

Memorandum

TO: ALL DEPARTMENT PERSONNEL

FROM: Anthony Mata
Chief of Police

SUBJECT: COVID-19 TESTING

DATE: September 30, 2021

APPROVED

Memo# 2021-029

BACKGROUND

As the City moves toward a vaccinated workforce, effective September 30, 2021, all City employees must either be vaccinated or have an approved medical or religious exemption. Per [City Policy Manual section 1.3.12 \(link\)](#), any employee who is unvaccinated and who does not have an approved medical or religious exemption may be subject to formal disciplinary action up to and including termination.

Under the City's current approvals for medical or religious exemption, the City is providing reasonable accommodations by allowing employees to continue working if they submit proof of a negative COVID test twice weekly. Similarly, any employee in process of getting their vaccination must test twice weekly until they receive their final dose. The requirement to provide negative test results twice weekly is necessary, even if the employee has the ability to work remotely.

ANALYSIS

To carry out the directives outlined above, the Department has established the following procedures:

1. All Department members required to submit twice weekly testing will do so.
2. All test results will be submitted to the Department member's supervisor.
3. The supervisor will verify the testing was conducted by a provider (not an in-home test) and the test was an LFT/Rapid or PCR test (not an antigen test). If there is any question regarding the provider or the type of test, the supervisor will immediately contact The Covid Detail for direction.
4. The supervisor will verify the results of tests are negative. In the event of a positive result, the supervisor will immediately contact The Covid Detail for direction.
5. Once per 7-day period, any supervisor overseeing a Department member who is required to submit to testing will submit a [Supervisor COVID-19 Test Results Form \(link\)](#) electronically to The Covid Detail.
 - a. In the event the supervisor is unable to submit the test results via the form (e.g., due to vacation, FMLA, disability, or other leave), the supervisor is responsible for finding

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another supervisor to submit the form. When this happens, the original supervisor will notify the testing Department member of who will be submitting the form, to ensure the Department member provides that supervisor with their test results.

The information collected by the *Supervisor COVID-19 Test Results Form* will be input into the Department Member's PeopleSoft profile by the Police Personnel Unit.

Any questions should be referred to The Covid Detail.

ORDER

Effective immediately, all applicable Department personnel shall adhere to the above.



Anthony Mata
Chief of Police

AM:SD

Attachment A: *Supervisor COVID-19 Test Results Form*

Attachment B: Examples of Approved Test Results

Attachment A: *Supervisor COVID-19 Test Results Form*



Supervisor COVID-19 Test Results Form

This form is for supervisors to enter their employees' COVID-19 test results.

* Required

* This form will record your name, please fill your name.

1. Employee Last Name *

2. Employee First Name *

3. Employee Department Badge Number *

Ex: 1849, 1849N, 1849X, etc.

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D 4. Employee City ID Number *

Ex: 095517

5. First Specimen Collection (Test) Date *

Format: M/d/yyyy

6. First Test Result *

Negative

Positive

7. Second Specimen Collection (Test) Date *

Format: M/d/yyyy

8. Second Test Result *

Negative

Positive

9. Supervisor Last Name *

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10. Supervisor First Name *

11. Supervisor City ID Number *

12. Attestation *

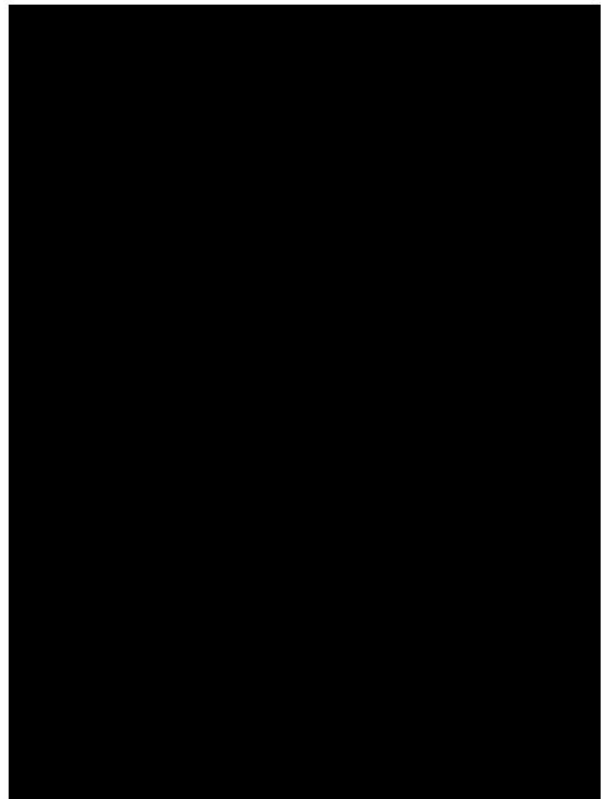
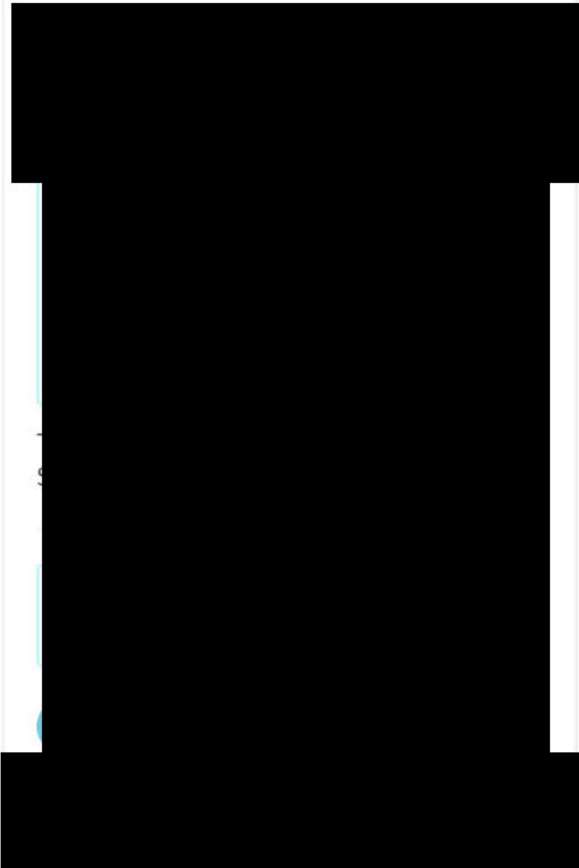
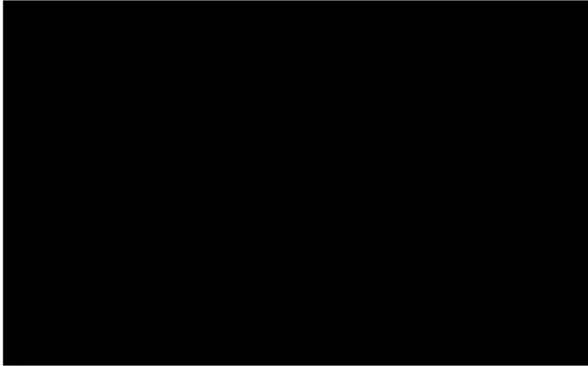
- I have reviewed the test results of the employee listed above. By clicking "Submit" below, I am attesting that these results were collected by a provider (not an at-home test), the employee was administered an LFT/Rapid or PCR test (not an antigen test), and the test results listed are accurate.

This content is neither created nor endorsed by Microsoft. The data you submit will be sent to the form owner.

 Microsoft Forms

9/28/2021

Attachment B: Examples of Approved Test Results

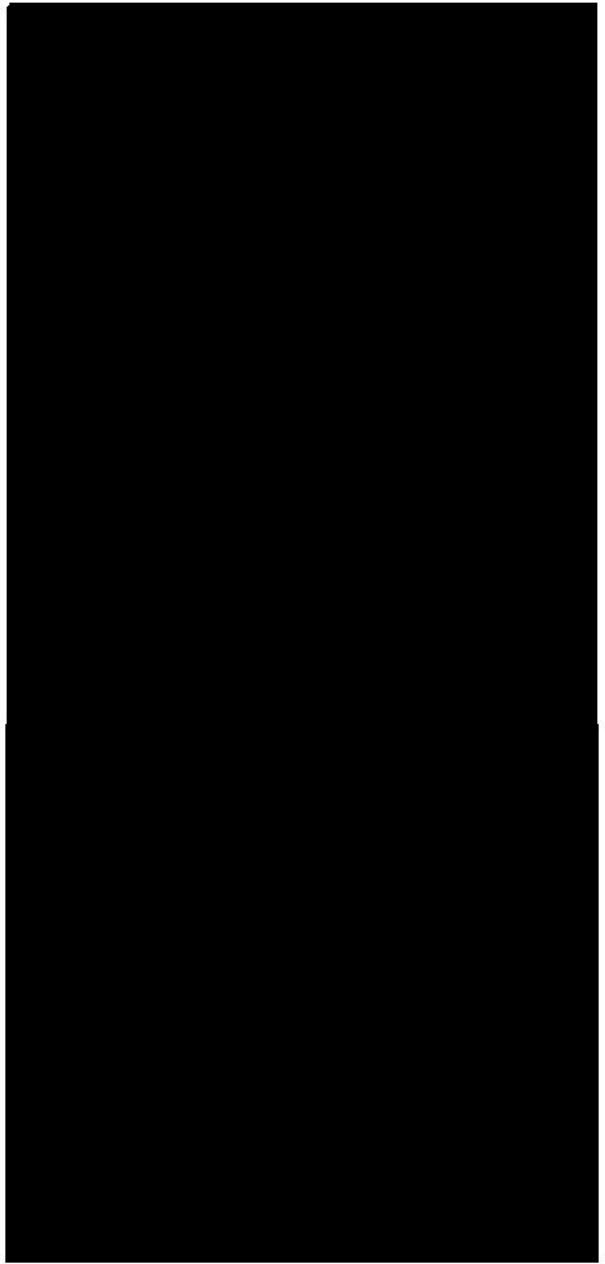


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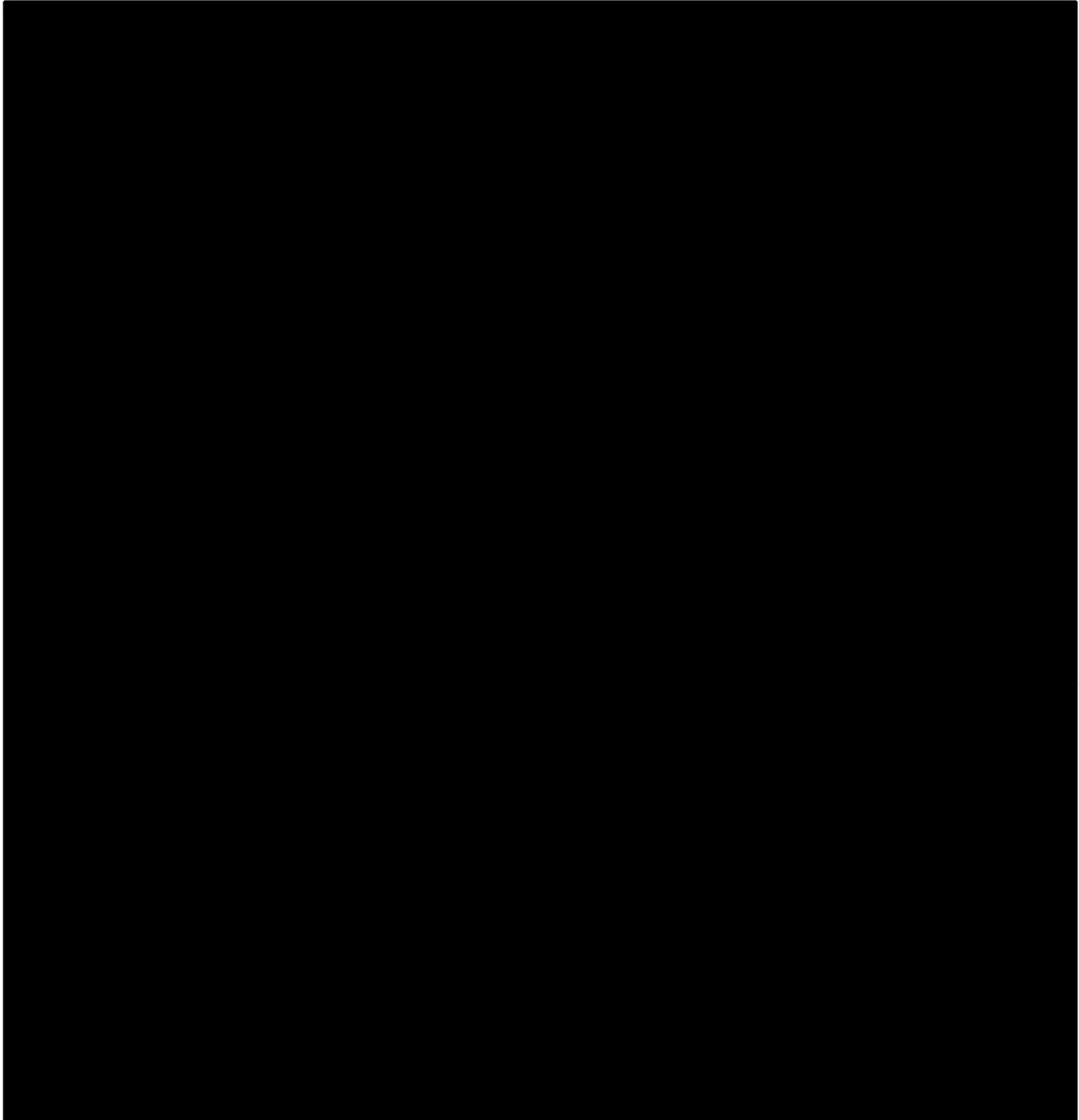


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Aegis Sciences Corporation
501 Great Circle Road
Nashville, TN 37228
(615) 255-2400
Lab Director: Matthew T. Hardison, PhD
CLIA#: 44D2062333

Laboratory Report

Client Information

Client: WALGREENS HOLLISTER 15433

Report To: [REDACTED]

Sample Information

Patient ID: [REDACTED]
Lab Sample ID: [REDACTED]
Specimen Type: Nasal - Anterior Nares
Collected: 09/21/2021 09:24 Pacific Time
Received: 09/22/2021
Reported: 09/23/2021

PATIENT: [REDACTED]

Test(s) Requested

05700 SARS-CoV-2, RT-PCR

Tested For	Result	Reference Range
SARS-CoV-2, RT-PCR		
SARS-CoV-2	NEGATIVE	N/A

Sample Comments

The Thermo Fisher Scientific, Inc. TaqPath COVID-19 Combo Kit used to perform this test has been authorized by FDA under an Emergency Use Authorization for use by authorized laboratories. The test has not been otherwise FDA cleared or approved. This test is authorized only for the detection of nucleic acid from SARS-CoV-2, not for any other viruses or pathogens. This test is only authorized for the duration of the declaration that circumstances exist justifying the authorization of the emergency use of in vitro diagnostic tests for detection and/or diagnosis of COVID-19 under section 564(b)(1) of the Act, 21 U.S.C. 360bbb-3(b)(1), unless the authorization is terminated or revoked.

Visit <https://www.aegislabs.com/our-services/covid19-testing> for COVID-19 testing resources

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Aug 31, 2021



PATIENT/CLIENT

DOB: [REDACTED]
Sex: [REDACTED]

ID: [REDACTED]
Requisition #: 4780492453

COVID-19 Test

ORDERING PROVIDER

Erica Pan
California Department of Public Health
Center for Infectious Diseases
P.O. Box 997377
Sacramento, CA 95899
NPI: 1972697324

SPECIMEN

Type: Anterior Nares (in media)
Barcode: [REDACTED]
Date Collected: Aug 30, 2021
Time Collected: 11:18 a.m. PT
Received: Aug 31, 2021

Report date: Aug 31, 2021

NEGATIVE for SARS-CoV-2.

This means that SARS-CoV-2 (the virus that causes COVID-19) was not detected in the patient's sample collected on Aug 30, 2021.

- A negative result does not rule out a SARS-CoV-2 infection, irrespective of the sample type. If clinical suspicions exist, no clinical action and management should be based solely on a negative test result. Clinical symptoms, patient history, and epidemiological information must be considered when interpreting a negative result.
- Variability in collection technique can reduce the sensitivity of the test, and SARS-CoV-2 may not be detected in early stages of infection.
- False negatives are possible.
- If this patient is experiencing symptoms, consider collecting a new sample for COVID-19 testing or testing for other respiratory viruses.
- Collection of multiple specimens may be necessary to detect the SARS-CoV-2 virus.

DETAILS

Test	Results
SARS-CoV-2 amplification test	NEGATIVE (Not Detected)

To learn more about the technical details of this test, please see the test methodology and limitations section.

HELPFUL INFORMATION FOR THE PATIENT

Because it is possible for this test to give a false negative in some people with COVID-19, if you have symptoms of illness (such as fever, cough, and/or shortness of breath), you should discuss your symptoms and your test results with your doctor, who can decide how to care for you.

The US Centers for Disease Control and Prevention (CDC) has provided useful information on how to care for yourself at home and how others in your household may protect themselves. The CDC has also provided information on when to seek medical attention. Key points are outlined below for your reference, and you can find more information at: <https://www.cdc.gov/coronavirus/2019-ncov>.