COVID-19 Weekly Testing

Employee Information

How to Obtain
Your Weekly COVID-19 Test

Employees who are required to test weekly, will either receive self-test kits, be instructed to visit one of the County's testing sites, or be tested onsite. Test kits and tests performed at a County testing site are at no cost to the employee.

Self-Test Kits
- **Mandatory for:** Bargaining unit members that are essential public-facing employees who, during the performance of their assigned duties, must have substantial direct contact with the public, as designated by Letter of Understanding (LOU) or Agency Order.
- **Available to:** All classified service, exempt service, limited-term grant funded employee, or a person employed by the State of Maryland who works within a County agency

County Testing Sites
- **Available to:** All classified service, exempt service, limited-term grant funded employee, or a person employed by the State of Maryland who works within a County agency **who are not designated to use self-test kits**.

Onsite Testing
- **Available to:** Public safety employees whose agencies choose to conduct onsite testing.

Self-Test Kits
Weekly COVID-19 Testing

Employees who receive self-test kits will obtain them from their HR Liaison or Agency Designee. Test kits will only be provided to unvaccinated employees who are required to test weekly.

Important
- Employees must read all test instructions before beginning the test.
- Employees can only use the self-test kits provided by the County.
- Employees must take a photo of the test results (i.e., negative, inconclusive, or positive) at the completion of the test.
- Employees must upload the photo to the COVID-19 Testing Portal before the weekly deadline.

How to Upload Test Results
- Instructions: Video

  Visit the COVID-19 Testing Portal to upload your test results.

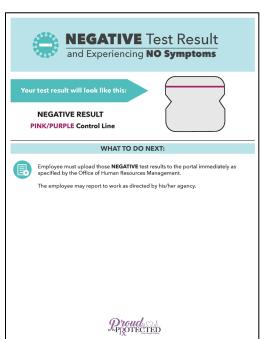| Test Results	
Negative	The employee may work their normal tour of duty for the week.
Inconclusive	The employee will be required to take a PCR test, sent home, and placed on Administrative Leave pending PCR Result. ***Timecard Documentation*** Select "2132 – COVID Admin Leave" and include a comment noting COVID-19 testing pending the PCR test and results.
Positive	The employee will be sent home and will use Sick Leave, or other leave as designated by their Bargaining Unit's Letter of Understanding. The employee will be required to isolate and follow instructions provided by the Health Department and will not be permitted to return to work until being cleared by the Health Department, CVDC Program.

Abbott BinaxNOW Self-Test Kit
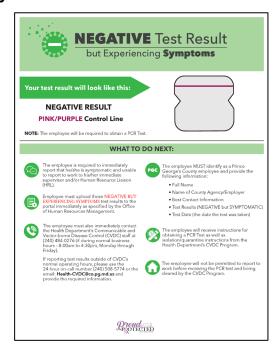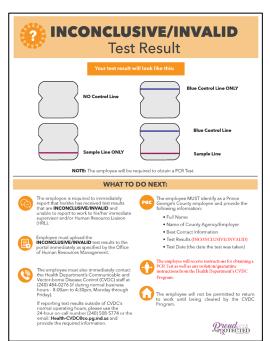## What You Need to Know

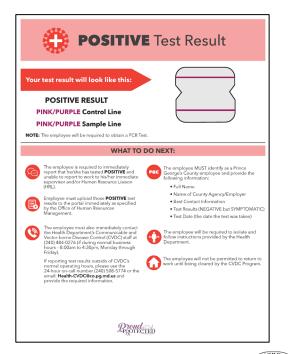**Click here to watch the Abbott BinaxNOW Self-Test Kit Video**
This video includes a step-by-step guide, start to finish, on how to conduct a BinaxNOW COVID-19 Self Test.

Click on the test result below that you received to view what to do next.

NEGATIVE Test Result and Experiencing NO Symptoms

Your test result will look like this:

NEGATIVE RESULT
PINK/PURPLE Control Line

WHAT TO DO NEXT:

Employee must upload those **NEGATIVE** test results to the portal immediately as specified by the Office of Human Resources Management.

The employee may report to work as directed by his/her agency.

NEGATIVE Test Result but Experiencing Symptoms

Your test result will look like this:

NEGATIVE RESULT
PINK/PURPLE Control Line

NOTE: The employee will be required to obtain a PCR Test.

WHAT TO DO NEXT:

The employee is required to immediately report that he/she is symptomatic and unable to report to work to his/her immediate supervisor and/or Human Resource Liaison (HRL).

Employee must upload those NEGATIVE BUT EXPERIENCING SYMPTOMS test results to the portal immediately as specified by the Office of Human Resources Management.

The employee must also immediately contact the Health Department's Communicable and Vector-borne Disease Control (CVDC) staff at (240) 484-0276 (if during normal business hours - 8:00am to 4:30pm, Monday through Friday).

If reporting test results outside of CVDC's normal operating hours, please use the 24-hour on-call number (240) 508-5774 or the email: **Health-CVDC@co.pg.md.us** and provide the required information.

The employee MUST identify as a Prince George's County employee and provide the following information:
- Full Name
- Name of County Agency/Employer
- Best Contact Information
- Test Results (NEGATIVE but SYMPTOMATIC)
- Test Date (the date the test was taken)

The employee will receive instructions for obtaining a PCR Test as well as isolation/quarantine instructions from the Health Department's CVDC Program.

The employee will not be permitted to report to work before receiving the PCR test and being cleared by the CVDC Program.

INCONCLUSIVE/INVALID Test Result

Your test result will look like this:

NO Control Line

Blue Control Line ONLY

Sample Line ONLY

Blue Control Line

Sample Line

NOTE: The employee will be required to obtain a PCR Test.

WHAT TO DO NEXT:

The employee is required to immediately report that he/she has received test results that are **INCONCLUSIVE/INVALID** and unable to report to work to his/her immediate supervisor and/or Human Resource Liaison (HRL).

Employee must upload those INCONCLUSIVE/INVALID test results to the portal immediately as specified by the Office of Human Resources Management.

The employee must also immediately contact the Health Department's Communicable and Vector-borne Disease Control (CVDC) staff at (240) 484-0276 (if during normal business hours - 8:00am to 4:30pm, Monday through Friday).

If reporting test results outside of CVDC's normal operating hours, please use the 24-hour on-call number (240) 508-5774 or the email: **Health-CVDC@co.pg.md.us** and provide the required information.

The employee MUST identify as a Prince George's County employee and provide the following information:
- Full Name
- Name of County Agency/Employer
- Best Contact Information
- Test Results (INCONCLUSIVE/INVALID)
- Test Date (the date the test was taken)

The employee will receive instructions for obtaining a PCR Test as well as any isolation/quarantine instructions from the Health Department's CVDC Program.

The employee will not be permitted to return to work until being cleared by the CVDC Program.

POSITIVE Test Result

Your test result will look like this:

POSITIVE RESULT
PINK/PURPLE Control Line
PINK/PURPLE Sample Line

NOTE: The employee will be required to obtain a PCR Test.

WHAT TO DO NEXT:

The employee is required to immediately report that he/she has tested **POSITIVE** and unable to report to work to his/her immediate supervisor and/or Human Resource Liaison (HRL).

Employee must upload those **POSITIVE** test results to the portal immediately as specified by the Office of Human Resources Management.

The employee must also immediately contact the Health Department's Communicable and Vector-borne Disease Control (CVDC) staff at (240) 484-0276 (if during normal business hours - 8:00am to 4:30pm, Monday through Friday).

If reporting test results outside of CVDC's normal operating hours, please use the 24-hour on-call number (240) 508-5774 or the email: **Health-CVDC@co.pg.md.us** and provide the required information.

The employee MUST identify as a Prince George's County employee and provide the following information:
- Full Name
- Name of County Agency/Employer
- Best Contact Information
- Test Results (NEGATIVE but SYMPTOMATIC)
- Test Date (the date the test was taken)

The employee will be required to isolate and follow instructions provided by the Health Department.

The employee will not be permitted to return to work until being cleared by the CVDC Program.

County Testing Sites
Weekly COVID-19 Testing

Employees visiting one of the County's Testing Sites must read all information before arriving for a rapid test.

Important
- Testing typically takes 15 to 20 minutes to complete; however, waiting times may vary based on the number of employees testing.
- Employees must take a photo of the test results at the completion of the test and upload the photo to the COVID-19 Testing Portal before the weekly deadline.
- Employees who test at a County Testing Site will be granted one (1) hour of Administrative Leave for travel to and from the County's testing locations and waiting for results (*Timecard Documentation:* select "2132 – COVID Admin Leave" and include a comment noting weekly COVID-19 testing).

Testing Sites	Hours of Operation	Schedule a Test	Obtain Test Results	Upload Test Results
RMS Building 1400 McCormick Drive Largo, MD 20774	8:30 a.m. to 2:30 p.m. Monday through Friday	**Schedule your appointment**	A paper and electronic copy provided to the employee, who can take a photo of the paper test result or screen shot of the electronic test result.	**How to Upload Your Test Results in the Portal** (**Video**) *Visit the COVID-19 Testing Portal to begin uploading your test results*
Bunker Hill Fire Station 3716 Rhode Island Avenue Brentwood, MD 20722	9:30 a.m. to 5:30 p.m. Monday through Friday	**Walk-ins welcome**	Text message with access to electronic copy provided to the employee. Learn how to access your texted test results (**Video**).	

COVID-19 Weekly Testing

Questions

If you have questions regarding weekly COVID-19 testing, please visit the Employee Testing Process webpage or contact your Agency HR Liaison.