

CITY AND COUNTY OF HONOLULU COVID-19 VACCINATION MANDATE

Procedures for Required Weekly Testing

In accordance with the Revised Guidelines for COVID-19 Vaccination of City Employees (Guidelines), the following procedures are applicable to Employees who are granted an exemption or Employees who have a pending request for exemption.

1. Departmental Coordinators shall create and maintain a list of their employees who are required to submit to weekly COVID-19 testing.
 - a. Departmental Coordinators should already have a list of employees who submitted their request for exemption through their Administrative Services Officer (“ASO”) or Equal Opportunity (EO) Coordinator (“designee”).
 - b. When requests for exemptions are granted or denied, the ASOs/designees will be copied on the determination letter to the employee and the ASO/designee shall ensure the list is updated.
 - c. Departmental Coordinators must also maintain the list with respect to employees who are granted a temporary exemption by Dr. Lee or Dr. Omori, and are not subject to testing for a period of time.
2. Departmental Coordinators are responsible for notifying the specific employees that they are required to submit to weekly COVID-19 testing and are responsible for providing these procedures and attachments to the specific employees. (See Attachment 1 for sample notice.)
3. Required Weekly Testing shall begin on August 30, 2021. The week Monday, August 30, 2021 – Sunday, September 5, 2021 shall be the first seven day period during which these employees must submit to at least one COVID-19 test at one of the City designated testing locations. (See Attachment 2 for a current list of City designated testing locations.) Tests must be performed on or prior to the following Sunday of each seven day period, which starts on the Monday of each week.
4. Employees are responsible for scheduling their weekly testing appointments at the City designated testing locations. Appointments must be made through the website alohaclear.com. (See Attachment 3 for instructions on how to create an account, register for testing, and make appointments.)
 - a. Departments may direct employees to schedule appointments on a specific day of the week each week. In accordance with the

Guidelines, paragraph VII. C., employees will receive paid time for COVID-19 testing.

- i. Employees may be granted up to 2 hours paid time off, including travel time, during their regularly scheduled work hours, operations permitting, to get tested at one of the City designated testing locations.
 - ii. With proper prior authorization from their department, employees may be compensated for up to 2 hours, including travel time, to get tested at one of the City designated testing locations on their scheduled day off or outside of their regularly scheduled work hours.
 - iii. For specific testing situations longer than 2 hours, including travel time, contact DHR for guidance.
 - b. Employees must coordinate with their supervisor regarding the scheduling or rescheduling of their testing appointments so that operations can be adjusted accordingly.
 - c. Supervisors should be made aware of testing appointments on a “need to know” basis, for operational purposes only. The supervisor should be informed that the employee needs time off for testing, but does not need to know any further details. Supervisors shall treat this information as confidential and shall not disclose the information to other employees.
5. Employees must report to their scheduled appointments for required weekly COVID-19 testing. Refer to the Guidelines, paragraph VII. C. for information on paid time for COVID-19 Testing.
 6. After employees complete their weekly test at the City designated location, the employees shall immediately return to work if employees got tested during their regularly scheduled work hours.
 7. If an employee is on a leave of absence for the entire seven day period starting on the Monday, the employee will not be required to submit to a test during that seven day period. However, the employee must submit to a weekly test prior to returning to work.

8. If an employee has an unanticipated absence for part of the seven day period starting on the Monday (i.e., sick leave, emergency vacation leave, any other leave of absence that was not requested or approved in advance), the employee is still required to submit to at least one test during that seven day period.
 - a. The employee will be responsible for scheduling or rescheduling the testing appointment during the seven day period.
 - b. The employee must submit to a weekly test prior to returning to work after an unanticipated absence.
9. If an employee has a pre-approved leave of absence for part of the seven day period (vacation or compensatory time off, or other leave of absence that has been requested in advance and authorized), the employee is still required to submit to at least one test during that seven day period.
 - a. The employee will be responsible for scheduling or rescheduling the testing appointment during the seven day period.
10. Employees who are on-call, paid per performance, paid on an hourly basis, or other basis and do not have regular hours of work:
 - a. If an employee is not scheduled for any work hours during an entire seven day period starting on the Monday, the employee does not need to submit to a test during that seven day period.
 - b. If an employee has any amount of scheduled work hours during a seven day period starting on the Monday, the employee will be required to submit to at least one test prior to reporting to work during that seven day period.
11. Departmental Coordinators will receive or be able to access a weekly report for all their employees who are subject to weekly testing. The weekly report will indicate which employees completed a test and which employees did not. If an employee failed to report for or complete a weekly test, the Departmental Coordinator shall determine whether the employee was on leave or has a temporary exemption from testing. If not, the Departmental Coordinator shall contact the employee immediately to find out why the employee failed to report for or complete the weekly test.

- a. As provided in the Guidelines, appropriate action, including leave without pay and/or separation from service, will be taken if employees fail to comply with the weekly testing requirements. Prior to taking action to place an employee on LWOP and/or terminate an employee, the department will consult with DHR.
12. Results from the weekly tests will be sent to Health Services and the City physicians.
 - a. If the test result is positive, the authorities at the testing location will immediately notify Dr. Omori and one of the City physicians will notify the department's COVID-19 officer.
 - b. For required actions and recommended procedures for COVID-19 positive employees, refer to the most current DHR Memorandum titled, "Revised Department Responsibilities and Recommended Procedures in Response to COVID-19."
 - c. Based on advice from City physicians, employees who test positive for COVID-19 may receive a temporary exemption from weekly testing. Departments should refer to Section VIII of the Guidelines and consult with City physicians regarding temporary exemptions from weekly testing.
13. If an employee is no longer required to submit to weekly testing (i.e., the request for exemption is no longer pending or has been denied) the employee will be sent a letter from the Vaccine Exemption Review Committee and the ASOs/designees will be copied. If the employee's vaccination exemption status has changed (i.e., the employee is partially or fully vaccinated) the employee must notify the Departmental ASOs/designees who shall notify the Vaccine Exemption Review Committee. Departmental Coordinators shall update their list accordingly.