

FAQ Regarding City Vaccination or Testing Requirement - Revised 10/21/2021

I decided to do weekly testing. What do I need to do next?

You should consult with your appointing authority about what hours you are permitted to leave for testing. These hours are set by the appointing authority and can be limited to two hours. You must bring those testing results showing your testing date, name, and type of test (only PCR accepted) to your payroll specialist within 7 days of your test date or notify the Department of Health, your supervisor, and your appointing authority immediately if you test positive.

If you receive a **POSITIVE** result, you should begin to quarantine immediately. **You should not bring these results to your payroll clerk.** You must call 314-657-1499 to notify Department of Health to indicate positive result. You must also notify your appointing authority and supervisor.

If negative, you should bring the result to your payroll clerk who will store it in a HIPAA complaint manner pursuant to further directions from DOP.

What type of test do I need to complete?

You need to complete a PCR test. We will not accept at home tests or rapid testing results.

I decided to be tested weekly. What is the process to schedule an appointment?

If you decide to do weekly testing, you are responsible for scheduling your PCR test. Your appointing authority will provide you with a two hour window for testing. [This flyer](#) details walk up sites for employees with PCR tests. If you are not available to test at one of these locations, you should schedule your own test at another provider (like CVS or Walgreens).

What documentation should I bring to my test?

Please bring your insurance card and ID.

What happens if I miss a week of testing?

Employees who miss more than one testing appointment should be placed on forced leave and scheduled for a pre-termination review.

I do not wish to be vaccinated but I will have an excused absence on my weekly testing day, how can I make sure to comply with the testing requirement?

Employees who are not vaccinated are **REQUIRED** to participate in weekly testing. However, when an employee is unable to get tested during a regular slot due to absence from work, they should consult with their appointing authority and test prior to their return.

Can I return to work while I wait for my test results?

Yes. After getting tested as part of the routine testing program, you can return immediately to work. You do not need to wait for your results. However, if you are experiencing any symptoms of COVID-19 or know that you have been exposed, you should self-quarantine and await your testing results.

What should I do if I test positive?

If you receive a **POSITIVE** result, you should begin to quarantine immediately. **You should not bring these results to your payroll clerk.** You must call 314-657-1499 to notify Department of Health to indicate positive result. You must also notify your appointing authority and supervisor.

What should I do if a city testing slot is not available?

You can get a PCR test at your local pharmacy, urgent care center, or public testing site. A list of public testing sites is available on our [City website](#). It is the responsibility of the employee to ensure they get tested during the window set by their appointing authority.

I am an appointing authority and I need to make sure that my employees get tested in shifts. Can I set shifts for them to be tested during?

Yes, you can set two-hour time frames for your employees to get testing during.

Will I have to pay for testing?

For now, city testing is free. For now, city health insurance also covers testing. If this changes, we will update our guidance.

Will I be paid for the hours that it takes me to leave the jobsite, get tested, and return to the jobsite?

Employees will be tested on duty and paid for the time it takes to leave the jobsite, get tested and return to the jobsite. This includes all employees including paid per performance employees.

I got vaccinated and do not want to continue weekly testing, what do I need to do?

You should update your vaccination declaration form (www.stlouis-mo.gov/vaccine-declaration) and inform your appointing authority. If you do not wish to continue testing, you will also need to fill out a HIPAA release. Your payroll clerk should have this release.

I want to get vaccinated against COVID-19, but I am unsure where to go- where can I find more information?

There are multiple sites in the City to get vaccinated. For a list of city vaccination sites and alternative vaccination, please visit [this page](#).

Do I have to get my vaccine at a city provider?

No, employees can receive their vaccine from city providers, private providers, or any pharmacy or clinic offering COVID-19 vaccinations. No matter where the employee is vaccinated, they will need to submit the Vaccination Declaration Form. The form is located at www.stlouis-mo.gov/vaccine-declaration

What does it mean to be fully vaccinated?

Fully vaccinated means that the employee has received two doses of the Moderna vaccine or Pfizer vaccine or one dose of the Johnson & Johnson vaccine and fourteen (14) days have passed since the employee received the final dose of the Moderna or Pfizer vaccine or a dose of the Johnson & Johnson vaccine.

If I received my all needed vaccination dose(s) but am not fully vaccinated, do I still need to get tested until I am two weeks post my final shot?

Yes, until you are fully vaccinated, you do need to appear for weekly testing. Fully vaccinated means that the employee has received two doses of the Moderna vaccine or Pfizer vaccine or one dose of the Johnson & Johnson vaccine and fourteen (14) days have passed since the employee received the final dose of the Moderna or Pfizer vaccine or a dose of the Johnson & Johnson vaccine. Additionally, if you are fully vaccinated but do not wish to sign a HIPAA release to verify your vaccination status, you must continue with testing.

Do I still have to wear a mask?

Yes. All employees, regardless of vaccination status, are required to wear masks while at work.

Individuals in my employment space are not following the masking protocol, who should I contact?

You should contact your supervisor or your appointing authority immediately.

How do I claim a religious or medical exemption from this order?

Any employee who, due to a religious reason or medical condition, is unable or unwilling to be vaccinated, can opt for the weekly testing requirement in lieu of receiving a vaccination. Employees are **not** required to submit documentation of their need for a religious or medical accommodation in order to opt for weekly testing instead of vaccination. There is no exemption from the weekly testing requirement unless an employee is fully vaccinated.

What information will be released if I sign the HIPAA release?

The city will only have access to your COVID-19 vaccination status.

I am vaccinated but I do not wish to sign the HIPAA release, what should I do?

Employees who do not sign the HIPAA release will be subject to weekly testing.

I noticed the HIPAA form was updated, do I need to sign the new HIPAA form?

No. If you signed the previous HIPAA form you do not need to sign the new HIPAA form. The city will not seek any information beyond COVID-19 vaccination status regardless of which release you sign.