



MnDOT COVID-19 Proof of Vaccination and Testing Procedures

For MnDOT COVID-19 Proof of Vaccination and Testing Policy (#WF034)

Revised: 1-28-2022

Introduction

Testing MnDOT employees for COVID-19 infection is a critical tool for minimizing potential exposure to COVID-19 and enabling an early response to prevent further transmission of the virus. Employees who access the workplace or provide public service outside their homes and who have not provided evidence of full vaccination against COVID-19 must be tested weekly (see [MnDOT COVID-19 Proof of Vaccination and Testing](#) policy).

In addition to the General Standards and Expectations outlined in the [Statewide COVID-19 Proof of Vaccination and Testing Policy](#), MnDOT employees must follow the procedures below for submitting proof of vaccination status and COVID-19 testing.

Note: These procedures apply only to employees who are assigned to work at the worksite (i.e. office, lab, field), perform MnDOT services outside of their home, or wish to access the workplace for more than 10 minutes per day.

Definitions

COVID-19 Viral Test

A **diagnostic test** for SARS-CoV-2 (COVID-19) that is **cleared, approved, or authorized for emergency use by the FDA** to detect current infection with COVID-19 (e.g., a viral test).

The **test must be a nucleic acid amplification test (NAAT) or antigen test. Antibody tests do not qualify** as viral tests.

Fully Vaccinated

A person's status two (2) weeks after completing a primary series with a COVID-19 vaccine that is approved or authorized for emergency use by the U.S. Food and Drug Administration (FDA) or the World Health Organization (WHO), with at least the minimum recommended interval between doses as applicable.

Primary Series

- 2 doses of an FDA or WHO approved or authorized mRNA COVID-19 vaccine, e.g., Pfizer-BioNTech (Pfizer) or Moderna, OR
- 1 dose of an FDA or WHO approved or authorized single-dose COVID-19 vaccine, e.g., Johnson & Johnson's Janssen (J&J) vaccine

Booster Dose

An extra dose of a vaccine to "boost" the immune system. Booster shots of the COVID-19 vaccines may be administered as follows:

- If the primary series was Pfizer or Moderna, then a booster dose of either vaccine at least 5 months after completing the primary series
- If the primary series was J&J, then a booster dose of Pfizer, Moderna or J&J at least 2 months after completing the primary series

If the primary series was administered abroad using another or a combination of FDA or WHO approved or authorized vaccines, then a booster dose as of Pfizer at least 6 months after completing the primary series

Exposed

The individual has:

- Been less than 6 feet away from someone who has COVID-19 (laboratory-confirmed or clinical diagnosis) for a combined total of 15 minutes or more over a 24-hour period (*e.g.*, three individual 5 minute exposures during a 24 hour period.)

For counting purposes, the date of exposure is considered day 0. Day 1 is the first full day after the last exposure.

Workplace/Worksite

A physical location (*e.g.*, fixed, mobile) where the agency's work or operations are performed, including any public service environment, office, lab, field, project trailer, training or conference site, or other physical location that is owned and/or controlled by MnDOT. Workplace does not include a staff member's residence.

Complete the COVID-19 Vaccination Attestation Form

Employees who are required to report to the worksite must complete the [electronic attestation form](#) and either:

- Certify they are fully vaccinated and provide proof of vaccination; or
- Decline to certify vaccination status.

Those who certify that they are fully vaccinated must provide proof of vaccination. **Those who decline to certify vaccination status will be automatically added to the testing protocol.**

Submit Proof of Vaccination Status

Those who certify that they are fully vaccinated must provide proof of vaccination.

Options for submitting proof of vaccination status:

- Upload a copy of the proof of vaccination when completing the electronic attestation form; or
- Schedule a Teams meeting to show proof of vaccination to the local human resources office

Acceptable proof of vaccination status:

- Original CDC COVID-19 vaccination card.
- Paper or electronic copy of the CDC COVID-19 vaccination card.
- Copy of a healthcare provider's MyChart or online portal record that contains the required information about the COVID-19 vaccination. **DO NOT** submit records of any other vaccination or medical

information; all other vaccination or medical information must be redacted before submitting the proof of COVID-19 vaccination.

- If vaccinated in another country, an original or copy of an alternative official vaccination record, with proof of FDA- or WHO-approved COVID-19 vaccination status.

Proof of full vaccination against COVID-19 must legibly show, at a minimum:

- Name of individual vaccinated
- Date of birth of the individual vaccinated
- Manufacturer of the vaccine administered
- The date(s) on which the vaccine was administered

Human Resources review

1. Human Resources reviews the attestation form and proof of COVID-19 vaccination. Employees who decline to certify their vaccination status are added to the testing protocol by Human Resources.
2. Attestation forms are treated as confidential medical records under applicable law. The forms must be retained in a medical file in eDOCS that is separate from the employee's personnel file.
3. All documentation of proof of vaccination (electronic or paper) must be securely destroyed. MnDOT does not retain copies of proof of vaccination.

Testing Protocol

General Information

- Employees who do not submit proof of full vaccination against COVID-19 must undergo mandatory testing for COVID-19 (weekly for some employees and less often for those required to occasionally report to the worksite). Employees who report to the workplace at a frequency of less than once every seven days must complete a COVID-19 viral test within 3 days before entering the workplace.
- Testing is **at no cost to employees who are required to report** to the worksite, will occur during work hours, and is considered work time. Mileage reimbursement may be available per your collective bargaining agreement or compensation plan if testing is not available at your work location.
- Employees must continue to follow the [Face Coverings Policy](#), practice social distancing, limit exposure to unnecessary areas, and complete the daily [health screening](#).
- Employees that do not have a business need to report to the worksite and who are able to telework for their jobs but are not fully vaccinated must continue to telework or return to teleworking until they are fully vaccinated.
- Employees may be removed from the testing protocol by completing the [COVID-19 Vaccination Attestation Form](#) and providing proof of full vaccination at any time.

Consent to Test Forms

1. Employees must sign the [MnDOT COVID-19 Testing Consent form](#) (required before the first test).
2. Employees must sign any other forms necessary for testing, such as those required by the testing vendor before each test.

3. Employees who:
 - a. refuse to sign the consent form and any other forms necessary for testing,
 - b. refuse to submit to a COVID-19 test, or
 - c. refuse to provide documentation of test results

will be informed by the local human resources office that they may not enter the worksite, and may be subject to disciplinary action, up to and including discharge, for refusing a work directive.

These employees may be sent home and placed in no-pay status (ETL) until they have been tested for COVID-19 or until management, in its sole discretion, determines they no longer require COVID-19 testing. Prior to being placed in no-pay status, employees will be offered a meeting with their supervisor to learn the reasons for being placed in no-pay status and to tell their side of the story. The employee may have union representation at the meeting.

4. Employees placed in no-pay status who later determine they wish to be tested may:
 - a. sign the COVID-19 attestation form and provide verifiable evidence of full vaccination against COVID-19;
 - b. obtain a COVID-19 PCR test (not a rapid antigen test) on their own time at their own expense and provide verifiable documentation of the results to the local human resources office; or
 - c. attend their next scheduled testing day, sign the necessary consent forms, and submit to the required testing.
5. Central Office Human Resources retains forms and test results in an electronic file that is separate from the employee's personnel file.

On-site Testing

General Information

- The State Vendor for on-site testing is Vault.
- Hours for Vault Zoom calls are:
 - Monday – Thursday: 7:00 AM – 7:00 PM
 - Friday: 7:00 AM – 5:00 PM
- Each worksite determines the day of the week and time that testing will take place at their location. The day and time may be altered, as needed, to account for snow and ice events.
 - **Employees who report to work every week must be tested at least once during every 7-day rolling time period.** (See “Ad Hoc Testing” for employees who are assigned to report to the worksite occasionally.)
 - If an employee is absent on their assigned test day for any reason, the employee must complete the test on the first day they return to work. The employee then resumes testing on the next normally scheduled test day. Note: this may result in the employee testing multiple times in one week. For example, if the normal test day is Wednesday and the employee was on vacation the previous week and missed the normal test day, the employee must complete the test on Monday when they return. They must also complete a test on Wednesday (the normal scheduled test day) that week.

On-Site Testing Procedures

Important – DO NOT OPEN the test kit until after the bar code has been entered into the Vault system and the employee has confirmed that the kit has been assigned to the Minnesota testing program.

1. Employees receive a saliva test kit and the Minnesota Department of Health “[COVID-19 Post-Test Instructions](#)” from a supervisor, safety professional, human resources staff, or lead worker. A paper copy of the form will be provided to each employee before the first test and additional copies will be provided upon request. **Important – employees must not eat, drink, chew, or smoke anything for at least 30 minutes before taking a saliva test.**
2. Employees register the test kit
 - Employees need a smart phone or other **internet-connected device** that can access a webpage to register their test kit. Employees may use their **personal device**. **Do not use Internet Explorer as your web browser.**
 - Employees with a Zoom-enabled kit need a camera to participate in an individual Zoom call with a Vault representative. The Vault representative will walk the employee through the testing process. (See also: [Written Instructions](#) and [Video Instructions](#)) **NOTE:** If the kit is Zoom-enabled, the employee **MUST** participate in the Zoom call or the test will be invalidated.
 - a. Access covid.vlt.co (there is also a QR code staff may use) to create an individual Vault account or access an existing account, proceed through the screen prompts, and register the test kit. **Note: Employees must go to the “.co” site, not the “.com” site. The “.com” website will ask for payment information.**
 - b. Enter your name and demographic information including your **State of Minnesota email address**. The test results will be emailed to this address.
 - c. Answer questions regarding exposure and symptoms and acknowledge that you have a test kit in hand and have not eaten, drank, chewed, or smoked anything for 30 minutes.
 - d. Enter the test kit ID by scanning or entering the barcode located on the outside of the test kit. If manually entering the ID, the entire number under the barcode must be entered, including both letters and numbers. A message will pop up asking if you are part of or disclosing results to State of Minnesota – Minnesota Department of Transportation. **If the message indicates that the kit is part of any testing program, click “No” and DO NOT open the kit.** Options for resolution include placing a call to Vault (800-800-5698) to have the kit re-registered to the Minnesota testing program or returning the kit to the supervisor, safety professional, human resources staff, or lead worker and obtaining a new test kit.
 - e. Acknowledge Vault’s HIPAA consent form for test results to be shared with MnDOT.
3. Employees follow the instructions provided with the test kit (or over Zoom if Zoom-enabled) to complete the saliva test.
4. Employees return the test sample as instructed by the supervisor or lead worker.
5. Employees continue to work as normal until test results are received as long as they continue to pass the daily [health screening](#).

6. Supervisor or lead worker determines who delivers the test samples to the [local UPS drop off location](#).
Note: Tests must be dropped off at UPS; worksites cannot simply “schedule a pickup” on the UPS website.
7. Vault reports results to the email address provided by the employee and to the designated agency contact.

Assigned At-Home Testing

General Information

- Employees who normally telework but may be called in to the office or field location on short notice must complete weekly At-Home Testing.

Procedures

- Supervisors identify and notify local human resources of employees eligible for At-Home testing.
- Vault ships the test kit(s) directly to the employee’s home address.
- The employee is responsible for following the instructions, completing, and returning the test kit to a UPS drop off location **every week**. (See on-site instructions above for specifics.)
- Tests must be completed and dropped off at a [UPS location](#) close to their telework location during the employee’s normal work hours.
- Mileage to and from the UPS location is reimbursable per collective bargaining agreement or compensation plan.

Ad Hoc Testing

General Information

Employees who:

- Normally telework;
- Have not provided proof of full vaccination;
- Are not part of the testing protocol; and
- Are required to report to the worksite (i.e. an office, field location, conference/training) for more than 10 minutes per day.

Must:

- Complete the [electronic attestation form](#), certify they are fully vaccinated, and provide proof of vaccination; or
- Contact their local human resources office for information about how to schedule a test. Employees must complete the test approximately 3-4 days prior to reporting to the worksite.

Positive Test Results

Employees who receive a positive COVID-19 test result must go home or stay home. They must promptly notify local human resources staff about the positive result and report their absence to their supervisor. Employees

must follow current [Minnesota Department of Health guidelines](#) about what to do if they test positive for COVID-19.

The employee's supervisor will determine if their duties can be temporarily performed through telework. If they cannot, the employee must take leave. Employees may contact local human resources staff to determine what type of leave they are eligible to use (Central Office employees should contact [Steffi McCartney](#)).

Confidentiality of Medical Information

MnDOT must maintain the confidentiality of employee COVID-19 test results and vaccination status as provided by law. All information gathered under this procedure including test results, vaccination status, attestation forms and signed COVID-19 testing consent forms, must be retained by Human Resources according to the applicable retention schedule and in a secure medical file separate from the employee's personnel file. Test results and documents proving vaccination status must be securely destroyed when no longer needed.

Testing information may be shared with the designated testing laboratory, the designated vendor, the Minnesota Department of Health, local public health, MnDOT human resources staff, MnDOT safety professional, members of MnDOT's staff with a business need to know, and others authorized by law.

COVID-19 vaccination status may be shared with MnDOT human resources staff, MnDOT safety professional, members of MnDOT's staff with a business need to know, and others authorized by law.

MnDOT employees must respect the privacy of coworkers about their vaccination and testing status. Contact local human resources or labor relations staff will questions or concerns.

Frequently Asked Questions

Attestation/Consent Forms

Q. Am I required to provide proof of receiving a booster shot?

A. Not at this time. MnDOT and MMB policies adopt the CDC's definition of "fully vaccinated" which is outlined in the definitions section above and the [MnDOT COVID-19 Proof of Vaccination and Testing Policy](#).

Q. Can I attest to being vaccinated even if I declined originally?

A. Yes. Employees may attest and provide proof of vaccination at any time.

Q. I completed the attestation form and provided proof of vaccination, but I haven't heard anything from HR. What should I do?

A. Employees will not receive a confirmation from HR. If you have questions about whether you have been cleared to enter the worksite, contact HR directly.

Q. I was told that I only needed to complete the consent form once, but the test vendor also requires a consent form. Why?

A. Employees only need to fill out the MnDOT consent form once, however, employees will need to complete the test vendor's consent form each time they test.

Compliance

Q. What if I don't take the test?

A. If you have not submitted an attestation and proof of COVID-19 vaccination, you must participate in the testing protocol. **If you refuse to submit to a COVID-19 test, you will not be allowed to enter the worksite, and may be subject to disciplinary action, up to and including discharge, for refusing a work directive.**

General Testing

Q. Is there an accommodation exemption?

A. For information about reasonable accommodations, contact Seema Desai (seema.desai@state.mn.us) or Allison McGuire (allison.mcguire@state.mn.us) in the Office of Equity and Diversity.

Q. Will supervisors know who is in the testing pool?

A. Yes, supervisors will be notified of employees in the testing pool after the employee has completed the consent to test form. Supervisors may share that information with safety personnel or lead workers depending on who is responsible for distributing test kits to employees at a particular location.

Q. If I have provided proof of COVID-19 vaccination, can I get tested onsite if I have symptoms?

A. No. The testing protocol is only for employees who have not provided proof of vaccination. Employees who have provided proof of vaccination may be tested on their own time and expense at a community test site or other venue.

Q. Can I go to a community test site to get tested or do I have to take the state-issued test?

A. Employees should not use the community test sites for employer-mandated testing.

Q. I am not sure where I should test. Who should I contact?

A. Contact your Division Business Manager for assistance in determining your testing location.

Q. What if I don't want co-workers to know my vaccine status, can I take the test in private?

A. Taking a test does not indicate your vaccination status.

Q. What type of tests are available?

A. On-site testing will use saliva tests.

Q. Which test prevails if I test at work and at home on my own and the results don't match (one is positive and one is negative)?

A. When multiple tests are completed within a few days of each other the following applies:

- If an employee completes an antigen test and it is positive, but then goes and gets a PCR (i.e. NAAT) test and it is negative, the employee will be treated as if they are negative.
- If an employee completes an antigen test and it is positive, but then goes and completes another antigen test and it is negative, the employee will be treated as if they are positive.
- If an employee completes a PCR test and it is positive and then goes and completes an antigen test and it is negative, the employee will be treated as if they are positive.
- If an employee completes a PCR test and it is positive and then goes and completes another PCR test and it is negative, the employee will be treated as if they are positive.

B. What is the expected turnaround time for results?

A. Results are typically available within 24 to 48 hours, however, when there is high demand for tests, results may take longer.

Q. What should I do if I do not receive my test results?

A. Notify your local HR if you do not receive your results or you believe your test is lost or missing.

Q. What is the accuracy of the tests?

A. The saliva-based tests are PCR tests and are the most accurate test we know of.

Q. Why are we not using “rapid” nasal swab testing? Those give results in 15 minutes.

A. We are not using “rapid” tests because they are much more likely to come back with a false positive.

Q. What should I do if my test results are “inconclusive”?

A. Employees who receive an inconclusive result should notify their local HR and retest as soon as possible.

Q. Why are employees who have provided proof of vaccination not being tested?

A. Statistics show that vaccinated individuals have a much lower probability of catching COVID and transmitting it to others. The Governor’s Office and MMB have determined that only those that are unvaccinated or do not provide proof of vaccination will be subject to testing.

Q. Can I provide evidence of having COVID-19 antibodies in lieu of being tested?

A. No. Only employees who provide evidence of full vaccination, as defined in the policy, are exempt from the testing requirements.

Q. I normally telework and when I work in the field, I work alone so there is no chance that I could catch COVID or give it to someone else. Do I still need to be tested?

A. Yes. The requirement to test applies to everyone who is not teleworking 100% of the time and has not provided proof of full vaccination against COVID-19, even those who work alone.

Q. Do I still need to complete the daily health screening if I am being tested each week?

A. Yes. Employees must continue to complete the health screening any time they report to a worksite, *even if it is for less than 10 minutes.*

Q. What should I do while I wait for my results?

A. Continue to report to the worksite, as normal, until your results are received. See the [COVID-19 Post-Test Instructions](#) for additional information.

Q. Who will see the test results?

A. Results of tests will only be shared with human resources staff and the employee. However, if you receive a positive test result, you must report your absence to your supervisor.

Q. If I am on vacation but still want to be eligible to pick up a snow and ice or overtime shift during my vacation, do I need to be tested during the week(s) I am on vacation?

A. Not necessarily. However, if you miss your normal test day, you must complete the test on the day you come in for your snow and ice or overtime shift then resume testing on the next normally scheduled test day.

For example, your normal test day is Wednesday, you take the test that day, and you are scheduled to be on leave the following week. If you get called in for a snow and ice or overtime shift on Monday or Tuesday of your vacation week, you would not be required to test because you have not yet missed your normal test day. If you are called in on Wednesday of your vacation week you would complete the test with the rest of your group as normal. If you are called in between Thursday and Sunday of your vacation week, you would be required to test on the day you come in to work your snow and ice shift because you would have missed your normal Wednesday test day.

Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
Regular shift	Regular shift	TEST DAY Regular shift - take test	Regular shift	Regular shift	No test if called in for OT shift	No test if called in for OT shift
Vacation Day No test if called in for OT shift	Vacation Day No test if called in for OT shift	Vacation Day Test if called in for 1 st OT shift of the week	Vacation Day Test if called in for 1 st OT shift of the week	Vacation Day Test if called in for 1 st OT shift of the week	Test if called in for 1 st OT shift of the week	Test if called in for 1 st OT shift of the week
Regular shift Test if NOT called in for OT on Wed-Sun of vacation week	Regular shift	TEST DAY Regular shift - take test	Regular shift	Regular shift		

Onsite Testing

Note: See also: Vault FAQs - <https://www.vaulthealth.com/covid/consumer#faq> or 800-800-5698.

Q. Does fasting include water?

A. Yes. Employees may not eat, drink, chew, or smoke anything, including water, for 30 minutes before taking the test.

Q. Does each location need to create a private spot for each employee to test individually?

A. Each location should have a designated area for testing, but it does not need to be a private space. Any shared space must be regularly disinfected, and each shared device must be disinfected between each employee.

Q. How are test tubes linked to an employee?

A. Each test tube has a **unique barcode that the employee enters into the Vault** website during the registration process.

Q. I cannot get the Vault website to load. What should I do?

A. Employees have reported that **Internet Explorer does not work for Vault testing. Try using Google Chrome instead. Make sure you are on the correct website – it should end in “.co” NOT “.com”**. You can also contact Vault Customer Service at: 800-800-5698.

Telework

Q. I am teleworking 100% of the time, do I need to complete the attestation form?

A. Yes, but not until you are required to report to the workplace. You may choose to attest and provide proof of full vaccination, or you may decline to attest and be added to the testing pool.

Q. If I'm a teleworker and I am required to enter the workplace periodically what protocol should I follow?

A. You will either be assigned to At-Home Testing (if you may be required to come to the workplace on short notice) or you will follow the Ad Hoc Testing protocol.

Q. I telework full time but have a meeting scheduled at a *non-MnDOT* facility. Do I still need to test to attend the meeting?

A. Yes. If you are providing services in *any* location, not just MnDOT locations, you must either provide proof of vaccination or submit to testing if attending the meeting is a work requirement.

Q. I am teleworking 100% of the time, do I need to sign the testing consent form?

A. No, unless you need to report to the workplace and have not provided proof of full vaccination.

Q. Can employees who normally telework and have not provided proof of vaccination get a test and attend an in-person meeting or a conference?

A. It depends on the situation. If attendance is *required* as part of their job and a virtual option is not available, then the employee can consent to testing and be included in the testing protocol before attending the

conference or meeting. Alternatively, the employee may complete the attestation form and provide proof of vaccination. **Supervisors must provide to local HR a list of telework employees who are planning to attend an in-person meeting or conference and indicate whether in-person attendance is required, in advance. Local HR will vet the attendee roster to ensure that all attendees are cleared to report to the workplace.**

Q. What criteria will my supervisor apply to determine whether an employee's attendance is required at an in-person meeting or conference?

A. The requirement to attend in-person varies and should be determined by the employee's manager/supervisor. If a virtual option is not available, the manager/supervisor should consider whether attendance at the meeting or conference is required for the employee's job. For example, if the employee is a member of a committee that meets as part of the conference and one of the employee's key job responsibilities is to present/share information with the industry in a public forum, it could be considered a job requirement. If no virtual option is provided by the host and there is no one who can present in place of the employee who has not attested to vaccination, then it could be considered a job requirement to attend in person and the testing protocol may be an option.

Please note that having a **business purpose** to attend a meeting or conference is different than being **required** to attend in-person. A business purpose for an employee attending is to share information, collaborate, network, build relationships, etc. Although it is important to send people to conferences due to a business purpose, that **does not** mean the employee must attend in-person since many times this can be done using alternative methods (virtual conference option, phone conference, etc.), and in the case where a job requirement does not exist, the employee who has not attested to vaccination should not be sent to the in-person meeting or conference.

Pay and Timesheets

Q. Can I get overtime for testing?

A. No. **Testing must be done during regular work time.** If overtime is worked on a testing day, the overtime must not be coded as testing time.

Q. How is unpaid leave coded?

A. Employees must use "ETL" as the earn code (similar to VAC or SIK). The source type code and project ID will default.

Q. How do I report testing time on my timesheet? What do I charge my time to?

A. Employees should use source type code 0152 and the standard overhead project ID to record testing time. Supervisors should use Project ID T0COVIDTEST (T-zero-C-letter O...) and an appropriate source type code with an ADMIN activity ID (i.e. 0035 for senior leaders, 0152 for anyone, 0028 for HR, 0030 for OFM, etc.) for activities related to planning and administration of testing.

Positive (i.e. “Detected”) Results

Q. I have had COVID-19 in the past 90 days and may still generate a positive test but have no symptoms. How will this be handled?

A. Employees who test positive for COVID-19 and are cleared to return to the worksite will be removed from the testing protocol for 90 days from the date of the positive PCR test. You must show proof of a positive PCR test that occurred within the previous 90 days to your local HR office to be removed from the testing protocol.

Q. Am I required to disclose that I have had COVID?

A. Employees who receive a positive COVID-19 test result must go home or stay home. They must promptly notify human resources staff about the positive result and report their absence to their supervisor (however, they do not need to disclose the positive result to the supervisor).

Q. Who will get the test results?

A. Test results are provided to the employee. A limited number of HR professionals also will have access to the online dashboard showing test results.

Q. Can supervisors request results of COVID-19 tests?

A. No. Supervisors are not given access to the COVID-19 test results. Employees must follow normal call-in procedures if they will be out sick.

Q. Will other employees be told if a coworker tests positive?

A. HR will follow the contact tracing protocol. Even if one employee tests positive, it does not necessarily mean that other employees have been exposed.

Q. Can an employee who tests positive get a new test?

A. Employees who test positive must follow the procedures outlined in the [Health Screening Procedures](#).

Q. If I test positive, can I continue to telework?

A. Yes, employees can continue to telework if they test positive. Supervisors will determine whether those assigned to work onsite (rather than telework) can telework during the quarantine period.

Q. What does the retest process to return to the worksite look like?

A. A negative test result is not required to return to the worksite. Employees must follow the procedures outlined in the [Health Screening Procedures](#) to return to the worksite after a positive result.

Q. If I get a positive test result do I have to use my own sick leave, vacation leave, or comp time?

A. Contact HR to determine which type(s) of leave are available to you.