

AMENDED EMPLOYEE COVID-19 **SURVEILLANCE** TESTING COMPLIANCE POLICY

Adopted November 24, 2020

The below policy pertains only to COVID-19 Surveillance Testing related to only the Rockingham County Rehabilitation and Nursing Center (the facility). This Policy will be in effect from the date of the adoption of this Policy (noted above). This Policy will remain in place unless further amended or discontinued by the Rockingham County Board of Commissioners in the Board's discretion and/or unless and until updated guidance is released by the New Hampshire State Department of Health and Human Services (DHHS) at which time this Policy may be further amended or discontinued, as appropriate. This Policy also may be amended or discontinued, as appropriate, as the COVID-19 pandemic evolves and as guidance and/or requirements are issued by other federal or State of New Hampshire authorities. All facility staff within the Rockingham County Rehabilitation and Nursing Center MUST adhere to this Policy pertaining to Surveillance Testing. For purposes of this Policy, "facility staff" includes employees, consultants, contractors including vendors, volunteers, and caregivers who provide care and services to residents on behalf of the facility, and, if applicable, students in the facility's nurse aide training programs or from affiliated academic institutions. As noted above, this Policy applies to only Surveillance Testing and not to (1) other forms of COVID-19 testing, including but not limited to Mandatory Outbreak Testing, a facility staff member's individualized need to undergo COVID-19 testing based on the facility staff member's personal circumstances; or (2) any other testing or interactions with health care providers or testing facilities, including but not limited to visits to healthcare providers or wellness checks.

DHHS has established directives for Long-Term Care (LTC) Facility Surveillance Testing Requirements for Staff and Residents. These directives require facilities to test residents and staff for COVID-19. The testing is aimed at preventing COVID-19 from entering nursing homes, detecting cases quickly and stopping transmission. Rockingham County is committed to taking critical steps to ensure our facility continues to respond effectively to the COVID-19 pandemic.

Per current state guidelines, when Rockingham County Rehabilitation and Nursing Center is not in COVID-19 Mandatory Outbreak Testing as determined by DHHS, routine Surveillance Testing for COVID-19 in asymptomatic facility staff, without a known COVID-19 exposure, will occur. The frequency of Surveillance Testing is determined by the positivity rate in the County of Rockingham as a whole. If the positivity rate in the County is less than 5%, then we are required to test 100% of facility staff one week per month. Each additional week in that same month requires 10% of facility staff to be tested. If the County has a positivity rate between 5% and 10%, then we are required to test 100% of facility staff once per week. If the positivity rate is greater than 10% in the County, the requirement is for 100% of facility staff to be tested twice per week. These guidelines are subject to change as determined by DHHS.

During Surveillance Testing, the test collection method will be the anterior nares swab. During the weeks where only 10% of facility staff will be tested, priority will be given to those facility staff members who enter clinical care areas and whose work and COVID-19 status may affect clinical areas. Departments in clinical areas include: Activities, Environmental Services, LTC Nursing staff, Social Services, and contracted vendors (Chaplin, Doctors, Glendale, HealthPro, Hospice, and Nursing Agency and Travelers). Departments such as the Business Office, Commissioners Office, Engineering and Maintenance employees who have been identified as facility staff members, Finance, and Human Resources will be tested monthly during the 100% facility testing.

Notice of Surveillance Testing

1. During the weeks where 10% of facility staff must be tested, the Quality Improvement and Staff Development Manager and/or Infection Preventionist will reach out to the department heads to obtain a list of employees who plan to be tested the following week. Facility staff must sign up and commit to the testing date as individual lab requisitions are created in advance. During the 10% testing weeks, walk on/add on tests are not permitted. If a facility staff member who is scheduled for testing cannot make the testing date, he/she must notify the Quality Improvement and Staff Development Manager and/or Infection Preventionist immediately so that another facility staff member may fill the open slot. The Surveillance Testing pertaining to 10% of facility staff will only be provided on County property.
2. During the weeks where 100% of facility staff must be tested as defined in this Policy, Surveillance Testing will occur for all facility staff at the Rockingham County Rehabilitation and Nursing Center. Advance notice of the date(s) and time(s) of the Surveillance Testing, and the testing timeframe will be provided. The Surveillance Testing will be provided on County property.

Testing Location for 100% Surveillance Testing

3. If a facility staff member is on-shift during the designated 100% Surveillance Testing timeframe, he/she must be tested on-site at the County.
4. If a facility staff member is off-shift during the 100% Surveillance Testing timeframe, in order for the County to best manage costs associated with the Surveillance Testing, the facility staff member must come to the County for the 100% Surveillance Testing that is conducted on-site at the County.
5. Upon approval from Human Resources, if a facility staff member is off-shift during the 100% Surveillance Testing timeframe and is unable due to extenuating circumstances to come to the County for the 100% Surveillance Testing that is conducted on-site at the County, he/she shall be tested at a recognized off-site testing facility and during the 100% Surveillance Testing timeframe. Please note that a personal preference to receive 100% Surveillance Testing at an off-site testing facility is not in itself an extenuating circumstance. For purposes of this Policy, a recognized off-site testing facility is any of the following which offer COVID-19 testing: an urgent care facility, a walk-in clinic or a primary care provider's office. Facility staff members testing off-site must obtain prior approval from Human Resources before undergoing the 100% Surveillance Testing at a recognized off-site testing facility. In order to facilitate off-site testing, the facility staff member must do the following:
 - a. Contact Human Resources at 603-679-9337 and receive pre-approval from Human Resources prior to the provided 100% Surveillance Testing date and before undergoing 100% Surveillance Testing at a recognized off-site testing facility.

- b. Receive 100% Surveillance Testing during the provided testing timeframe and use best efforts to obtain an appointment for the 100% Surveillance Testing to avoid unnecessary wait time at the recognized off-site testing facility.
- c. Provide confirming documentation from the testing facility to Human Resources which confirms that the 100% Surveillance Testing was performed during the testing timeframe, and which confirms the starting and ending time of the 100% Surveillance Testing appointment or visit for the 100% Surveillance Testing.
- d. Forward COVID-19 test results to Human Resources as soon as they are available.

Timecard Guidance for Surveillance Testing

6. Facility staff members who are Rockingham County employees, as well as contracted workers, will only be paid by their respective employers for the time they spend on-site awaiting and undergoing Surveillance Testing, or with prior approval from Human Resources if unable due to extenuating circumstances to come to Rockingham County, at a recognized off-site testing facility awaiting and undergoing 100% Surveillance Testing.

7. Rockingham County non-exempt employees, as well as non-exempt contracted workers, who are on-shift during the Surveillance Testing timeframe shall receive the Surveillance Testing on-site at the County and remain punched in and not perform any additional time clock punches until either the end of their scheduled shift or at the conclusion of their Surveillance Test, whichever is later.

8. Rockingham County non-exempt employees, as well as non-exempt contracted workers, who are off-shift and come on-site for the Surveillance Testing must punch in at the Hilton Kronos time clock upon arrival at the County and prior to getting in line to be tested. Immediately after receiving the Surveillance Testing, off-shift Rockingham County non-exempt employees, as well as non-exempt contracted workers, should punch out at the Hilton Kronos time clock, unless that out punch would occur after the start of a scheduled shift for the non-exempt employee or non-exempt contracted worker in question. In this specific instance, the individual should just report for their scheduled shift and not punch out.

9. Rockingham County salaried-exempt employees per their specific timekeeping policy, and any salaried-exempt contract workers, should not punch for their time while undergoing the Surveillance Testing because these individuals are already compensated for their time.

10. Rockingham County non-exempt employees or non-exempt contracted workers awaiting and undergoing 100% Surveillance Testing at a recognized off-site testing facility will only be paid from their check-in time at the recognized off-site testing facility through the check-out time after testing has been completed. As noted above, proof of this information must be provided to Human Resources and will be required to ensure and maintain accurate records for payroll or accounts payable purposes.

11. To the extent that any facility staff member is a Rockingham County employee and also a bargaining unit member subject to a current collective bargaining agreement (CBA) which contains

call-back provisions which are applicable to this Surveillance Testing, the applicable provisions of the CBA would govern any payment due to the bargaining unit member in question.

Cost of Surveillance Testing

12. As noted above, facility staff members must receive 100% Surveillance Testing on-site at Rockingham County, unless they are unable to do so due to extenuating circumstances. If the facility staff member is a Rockingham County employee and has received prior approval from Human Resources to test at an off-site facility due to an extenuating circumstance, he/she must coordinate the following with Human Resources in order to obtain reimbursement for any out-of-pocket expenses for the 100% Surveillance Testing:

- a. Rockingham County employees who maintain health insurance through the County must submit the claim for the off-site COVID-19 testing through the insurance carrier. An Explanation of Benefits (EOB) and an itemized receipt for out-of-pocket expenses associated with the asymptomatic 100% Surveillance Testing must be provided to Human Resources as soon as it becomes available.
- b. Rockingham County employees who do not maintain health insurance through the County but have health insurance through other group health coverage must submit the claim for the off-site COVID-19 testing through the insurance carrier. An Explanation of Benefits (EOB) and an itemized receipt for out-of-pocket expenses associated with the asymptomatic 100% Surveillance Testing must be provided to Human Resources as soon as it becomes available.
- c. Rockingham County employees who do not have health insurance must submit an itemized receipt for out-of-pocket expenses associated with the asymptomatic 100% Surveillance Testing along with a written attestation confirming the absence of health insurance to Human Resources as soon as it becomes available.

13. The costs associated with 100% Surveillance Testing for facility staff members who are not Rockingham County employees, but rather a contracted worker who is employed by a Vendor or a third party (such as persons who serve as Agency workers or Travelers), and who test offsite due to extenuating circumstances will be borne by the applicable Vendor or third party, and not by Rockingham County.

Communications with Human Resources for Individuals in Leave Status

14. If you are in a leave status or on approved time off during the week of 100% Surveillance Testing, you must contact Human Resources at 603-679-9337 and speak to an HR representative for guidance about whether it is necessary for you to participate in the 100% Surveillance Testing based on the circumstances and duration of your leave or time off, and you also must contact Human Resources prior to returning to work.

Consequences of Refusal to Undergo Surveillance Testing

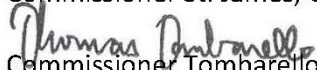
15. If a facility staff member refuses to undergo the 100% Surveillance Testing, he/she will need to remain out of the facility and contact Human Resources at 603-679-9337 and speak to an HR representative for guidance on returning to work. If he/she is able to work from home and his/her O/DD approves, he/she will be expected to do so during this time. As applicable, he/she may be eligible under certain circumstances for Emergency Paid Sick Leave (EPSL) under the Families First Coronavirus Response Act. As applicable, the facility staff member must utilize his/her own Rockingham County accrued time if EPSL is not available. If the facility staff member has exhausted his/her Rockingham County accruals, the time away from the facility will be unpaid and the facility member will be expected to pay the employee's share of applicable health insurance premiums. The resulting absences are not to be considered disciplinary in nature unless a facility staff member willfully neglects his/her obligation to receive the 100% Surveillance Testing, and the County determines that this neglect prohibits a facility staff member from performing their essential job functions resulting in an undue hardship on the County. The facility member must contact Human Resources upon refusal of the Surveillance Test to confirm the facility member's status, as set forth above, during the facility staff member's time out of the facility. The facility staff member will also need to contact Human Resources prior to returning to work.

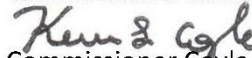
This Surveillance Testing Compliance policy is being established to ensure that Rockingham County is in adherence with mandated Federal and State Surveillance Testing requirements and guidelines for long-term care facilities. Please understand that these are also precautionary measures to help prevent you, your coworkers, and the individuals we serve from becoming infected, and we thank you in advance for your participation in Surveillance Testing.

Approved on November 24, 2020

APPROVED:


Commissioner St. James, Chair


Commissioner Tombarello, Vice Chair


Commissioner Coyle, Clerk