

COVID-19 Testing Requirement

Special Town Hall for Unvaccinated Staff

January 2022



Testing Requirement

Explanation

- *Unvaccinated staff are required to complete weekly testing beginning January 24, 2022.*
- *Definition of Fully Vaccinated is:*
 - A person's status 2 weeks after completing 2 doses of Moderna/Pfizer vaccine, or one dose of J&J.
- Human Resources needs to have a record of your vaccination.
- Those who are unvaccinated and have recently tested positive for COVID-19 do not have to test for a period of 90 days.

Testing Requirement

- Unvaccinated staff who complete the weekly testing requirement will be paid for time spent testing.
- Staff who are required to test for another employer may be able to use their results for KenCrest's requirement.
 - Email Covidvaccine@kencrest.org to confirm.

KC Testing Site Information:

21 Robinson St, Pottstown

Mondays 7 am – 12 pm

Tuesdays 2 – 8 pm

5900 Elmwood Avenue, Philadelphia

Mondays 3 – 8 pm

Tuesdays 10 – 1:30 pm

960 Harvest Drive, Blue Bell

Tuesdays 9 am – 3 pm

- **Appointments are required.**

What to Expect:

- Appointments must be scheduled in advance using the link sent to you in Dayforce.
- Please arrive a few minutes before your scheduled appointment time.
- **If you drive**, you will be directed to a designed area for parking.
 - You will show your photo ID to the volunteer and administer the test yourself while in your car. Once you place your testing sample in the reader, you will wait in your car for your result to populate and share your status with the site volunteer.
- **If you do not arrive in your own vehicle**, you will be directed to a designated area to test. (Due to space limitations, there will be limited indoor appointments each hour as a precaution.)
 - You will show your photo ID to the volunteer and administer the test yourself. Once you place your testing sample in the reader, you will wait for your result to populate and share your status with the site volunteer.

Those who test at a KenCrest site will have their results securely recorded by the staff that day. You will not need to report your results to HR.

What if I don't want to travel to one of the KC sites?

You can test at a non-KenCrest site, but the requirements are VERY specific:

- Home tests are not permitted.
- Results MUST be from a laboratory provider such as an urgent care or pharmacy.
- Must include your name, date of test, include result, & name of lab or provider.

If you incur charges for testing at a non-KenCrest site, you can email CovidVaccine@kencrest.org your receipt to submit for reimbursement.

Results

- Test results are due every Tuesday by midnight via the survey link found in the message sent to your Dayforce account.
- Your submission must include the information requested in the link along with a photo of your test result.
- Results must include:
 - Your name
 - Result
 - Test or result date
- Tests cannot be an at home test.

What if I test positive?

- Take care of yourself!
- If your results produce a positive result, your program/department will be notified.
- DO NOT report to work for any scheduled shifts.
- Quarantine and isolate yourself to reduce spread of the virus.
- An information sheet will be shared with you with additional instruction and suggested best practices.
- Stay in contact with your supervisor.

What if....

I don't get tested at a KenCrest testing site

or

I don't submit my results on time?

- You will be unable to continue working until an acceptable test result is received.
- You can submit a satisfactory negative test result after Tuesday at midnight, but the earliest you can be returned to the schedule will be Friday of that week.

Other Options and Alternatives?

Can I avoid getting tested weekly?

- Yes! If you receive your COVID 19 vaccination (both doses of Moderna or Pfizer or one dose of J&J), you will no longer have to test.
- If you do pursue your two dose vaccination at this time, there are 21 or 28 days between doses (depending on which vaccine you receive) so you will have to test weekly until you are two weeks post your second dose.

What's Next?

Dayforce Messages:

- You will receive a message through Dayforce that includes the link to schedule an appointment at a KenCrest site or to submit your results.
- Schedule your testing appointments, regardless of whether they are at a KenCrest site or not.

If you are having trouble accessing your Dayforce account please contact dayforcesupport@kencrest.org

If you are considering getting the vaccine, schedule your appointment now to shorten your testing window!

