

COVID-19 Self-Collection Test for Unvaccinated DoD Personnel

COMMANDER AND SUPERVISOR INSTRUCTIONS:

As Commander or Supervisor of a COVID-19 non-vaccinated DoD employee you are required to implement weekly COVID-19 testing as directed in the following guidance.

- a. Executive Order 14043, Requiring Coronavirus Disease 2019 Vaccination for Federal Employees, September 9, 2021
- b. Deputy Secretary of Defense, Mandatory Coronavirus Disease 2019 Vaccination of Department of Defense Civilian Employees, October 5, 2021
- c. Secretary of the Air Force, Mandatory Coronavirus Disease 2019 Vaccination of Department of the Air Force Civilian Employees, October 8, 2021
- d. Under Secretary of Defense for Personnel and Readiness, Force Health Protection Guidance (Supplement 23) Revision 2 - Department of Defense Guidance for Coronavirus Disease 2019 Vaccination Attestation, Screening Testing, and Vaccination Verification, Oct 29, 2021
- e. DAF Civilian Employee Mandatory COVID-19 Vaccination Guide, Oct 22, 21

It is your responsibility to procure testing supplies from 10 MDG as follows:

In the week before you run out, your designated unit POC should submit four week's worth of test kits needed and coordinate pickup times by emailing usaf.usafa.10-mdg.mbx.medical-logistics-customer-service@mail.mil by noon Friday of that week.

Total ordered= Number of employees needing tests x 4

Supervisors Frequently Asked Questions (FAQs):

What do I do if my employee's results are positive?

If your employees self-administered test is positive they should:

1. Go home if the test was administered at work; stay at home if test was administered at home.
2. Notify 10th Medical Group Public Health (PH) of your Positive Result by calling 719-333-9443 or emailing usaf.usafa.10-mdg.mbx.public-health@mail.mil
3. Upon receipt of a positive COVID-19 Self-collected test the individual selects one of the following options:
 - a. Treat the test as a positive and isolate for 10 days
 - i. Return to work after 10-day isolation if symptoms are improving and you are afebrile (temperature below 100.4) for the past 24 hours
 - b. Seek additional polymerase chain reaction (PCR) testing from their healthcare provider
 - i. After the supervisor verifies a negative COVID-19 PCR test from healthcare provider the employee can return to work. Consult PH with any questions
 - c. Seek additional PCR testing from 10 MDG
 - i. When they notify 10 MDG Public Health of the positive test (step 3 above), request a confirmatory test
 - ii. If test is negative, PH will provide clearance for return to work

How often do I need to test my unvaccinated staff?

The current COVID-19 test requires testing 2x/week. Consider setting up the same time/location each week for testing, for example Monday and Tuesday first thing in the morning. The QuickVue At-Home COVID-19 test should be used twice with at least 24 hours and no more than 36 hours between tests.

My employee is seeking or has received a medical/religious vaccine exemption for the COVID-19 vaccine, do they still need to be tested?

Yes. All unvaccinated or not fully vaccinated individuals are required to be tested weekly (2 samples/week, see package insert).

Can I use these tests to test my fully vaccinated staff if they are sick?

No. These tests are only to be used for the weekly testing of unvaccinated individuals. Symptomatic individuals should be tested by their healthcare provider before returning to work.

My staff member is symptomatic, should I have them come to work to take the test?

No. Symptomatic unvaccinated staff should stay home and arrange to be tested with their healthcare provider.

Where should the testing be conducted?

It is best that testing be conducted in proximity of the work center when able. They can test from home, if they are scheduled to work from home on the determined test date. Personnel working from home long-term do not need to be tested until they return to work.

Can my employee text me a picture of the result?

Employees can voluntarily text their supervisor their results via personal cell but cannot be forced to use their personal phone for this. In the event the employee does not want to text the results, they would need to arrange for the results to be delivered to you or find a way to email the results.

Do I need to observe my employee take the test?

No. these are self-administered tests. You only need to review the results.

Am I required to report how many tests we conduct?

At this time, there is no requirement for units to report how many tests are completed or administered. However, you should document when an employee receives a test for your own tracking purposes.

Should employees be excluded from the work center if test results are pending and asymptomatic?

No. Only if the test is positive, or the employee is awaiting confirmatory testing (they had a previous positive), or they are symptomatic, should they remain away from the worksite.

Can I force my employee to take a confirmatory test?

No, the only requirement is the employee takes the test you provide. In the event the employee would like a confirmatory test at the 10 MDG, please have them contact Public Health at 719-333-9446 or email usaf.usafa.10-mdg.mbx.public-health@mail.mil Employees should not report to the workplace

while waiting for confirmatory test. If the confirmatory test is negative, the individual is deemed NOT COVID-19 positive and will be allowed to enter the workplace.

Do I or my employee need to wear PPE when taking the test?

No. If you are observing the employee take the test, you should be wearing a cloth mask.

I am concerned the test results are faulty, should I re-test my employee?

No. Continue to test the individual weekly (2 samples, see package insert).

How do I actually perform the self-administered test?

Tests differ depending on manufacturer but all include step-by-step instructions.

What indicates a positive result? See package insert photos. QuickVue At-Home COVID-19 Test:

- A negative test will show just a single blue line.
- A positive test will show a blue line and a pink line.
- An invalid test (and should be repeated) will show a single pink line or no lines.

I have an employee who recently recovered from COVID-19 and completed their quarantine, should they be exempt from testing for 90 days?

Yes. Individuals who have recovered from COVID-19 can continue to have detectable SARS-CoV-2 RNA in upper respiratory specimens for up to 3 months after illness onset. Record the date of the positive test and begin testing again 90 days later. They can still come to work.

Should I keep any test results?

No. There is no requirement to keep historical test results after reporting positives to Public Health. Use a tracker (example attached) to record test date but do not include results. It is important to note the date of a positive result (do not keep the result) to determine when fully recovered employees will begin testing again (see previous question, 90 days after result). Any documents kept should be treated in accordance with applicable laws and policies on privacy per section 1.2 of DAF Civilian Employee Mandatory COVID-19 Vaccination Guide (e).

How do we dispose of the test kit when complete?

All components of the test kit can be disposed of in the normal trash.

If you have any additional questions, please call 10MDG Public Health 719-333-9443 or email usaf.usafa.10-mdg.mbx.public-health@mail.mil