

# COVID Testing for Unvaccinated Employees Effective: September 30, 2021

## Purpose/Policy

The safety and wellness of all WCCA employees is our greatest concern. With the resurgence of COVID cases in the Fall of 2021, WCCA has updated its policies and procedures for working during the Pandemic. Many organizations are now requiring their employees to be vaccinated. WCCA has chosen to follow the guidelines laid out by the NCDHHS (NCDHHS Strong Schools August 2021), that recommend regular testing of unvaccinated employees in lieu of requiring a vaccine. Your compliance with the testing policy is expected for your safety and for the safety of your colleagues, clients and the community we serve.

## Procedures

1. All vaccinated employees should notify HR of their vaccination status by emailing COVID Vaccination Proof to the HR Email at [hr@wcca.org](mailto:hr@wcca.org). HR will verify vaccination status and document it in the employee record.
2. Testing is mandatory for all full-time, part-time, and intermittent employees who are not documented by HR as being vaccinated. Human Resources will notify employees of their weekly testing date and location prior to the start of testing on September 30.
3. Once you receive notification, you are responsible for getting to the test site in a timely manner each week. HR will not remind you of your test date. WCCA will reimburse you for your time and for your mileage to and from the test site.
4. If you are on vacation, taking other PTO or approved FMLA, the Human Resource Department will help you determine your testing schedule before you come back to work.

## Progressive Disciplinary Procedure for Testing Violations

1. The first time you miss your weekly test, you will be sent to take a test immediately at an approved Mako testing site. You will receive a write up for non-compliance in your employee record and you will be responsible for the \$85 cost of the test and will have to take PTO time to get tested.
2. The second time you miss your weekly test, you will be suspended for three full days without pay. Prior to returning to work, you will be directed to a Mako testing site to get tested and will be responsible for the \$85 cost of the test.
3. The third time you miss a test will result in termination.