registering Our World". Below the header is the San Diego Community College District logo and a message: "In the midst of the 2020 global Coronavirus pandemic, San Diego Community College District Employees's main priority is to keep their employees and clients as safe as possible." The form asks for contact information to self-register, with fields for "Phone", "Country code" (set to USA (+1)), and "Mobile number". There is also a field for "Email address". A blue "Next" button is at the bottom of the form.

After providing your contact information, you will receive a text and an email with a link to complete your registration. We strongly recommend you bookmark this link as you will use this link each time you want to access your profile, schedule a testing appointment, or view your test results. When you first click on the link, you will complete additional personal information and upload an image of your insurance card. If you do not have medical insurance, please fill out the attached statement, sign it, and upload an image of your completed statement.

\_\_\_\_\_, \_\_\_\_\_ (full name)

\_\_\_\_/\_\_\_\_/\_\_\_\_ (date of birth),

Attest that I do not have health insurance.

\_\_\_\_\_ sign

\_\_\_\_\_ date

Once you have completed your personal information, you may return to the homepage where you will see links to schedule a testing appointment or upload a test result from a different testing provider:

The screenshot shows the Bioccept user interface. At the top, the Bioccept logo is centered. On the left is a circular logo with a star. On the right are icons for 'Vax Card', a calendar with a red notification, a barcode, and a settings gear. Below the header, the user is greeted with 'Welcome Gregory Smith'. A message states: 'In the midst of the 2020 global Coronavirus pandemic, San Diego Community College District Employees's main priority is to keep their employees and clients as safe as possible.' Below this is a large button labeled 'Show Access Pass'. Underneath are three menu items: 'Book On-site Covid Test' with a calendar icon, 'Upload Negative Covid-19 Test Proof' with a camera icon, and 'Enter Your Vaccination Data' with a camera icon. At the bottom, a 'HEALTH TIP' section features a hand-washing icon and the text: 'Remember to wash your hands for 20 seconds.'

While you may upload a copy of your vaccination card to this site, you are not required to do so. We will continue to collect and maintain vaccination records through Human Resources as described above. Anytime you choose to have a COVID-19 test at a facility other than the sites offered by the District, you will need to upload your test result through this process. When you click on the “Upload Negative COVID-19 Test Proof” link, you will be able to attached an image of your test result. When attaching your test result, please make sure your name, date of the test, and the result are clearly visible. If we cannot validate this information, you will not be cleared for work.

When you click on the “Book On-site Covid Test” link, you will be able to pick any District testing site and schedule a day and time for your test:

The image displays two screenshots of the Bioccept Test Appointment Scheduler interface. The top screenshot shows the initial form with the following fields:

- Test Appointment Scheduler** (Title)
- Pick a location for your appointment \*** (Label)
- (Input field with a red border and a dropdown arrow icon)
- Pick a day for your appointment \*** (Label)
- (Input field with a calendar icon)

The bottom screenshot shows the form with the following fields:

- Test Appointment Scheduler** (Title)
- Pick a location for your appointment \*** (Label)
- (Input field with a dropdown arrow icon)
- Pick a day for your appointment \*** (Label)
- (Input field with a calendar icon)
- Pick a time for your appointment \*** (Label)
- (Empty input field with a red border and a dropdown arrow icon)
- (Blue button)

## Testing FAQs

1. If I am not vaccinated and working 100% remote during the fall semester, am I required to be tested for COVID-19?
  - a. Yes, all employees who have not provided documentation showing they are vaccinated must be tested for COVID-19 weekly
2. Why are employees who are not working onsite required to be tested?
  - a. All employees are required to be ready to report to work onsite and complete work assignments which require in-person interactions with others when directed. To help prevent the spread of COVID-19 in our communities, all District employees must be vaccinated against COVID-19 or be tested for COVID-19 weekly.
3. Why are vaccinated employees and students exempt from the testing requirement?
  - a. Current public health guidance and data on COVID-19 infections shows unvaccinated individuals are a considerably higher risk of infection and transmission of COVID-19 than fully vaccinated individuals, including the Delta variant. While testing supplies are much more widely available than at previous times during the COVID-19 pandemic, there are finite test kits available and using those resources strategically provides the most effective protection for our communities.
4. Will vaccinated employees and students be required to be tested in the future?
  - a. As the rate of COVID-19 infections in our County and guidance from public health agencies evolves, the District's protocols may change to ensure we can continue to provide safe instructional and work environments.
5. Will employees and students be required to be tested for COVID-19 in the spring?
  - a. Decisions on the District's operating protocols for the spring semester will be made during the fall semester and communicated with as much advanced notice as possible.

6. Can I get a medical accommodation to exempt me from the COVID-19 testing requirement?
  - a. If you have a medical condition which impacts your ability to be tested for COVID-19, please contact the Risk Management Department to engage in an interactive process to determine the appropriate accommodations for your specific medical needs. Email: [sdccdriskmanagement@sdccd.edu](mailto:sdccdriskmanagement@sdccd.edu); telephone: 619-388-6953
7. Can I get a religious accommodation to exempt me from the COVID-19 testing requirement?
  - a. In most cases an exemption from the COVID-19 testing requirement will not be approved based on a religious belief. A reasonable accommodation cannot result in a risk to the health and safety of others. Due to the potential for asymptomatic COVID-19 cases and spread from a person who does not know they have COVID-19, an exemption from testing based on a religious belief is unlikely to be a reasonable accommodation. However, any employee may request a religious accommodation and the District will engage in an interactive process to determine whether an accommodation can be provided based on the individual circumstances of the employee.
8. Am I required to be tested while I am on leave?
  - a. You are not required to be tested while on leave, but you must be tested prior to returning to work.
9. If I get tested at a District site, how long will it take to get the results?
  - a. Results will be available within 48 hours. You will receive email and text notifications when your test results are available.
10. Which District test sites can I use for testing?
  - a. All employees can get tested at any District site.
11. Do I get paid for the time I use getting tested?
  - a. Yes, the testing requirement is a work direction from the District and must occur during an employee's paid time.
12. If I get tested at a different facility than a District site, how do I provide my test results?
  - a. Register for the Cleared4 site using the links and process provided above and submit your test result through the site.
13. If I get tested at a different facility and haven't received my results within the required timeframe, am I cleared to work?
  - a. No, if you test at an alternative location, you are not in compliance with this requirement until you upload your test results. Anyone choosing to test off site should do so at least three days before the due date to ensure they are in compliance.
14. How will I know if I have complied and I am cleared to work?
  - a. Human Resources will notify any employee who is not cleared to work for failing to comply with this requirement.
15. I am an Adjunct Faculty member and I only get paid for my teaching hours. Do I have to get tested during time I would normally be teaching?
  - a. No, adjunct teaching faculty may schedule testing time outside their teaching assignment to get tested and complete a timecard for their testing time.
16. I am a NANC employee, do I get paid for the time I spend getting tested?
  - a. Yes, NANC employees must get tested during their paid work time.
17. Can I choose to get tested on my off day if it is more convenient for me.
  - a. If you are paid for your work hours (Classified Professional, Adjunct Faculty, NANCE) you must get tested during your regular work hours. If you are a salaried employee (Contract Faculty, Exempt Professional, Supervisor, Manager) you may choose when you get tested as part of your regular job assignment.
18. What happens if I have a positive test?
  - a. You will be notified by Biocept immediately. The Risk Management Department and County Public Health Department will also be notified. The Risk Management

Department will contact you directly with additional instructions regarding quarantine requirements. If you are asymptomatic and able to work remotely, you may continue to work remotely. If you are symptomatic and cannot work or your job duties cannot be performed remotely, you will be on leave until the requirements are met for you to return to work.

19. What happens if someone who works in the same area as me has a positive test?
  - a. The District will conduct contact tracing in coordination with the County Health Department to determine who has been exposed to a positive COVID-19 case and provide appropriate notifications and direction regarding quarantine and testing.
20. What happens if I do not comply with the testing requirement?
  - a. You will be placed on unpaid leave and may not perform any work until you provide a test result.
21. Who has access to my test results?
  - a. A small group of employees in Human Resources will monitor compliance with the testing requirement and the results, as part of their job duties. Test results are confidential personal health information and are maintained in a secure, HIPAA-compliant electronic system. Test results will only be shared with agencies with a legal right to the information, such as the County Health Department. No other employees of the District will have access to the records and they will not be part of any employee's personnel file.
22. I am fully vaccinated and would like to get tested, can I use a District site?
  - a. Yes, please complete the registration process as described above and schedule an appointment at your convenience.

Thank you,

Greg

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DISTRICT**

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