

## EMPLOYEE COVID-19 TESTING REQUIREMENT FOR COVID-19

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### PURPOSE

This document includes steps to satisfy the testing requirement as defined in [Council Emergency Procedure C1c](#) for employees who have not provided proof of full vaccination to the Council and who are assigned to work in an on-site workplace for more than 10 minutes, who need to access the workplace for more than 10 minutes, or who otherwise provide Council services outside of their home. All employees should review and be familiar with this Procedure to understand their responsibilities no later than October 1, 2021. Employees may upload proof of vaccination at any time to remove themselves from the testing requirement.

Testing requirements are being provided to 1) reduce the spread of COVID-19 in the workplace, 2) support employee well-being, and 3) to reduce the risk of disruption to essential services.

**Key Audiences:** Metro Transit onsite, essential staff.

**Key Resource:** Link to Employee Self Service (ESS): <https://pspess.metc.state.mn.us>

### OPTION 1: HEALTH PARTNERS CLINICS – APPOINTMENTS MUST BE SCHEDULED

[NOTE: THE WELL@WORK CLINICS ARE NOT AVAILABLE FOR THE WEEKLY TESTING PROGRAM]

#### HEALTH PARTNERS CLINIC TESTING

1. Visit [healthpartners.com/backtobusinessscheduling](https://healthpartners.com/backtobusinessscheduling)
2. Select “Start my screening”
3. Sign into your HealthPartners account or find an appointment first
4. Answer questions about your symptoms, if any. Symptoms are not required but you will need to check “None” if you have no symptoms.
5. Enter the 5-digit employer code: **10397** and select “**Metro Transit**” as the Employer
6. Find an appointment time outside of regular work hours and confirm details; an email confirmation will be sent to you.

#### WHAT TO EXPECT WITH YOUR COVID-19 TEST

**Prepare:** Before you arrive, Health Partners asks that you put on a face covering as a precaution. Some clinics may require this. Members of the care team will also wear masks and other personal protective equipment (PPE). Arrive on time or several minutes early to stay on schedule.

**Results:** After your test, you can expect results in two to three days through your HealthPartners online account. Log into your account at [healthpartners.com](https://healthpartners.com). If you do not have an online HealthPartners account, visit [healthpartners.com/account/create](https://healthpartners.com/account/create).

**Testing Positive:** You'll receive a phone call from a HealthPartners nurse to answer any questions you may have and support you through any care needs you may have. Employees must also promptly report positive results to their supervisor/manager.

## OPTION 2: VAULT "AT-HOME" TESTING KITS (ITEM # 1040172)

### PURPOSE

The purpose of this testing option is to make COVID-19 tests available to staff who are fulfilling the weekly testing requirement and are seeking an option with the most flexibility. Employees should be comfortable completing the test in an online "virtual" setting with no in-person interaction or direct access to medical staff.

### ACQUIRING THE TEST KITS

**The item # for at-home kits is: 1040172.**

Test kit inventory will be maintained in facility stockrooms and are able to be retrieved by Managers, Assistant Managers, Supervisors as needed. Management staff should only acquire the number of kits needed for their staff to complete the testing each week based on initial projections and actual operating experience/requests.

Maintenance staff with direct access to stockroom checkouts as a normal course of their duties can check out one kit per week.

Employees without direct access to stockroom checkouts including Operators will need to request a kit once per week from their manager/supervisor.

### AT-HOME KIT TEST PROCESS

1. Employee picks up one test kit, once per week. Note: Employees with a known absence (vacation, planned medical procedure, etc.) may request an additional kit/kits from their manager/supervisor to ensure they are in compliance before returning to on-site work.
2. As of 9/29/2021, the available hours for completing the test with the required Vault representative are:
  - Sunday thru Thursday: 7:00am-7:00pm Central
  - Friday and Saturday: 7:00am-5:00pm Central
  - No appointment is necessary but wait times to begin the test with Vault representatives may vary.
  - Reminder: NO food or drink is allowed for 30 minutes prior to starting the test.
3. Begin by entering [covid.vlt.co](https://www.vault.vlt.co) in a web browser
  - Employee needs to complete the test at a location with an internet connection and ability to access Zoom (computer, smartphone, tablet) to complete a video call with a Vault Health representative.
  - Employee does not need to have the Zoom app; the call can be accessed from a web browser.
  - The help number for Vault is 212-880-5494, Option 1.
4. Employee will be required to set up a Vault Health account to receive their test results. Test results will be sent to the employee and Council, with positive results also reported to the Minnesota Department of Health.
5. Employee will follow the test kit directions to complete the sample.
6. Once the testing process is complete, the Council will be provided with that information to satisfy the weekly testing requirement. Tests need to be completed each week by 11:59pm on Thursday to be able to work during the following week (beginning Saturday). For example, the test must be recorded by 11:59pm on Oct 7 to be able to work on-site Oct 9.
7. Employee must deliver the sample to UPS drop off collection site within 24 hours. UPS Locator:  
[https://www.ups.com/dropoff/?loc=en\\_US](https://www.ups.com/dropoff/?loc=en_US).
  - The Mailroom at FTH also has UPS pickups Monday-Friday.

- Vault test kits issued by the Council are not eligible for drop off at a community testing site, even if the site is using Vault-brand test kits.
8. Employee will receive test results from Vault Health typically within 48-72 hours after it arrives at the lab and must report positive test results to their supervisor/manager.

#### INITIAL VAULT KIT ON-HAND QUANTITIES

Location	# of Kits Item 1040172 (for entire facility)	Notes
Big Lake	80	
Blue Line	120	
East Metro	120	
Green Line	80	
Heywood Garage	300	
Heywood Office	N/A	Can use FTH Stockroom
MTPD - West	N/A	Pilot Program with Cue
MTPD - East	N/A	Pilot program with Cue
Nicollet	120	
OSC/Radio Shop	70	
OHB	75	
Rail Support	80	
Ruter	120	
South	140	
Street Operations	N/A	Can use from any garage
Transfer Rd	60	
TCC	N/A	Can use FTH Stockroom

#### VAULT TEST KIT REPORTING

Individual work units do not need to record or report Vault kit distribution quantities to Incident Command. All inventory management will be handled by Materials Management.

#### OPTION 3: OTHER TESTING OPTIONS

##### HEALTH PARTNERS WELL@WORK TESTING AND COMMUNITY TESTING SITES

Employees who do not elect Option 1 or 2 may complete a COVID test at another location including through the Community testing site link below, CVS, Walgreens, other medical clinics, etc. Any test, other than Option 1 or 2 above, will require the employee to upload proof of their test and/or test results directly to Employee Self Service (ESS) prior to 11:59pm on

Thursday each week to ensure they are in compliance for the following work week. Note: The Well@Work Clinics are not available for the weekly testing program.

### Community Testing Sites - free for all

1. Employees should check the State of Minnesota website for a current list of COVID-19 Community Testing Sites: <https://mn.gov/covid19/get-tested/testing-locations/community-testing.jsp>
2. If possible, employees will schedule an appointment at their preferred testing site using the site list at the website above. Appointments are not required, but persons without an appointment may wait in a long line or be unable to complete the test at that location on that day.
3. Employee will follow the testing instructions and complete the COVID-19 test onsite.
4. **Important:** Tests completed at Community Testing locations, including Vault-branded kits, are not automatically reported to the Council. Photo verification or a screen shot of the completed test notification must be uploaded to Employee Self Service (ESS) by the employee taking the test.
5. Employee will receive results via text, email, or phone call (phone call only if results are positive). Positive results will also be reported to the Minnesota Department of Health. Employee will relay results immediately to their supervisor/manager.

### ADDITIONAL INFORMATION

Weekly tests must be completed by 11:59pm each Thursday. The completion of the test allows employees to work on-site for the following week, starting on Saturday. For example, a test completed by Thursday, Oct 7 at 11:59pm will allow employees to work on-site from Saturday, Oct 9 thru Friday, Oct 15.

Each week by 9am on Friday, management staff will receive an exception report via email for their work unit with employees who do not have a completed test on file as of 11:59pm each Thursday. Employees on this exception report are not permitted to enter the workplace for more than 10 minutes and if unable to complete their work via telework, will be placed into an unpaid leave status until completing a COVID-19 test. Proof of test completion can be provided to employee managers and employees must ensure the test is recorded in Employee Self-Service.

**Employees testing as a part of this requirement are paid 30 minutes for one test each week when completed by the 11:59pm Thursday deadline. The exception pay is added to each bi-weekly check by the Payroll Department with information provided by Human Resources from Employee Self Service (ESS).**

Employees may be subject to disciplinary action and attendance occurrences for repeatedly missing the test deadlines or for not completing the required weekly test.

Employees may request a reasonable accommodation by following the steps in [HR 2-1a Disability and Accommodation Procedure](#).

All Metro Transit employees are encouraged to follow the State of Minnesota recommendations for testing regardless of vaccination status. If you have any symptoms of COVID-19 or have been in close contact with someone with COVID-19, you should be tested.

The Minnesota Department of Health maintains the most up to date information on community testing sites and at-home test kits. Employees may order their own at-home test kit for themselves or family members pending availability. Those tests will also be provided by Vault Health and will be the same test kit that will be available through this Metro Transit testing program but testing status and results are not automatically transferred to the Council. Test status and results using kits not provided by Metro Transit will need to be reported through Employee Self Service (ESS).

**For the latest information on community testing sites, please refer to the State of Minnesota's COVID-19 Response website:** <https://mn.gov/covid19/for-minnesotans/if-sick/testing-locations/community-testing.jsp>.

**For the latest information on at-home testing, please refer to the Minnesota Department of Health website:** <https://www.health.state.mn.us/diseases/coronavirus/testsites/athome.html>.

**For the latest employee information, please refer to the Metro Transit's COVID-19 Response website:**

<https://metcmn.sharepoint.com/sites/MetroTransit/SitePages/Metro%20Transit%20COVID-19%20Response.aspx>