

COVID-19 Protocols for Employee Exemptions and On-site/Off-site Exposures

Thank you for your ongoing flexibility as we continue to adjust to COVID and its variants.

Following are the details for current COVID testing protocols for employees. Please note that the District is providing antigen test kits for all employees with approved exemptions, for employees who are exposed on-site either due to a workplace or classroom exposure. Due to the limited availability of testing kits available to the community, the District is also providing test kits for individuals who have had an off-site/community exposure in order to clear people to return if they are needing to be on site.

Protocols

Please contact Elizabeth Folck (folckelizabeth@fhda.edu) to request a test kit and copy Myisha Washington (washingtonmyisha@fhda.edu) and the District will arrange to supply you with an antigen test kit. Please make certain to indicate if you were an on-site or off-site exposure in your request. You will be provided a test kit if the following applies:

- **If you are an employee with a district-approved exemption** (medical or religious) **on file.**
- **If you are exposed to COVID while on campus** (workplace or classroom).
- **If you are exposed to COVID while off campus** (for example you were exposed to a family member or person in the community).

Please note that any employee exposed to COVID should test on the fifth day after the day they were exposed to COVID (i.e. a person exposed on a Monday, should take their antigen test on a Saturday since the day of exposure is day 0). An employee can return to campus the day after their negative test. Please stay in contact with your dean/supervisor and District HR regarding your health status.

Employees need to upload their test results to PyraMed in order to be cleared to return to campus. Instructions for upload are located on the HR COVID-19 Employee Information and Resources page at <https://hr.fhda.edu/covid19/index.html> or by download https://hr.fhda.edu/covid-19/PyraMed%20Exemption_On%20site%20Exposure_Test%20Upload%20Instructions_v1%201_11_2022.pdf.

As a reminder, when you are on campus, be sure to wear the appropriate face covering. Per the recommendations of the CDC and CalOSHA, you may wear a double “flat or surgical” mask (note that it must be doubled and tight fitting) or a KN95 mask that will be supplied by the District in your test kit packet.

Thank you for continuing to help keep the District and its colleges safe for our students and all colleagues.