

Employee Testing

Appointing Authority Update – October 28, 2021



Employee COVID-19 Testing

Overview

Effective November 1, 2021*, Executive Branch employees who have not attested to their COVID-19 vaccination status as required, who are in the process of receiving the vaccine until they are fully vaccinated, or who have identified that they are not vaccinated, shall submit to serial weekly testing and report their results on a weekly basis as directed by their Agency, unless Agency policy or Collective Bargaining Unit Letter of Understanding (LOU) differs. The frequency of testing is subject to change at the County's discretion based on evolving medical and scientific recommendations.

- All employees, including those who have telework arrangements under the Alternative Work Arrangement Policy, are subject to this guidance and all requirements.
- Employees on Leave are subject to this guidance and all requirements upon their return to work as directed by their Agency.
- Unvaccinated employees are required to submit to weekly serial testing and provide test results as directed by their Agencies Appointing Authority and agency HR Liaison(s) in compliance with guidance provided by the Office of Human Resources Management (OHRM).
- Employees who fail to provide their vaccination status and documentation in violation of the Executive Order are also required to submit to weekly serial testing until they are in compliance with this Executive Order.
- Testing of employees at County testing sites will be considered and recorded as paid work time (Administrative Leave) with approval from their Appointing Authority, Supervisor, or Designee, including travel to and from the County's testing locations and waiting for results.

**Department of Corrections began testing on October 4, 2021.*

Employee COVID-19 Testing

Appointing Authority Options

Appointing Authorities may decide the preferred COVID-19 testing option(s) available to meet the needs and mission of their agencies or as required by their Union (LOUs).

For example:

An agency with a group of employees who need to test weekly, may opt to:

- Send all of their employees to a County testing site,
- Provide all of their employees with self-test kits, or
- Some combination of self-test kits and County testing sites.

Appointing Authorities are encouraged to select testing options that ensure agency operations are not significantly impacted.

Employee COVID-19 Testing

Testing Periods

There are nine (9) weekly testing periods through the end of 2021.

When referencing a weekly test or missed test, please also reference the associated testing period.

Testing Period	Start Date	End Date	Upload Test By
1	11/1/2021	11/7/2021	11/7/2021
2	11/8/2021	11/14/2021	11/14/2021
3	11/15/2021	11/21/2021	11/21/2021
4	11/22/2021	11/28/2021	11/28/2021
5	11/29/2021	12/5/2021	12/5/2021
6	12/6/2021	12/12/2021	12/12/2021
7	12/13/2021	12/19/2021	12/19/2021
8	12/20/2021	12/26/2021	12/26/2021
9	12/27/2021	1/2/2022	1/2/2022

Employee COVID-19 Testing

County Test Sites & Test Types

- 1. County Testing Sites:** two (2) County Employee Testing Sites are available.
- 2. Self-Testing Kits (County-provided):** are 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.
- 3. Onsite Testing:** testing for some public-safety agencies will take place on-site (e.g., Corrections, Fire, or as designated in LOU.)

County Test Site	Address	Hours of Operation
RMS Building	1400 McCormick Drive, Largo, MD 20774 Training Rooms 1 & 2	8:30 a.m. – 2:30 p.m.
Bunker Hill Fire Station	3716 Rhode Island Ave., Brentwood, MD 20722	9:30 a.m. – 5:30 p.m.

Scheduling Conflict?

The following options are only available if there is a scheduling conflict:

- Self-testing during the employee's scheduled work shift, via a COVID-19 "rapid" test kit provided by the County. (Note: Test kits will be available on November 1, 2021)
- Testing by an authorized provider of the employee's choice, the employee will assume any and all costs and use of leave (sick, annual) as necessary.

How to Order Self-Test Kits

Abbott BinaxNOW COVID-19 Self Tests

Agency HR Liaisons or Agency Designees will request self-test kits from the County's warehouse.

- **Step 1:** Email COVID19GEOC@co.pg.md.us and indicate the number of test kits needed.
- **Step 2:** The warehouse receives and packs the order.
- **Step 3:** A courier will deliver the order to the agency; a signature is required for receipt.

IMPORTANT

- Orders for self-test kits must be placed by the **second Tuesday** of each pay period.
- Deliveries of self-test kits will be delivered on the **second Thursday** of each pay period.
- Please **order enough kits for a 14-day period** (Note: there are two tests in each Abbott BinaxNOW self-test kit. Employees should use one test per week; therefore, the employee will only need to receive one test kit every two weeks).

Leave Types

For Weekly COVID-19 Testing & Test Results

Testing Location	Eligibility	Leave for Travel to Test	Inconclusive Test Results or INegative Rapid Test with Symptoms	Positive Test Result
County Testing Site	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.	Admin. Leave (1 hour) Timecard Documentation: "2132 – COVID Admin Leave" and include a comment noting COVID-testing pending the PCR test and results.	Admin. Leave Pending PCR Results Timecard Documentation: Inconclusive Test Result or Negative Rapid Test with Symptoms "2132 – COVID Admin Leave" and include a comment noting COVID-testing pending the PCR test and results.	Sick Leave*
County Provided Self-Test Kit	<ul style="list-style-type: none"> 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. 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 	N/A	Admin. Leave Pending PCR Results Timecard Documentation: "2132 – COVID Admin Leave" and include a comment noting COVID-testing pending the PCR test and results.	Sick Leave*
Agency Onsite Testing	For public-safety agencies conducting onsite testing.	N/A	Admin. Leave Pending PCR Results Timecard Documentation: "2132 – COVID Admin Leave" and include a comment noting COVID-testing pending the PCR test and results.	Sick Leave*
Testing By Authorized Provider of the Employee's Choice	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.	The employee will assume any and all costs and use of leave (sick, annual) as necessary.	Admin. Leave Pending PCR Results Timecard Documentation: "2132 – COVID Admin Leave" and include a comment noting COVID-testing pending the PCR test and results.	Sick Leave*

***Or as designated by your agency's LOU.**

Confidentiality & Data Security

- The security of sensitive and confidential data is of critical importance to the County.
- All records and data associated with this Guidance will be collected, transmitted, and stored in a manner compliant with the County's data security policy.
- Asking for proof of vaccination/testing does not violate the Health Insurance Portability and Accountability Act of 1996 (HIPAA).
- In accordance with the Americans with Disabilities Act as Amended, the medical information provided by employees to their department's human resources office is considered confidential. If the information is stored in paper format, it must be stored in a medical file separate and apart from personnel files.

Disciplinary Action

Penalties for Noncompliance

- Unvaccinated County employees must get weekly COVID-19 tests, or they may face disciplinary action.
- Employees who refuse such measures can be barred from their workplaces for the safety of others and may be put on Leave Without Pay (LWOP).
- As always, the applicable Collective Bargaining Agreement (CBA) or Letter of Understanding (LOU) should be reviewed. Please contact OHRM or OOL with questions.

*Disciplinary Matrix**

Failure to Test As Instructed	Consequence
First Offense	Written Reprimand
Second Offense	Suspension for up to 1 Day
Third Offense	Suspension for up to 2 days
Fourth Offense	Leave Without Pay (LWOP) until such time that the employee complies, or the testing protocol is discontinued or sunsets

About the COVID-19 Testing Portal



Testing Portal

Uploading Testing Proof

OIT and OHRM collaborated to create an **Employee COVID-19 Testing Portal** (the Portal) for employees to upload their weekly COVID-19 test results.

Employees Required to Test Weekly

- **Employees with a County email address** – should visit the Portal to upload their weekly test results.
- **Employees without a County email address who are in SAP** – HR Liaisons will need to assist these individuals by entering their weekly test results into the Portal.

ACCEPTABLE FORMS OF COVID-19 TEST RESULTS

A scanned copy or image of the employee's:

1. COVID-19 test results (rapid, PCR, other);
2. A Picture of their County provided Self-Test Kit Results

COVID-19 Testing Portal

Automated Testing Reminders

The Testing Portal will provide employees and HR Liaisons up to three weekly reminders to obtain test results, upload test results, and to notify employees and their HR Liaisons when a weekly test was not uploaded by the weekly deadline.

Day 1



Employees will receive an email from the Testing Portal reminding them of their requirement to upload a COVID-19 test result during the current 7-day testing period.

Day 6



Employees will receive an email from the Testing Portal reminding them that they have not yet uploaded a COVID-19 test result for the current 7-day testing period.

Day 8



Employees and HR Liaisons will receive an email from the Testing Portal informing them that **the employee missed the deadline to upload a COVID-19 test result in the previous 7-day testing period.**

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**. Employees must receive advanced approval from their supervisor to test during their tour of duty,

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.
- There are two tests in each Abbott BinaxNOW self-test kit. Employees should use one test per week; therefore, you will only need to receive one test kit every two weeks.

How to Upload Test Results

- Instructions: [YouTube](#) | [PDF](#)

Test Results	
Negative	The employee may work their normal tour of duty for the week.
Negative With Symptoms	If the employee is Negative but experiencing symptoms the employee will receive instructions for obtaining a PCR Test as well as isolation/quarantine instructions from the Health Department's CVDC Program.
Inconclusive	<p>The employee will be required to take a PCR test, sent home, and placed on Administrative Leave pending PCR Result.</p> <p>Timecard Documentation Select "2132 – COVID Admin Leave" and include a comment noting COVID-19 testing pending the PCR test and results.</p>
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:

<ul style="list-style-type: none"> 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). 	<ul style="list-style-type: none"> The employee MUST identify as a Prince George's County employee and provide the following information: <ul style="list-style-type: none"> • Full Name • Name of County Agency/Employer • Best Contact Information 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.
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INCONCLUSIVE/INVALID Test Result

Your test result will look like this:

NO Control Line

Sample Line ONLY

Blue Control Line ONLY

Blue Control Line

Sample Line ONLY

Blue Control Line

Sample Line

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

WHAT TO DO NEXT:

<ul style="list-style-type: none"> 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 the 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). 	<ul style="list-style-type: none"> The employee MUST identify as a Prince George's County employee and provide the following information: <ul style="list-style-type: none"> • Full Name • Name of County Agency/Employer • Best Contact Information Test Results (INCONCLUSIVE/INVALID) Test Date (the date the test was taken)
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- 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:

<ul style="list-style-type: none"> 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). 	<ul style="list-style-type: none"> The employee MUST identify as a Prince George's County employee and provide the following information: <ul style="list-style-type: none"> • Full Name • Name of County Agency/Employer • Best Contact Information Test Results (NEGATIVE but SYMPTOMATIC) Test Date (the date the test was taken)
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- 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

- Employees must seek advanced notice approval from their supervisor prior to visiting a test site during their tour of duty,
- 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) PDF
Bunker Hill Fire Station 3716 Rhode Island Avenue Brentwood, MD 20722	9:30 a.m. to 5:30 p.m. Monday through Friday	Walk-in's welcome	Text message with access to electronic copy provided to the employee. Learn how to access your texted test results (Video) .	

Resources

Website – Employee Testing Process

Employee Testing Process - COVID-19

In an effort to protect the health and safety of Prince George's County Government employees and the residents we serve, Prince George's County Government has implemented a weekly COVID-19 testing process for all unvaccinated employees in the Executive Branch.

Effective November 1, 2021, employees who have not obtained their COVID-19 vaccination status as required, who are in the process of receiving the vaccine and who are not yet vaccinated, or who have identified that they are not vaccinated, your agency will begin weekly testing and report your results on a weekly basis as directed by their Agency, unless Agency policy or Contracta Bargaining Unit Letter of Understanding (LUC) differs. The frequency of testing is subject to change at the County's discretion based on evolving medical and scientific recommendations.

Please review the information below for more information on testing and requirements.

Who Must Test Weekly

The following employees must test weekly for COVID-19 and provide test results via the COVID-19 Testing Portal:

- Employees who are unvaccinated or not fully vaccinated per CDC, having received at least one of the three approved vaccines;
- Employees with an approved medical or religious exemption on file.

Testing Frequency

Employees are to test and must complete a COVID-19 test each week and provide the test results by the weekly deadline. There are nine (9) weekly testing periods through the end of 2021.

Testing Period	Start Date	End Date	Submit Test Results By
1	11/01/2021	11/07/2021	11/07/2021
2	11/08/2021	11/14/2021	11/14/2021
3	11/15/2021	11/21/2021	11/21/2021
4	11/22/2021	11/28/2021	11/28/2021
5	11/29/2021	12/05/2021	12/05/2021
6	12/06/2021	12/12/2021	12/12/2021
7	12/13/2021	12/19/2021	12/19/2021
8	12/20/2021	12/26/2021	12/26/2021
9	12/27/2021	1/02/2022	1/02/2022

How to Get Tested

The County will provide a variety of options for COVID-19 testing based on the needs of the department and its employees. 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 will be distributed at County testing sites as directed by the employee.

COUNTY COVID-19 TESTING SITES

Testing Site	Hours of Operation	Available A Test	Onsite Test Results	Submit Test Results
HRM Building 600 Executive Drive Largo, MD 20774	Monday - Friday 8:00 a.m. - 2:00 p.m.	By appointment only	Yes	How to Upload Your Test Results
Bunker Hill Pharmacy 3710 Middle Road, Suite A Baltimore, MD 21212	Monday - Friday 10:00 a.m. - 6:00 p.m.	Walk-in available	No	How to Upload Your Test Results

Important Information About County COVID-19 Testing Sites

- Testing generally takes 15 to 20 minutes to complete. However, wait times may vary based on the number of employees being tested.
- Employees will be able to view a photo of their test results after completion of the test and upload the photo to the COVID-19 Testing Portal before the weekly deadline.

Policy – COVID-19 Testing & Contact Tracing

Administrative Procedure 294

SUBJECT: COVID-19 Viral Testing and Contact Tracing Policy for County Employees

PURPOSE: To establish and communicate a policy for COVID-19 viral testing and, if necessary, quarantine/isolation of Prince George's County government employees.

SCOPE: This policy outlines the County's policy for COVID-19 viral testing and contact tracing of County employees.

AUTHORITY: Code of Maryland Regulations, Sec. 10.06.01.06 & Executive Order No. 22-2021 along with any Executive Order that supersedes No. 22-2021

RESPONSIBILITY:

- The Health Officer is responsible for overseeing testing operations and directing all requirements for testing, quarantine, and preventive/protective measures for County employees.
- The Appointing Authorities are responsible for communicating and enforcing testing and isolation/quarantine requirements as directed by the Health Officer.
- All employees who are directed to be tested for COVID-19 and/or directed to quarantine or isolate by the Health Officer must comply and adhere to the instructions provided to them.

GENERAL STATEMENT: In accordance with Executive Order 22-2021, COVID-19 Vaccination and Testing Requirements for County Employees, Volunteers and Contractors dated October 4, 2021, and in order to control and medically contain 2019 Novel Coronavirus (SARS-CoV-2) and the disease that it causes – Coronavirus Disease 2019 (COVID-19), the Health Officer has issued a directive for mandatory COVID-19 testing of County employees.

DEFINITIONS:

COVID-19 (CORONAVIRUS): An illness caused by the virus 2019 Novel Coronavirus (SARS-CoV-2) that is spread from person to person.

RAPID COVID-19 TEST: Also called an antigen test, detects proteins from the virus which causes COVID-19. Rapid tests allow public health to detect disease sooner, decrease spread faster and start contact tracing earlier, as results are available as soon as 15 minutes after administering the test.

PCR COVID-19 TEST: Also called a molecular test or polymerase chain reaction test, detects genetic material specific to the virus that causes COVID-19. It is a viral test that checks samples from your respiratory system, such as a swab from the inside of your nose, to detect a current infection of SARS-CoV-2, the virus that causes COVID-19. PCR testing is considered the "gold standard" in COVID-19 detection and is often more accurate than a rapid test, especially in individuals without symptoms. However, results are not available as quickly as they are available for Rapid COVID-19 tests.

Email - To Employees Required to Test

OHM
Office of Human Resources Management

Employee Weekly COVID-19 Testing Begins November 1

In an effort to protect the health and safety of Prince George's County Government employees and the residents we serve, the County will implement a weekly COVID-19 testing process for all unvaccinated Executive Branch employees beginning November 1, 2021.

County Government employees will be tested for COVID-19 weekly until further notice. The County will provide a variety of options for COVID-19 testing based on the needs of the department and its employees. Please review the information below for more information on testing and requirements.

You Are Required to Test Weekly

Prince George's County Government recently requested that all employees vaccinated for COVID-19 provide their proof of vaccination by uploading it into the [COVID-19 Vaccination Status Portal](#). The County does not have a record of you being vaccinated for COVID-19. **You must begin weekly testing on November 1, 2021, following the information and guidance below.**

Are you vaccinated for COVID-19? If you are vaccinated and would like to provide proof of vaccination in lieu of weekly testing, please visit the [COVID-19 Vaccination Status Portal](#), select the **I am fully vaccinated** and upload your CDC COVID-19 Vaccination Record Card. You must also contact your agency HR Liaison to follow-up on your change in status.

Testing Options for Employees

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

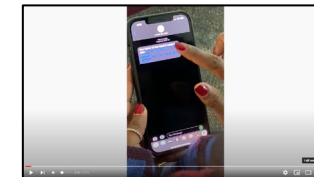
- Mandatory for:** Bargaining unit members that are essential public-facing employees who, during the performance of their assigned duties, must have substantial direct contact with the public, as designated by Letter of Understanding (LOU) or Agency Order.
- Available to:** All classified service, exempt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

County Testing Sites

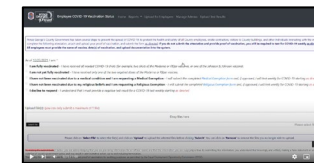
Video Resources



Instructions: Self-Test Kit



Instructions: Texted Test Results from Bunker Hill



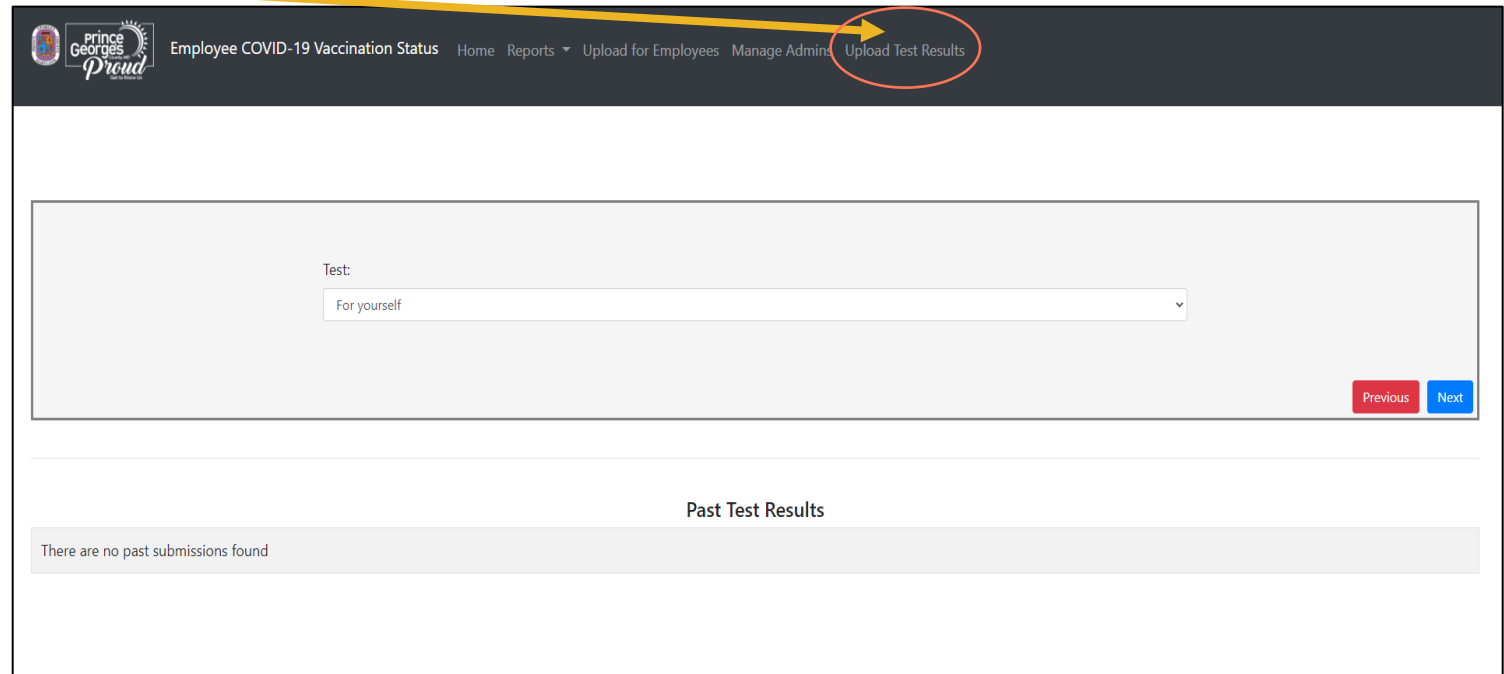
Instructions: How to Upload Your Test Results

Portal

How to Upload Proof of Testing (Self Upload)

Step 1: Click on the **Upload Test Results** tab and select one of the options.

Step 2: Click on the blue **Next** button on each page to take you through each required question.



The screenshot shows the 'Employee COVID-19 Vaccination Status' portal. The navigation bar includes 'Home', 'Reports', 'Upload for Employees', 'Manage Admins', and 'Upload Test Results'. The 'Upload Test Results' tab is highlighted with a red circle and a yellow arrow. Below the navigation bar, there is a 'Test:' dropdown menu with 'For yourself' selected. At the bottom right of the form area, there are 'Previous' and 'Next' buttons. Below the form area, there is a section titled 'Past Test Results' with the message 'There are no past submissions found'.

Portal

How to Upload Proof of Testing (Self Upload)

Step 3: You will be asked if you have taken your scheduled COVID-19 test.

- Select **Yes** if you have tested.
- Select **No** if you have not been tested for the week.

The screenshot shows a web portal interface for "Employee COVID-19 Vaccination Status". The header includes the Prince Georges County logo and navigation links: Home, Reports, Upload for Employees, Manage Admins, and Upload Test Results. The main content area features a form with the question "Have you taken your COVID-19 test? *". A dropdown menu is open, showing options: "--Select--", "--Select--", "Yes", and "No". To the right of the dropdown are "Previous" and "Next" buttons. Below the form is a section titled "Past Test Results" with a message: "There are no past submissions found".

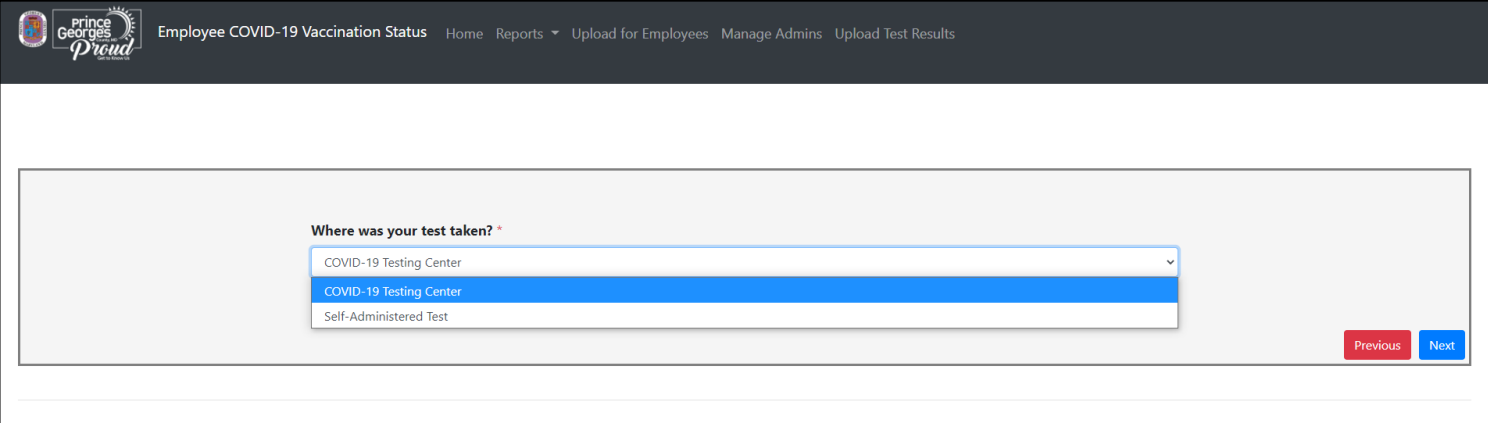
Portal

How to Upload Proof of Testing (Self Upload)

If you select **Yes**, then you will be asked, "Where was your test taken?"

On the screen you will have two (2) options in the drop-down menu:

- COVID-19 Testing Center
- Self-Administered Test



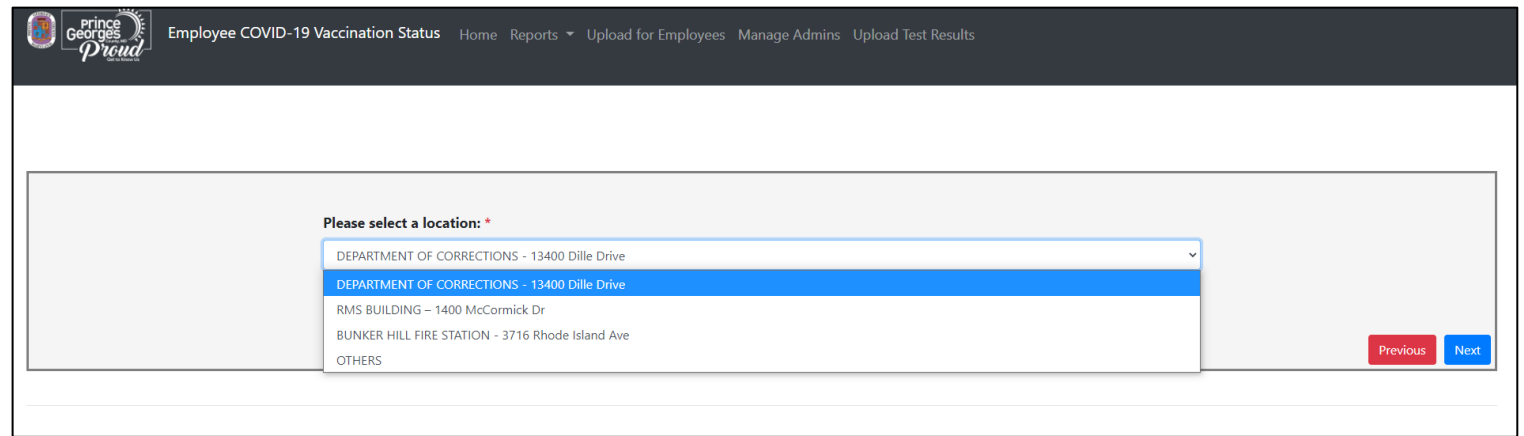
The screenshot shows the 'Employee COVID-19 Vaccination Status' portal. The header includes the Prince Georges County logo and navigation links: Home, Reports, Upload for Employees, Manage Admins, and Upload Test Results. The main content area features a form titled 'Where was your test taken?' with a dropdown menu. The dropdown menu is open, showing three options: 'COVID-19 Testing Center' (selected), 'COVID-19 Testing Center', and 'Self-Administered Test'. There are 'Previous' and 'Next' buttons at the bottom right of the form.

Portal

How to Upload Proof of Testing (Self Upload)

If you selected **COVID-19 Testing Center**, you will be asked to select a location.

Select a Location and click **Next**.

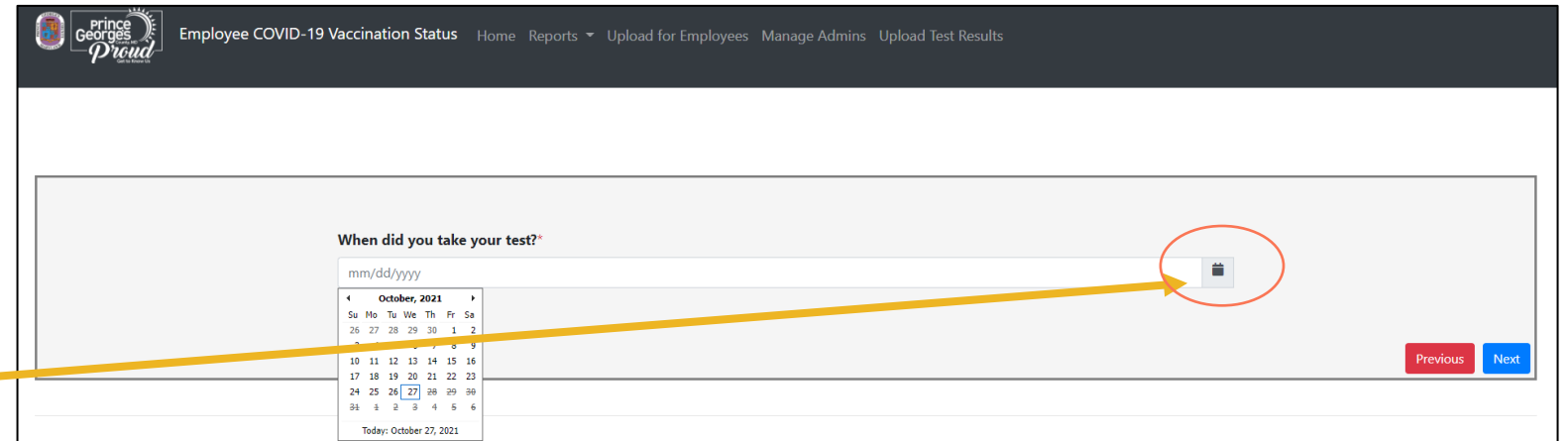


The screenshot shows a web portal interface for "Employee COVID-19 Vaccination Status". The header includes the Prince Georges Proud logo and navigation links: Home, Reports, Upload for Employees, Manage Admins, and Upload Test Results. The main content area features a form with a dropdown menu titled "Please select a location:". The dropdown is open, showing the following options: "DEPARTMENT OF CORRECTIONS - 13400 Dille Drive" (highlighted in blue), "DEPARTMENT OF CORRECTIONS - 13400 Dille Drive", "RMS BUILDING - 1400 McCormick Dr", "BUNKER HILL FIRE STATION - 3716 Rhode Island Ave", and "OTHERS". To the right of the dropdown are two buttons: "Previous" (red) and "Next" (blue).

Portal

How to Upload Proof of Testing (Self Upload)

- You will then be asked to enter the date you tested
- You can manually enter the information in the number format specified (mm/dd/yyyy—for example, 10/27/2021)
- Or you can select the calendar icon to the right and select the date you tested

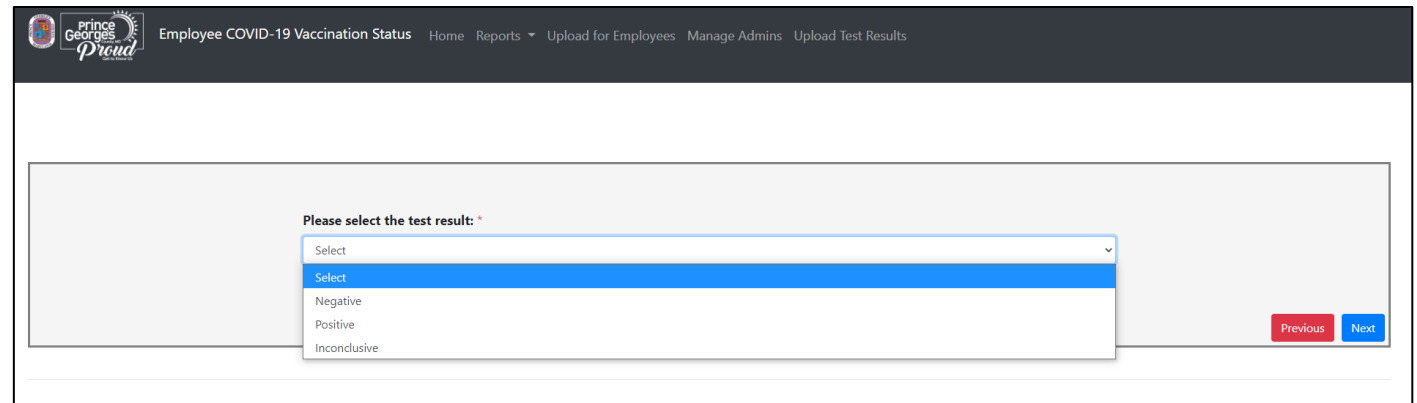


The screenshot shows a web portal interface for "Employee COVID-19 Vaccination Status". The header includes the Prince Georges logo and navigation links: Home, Reports, Upload for Employees, Manage Admins, and Upload Test Results. The main content area contains a form titled "When did you take your test?" with a text input field labeled "mm/dd/yyyy". A calendar icon is circled in red, and a yellow arrow points from the text in the third bullet point of the list to this icon. Below the input field is a calendar for October 2021, with the 27th highlighted. At the bottom right of the form are "Previous" and "Next" buttons.

Portal

How to Upload Proof of Testing (Self Upload)

- You will then be asked select the test result.
- You will have three (3) options from the drop-down menu:
 - Negative
 - Positive
 - Inconclusive



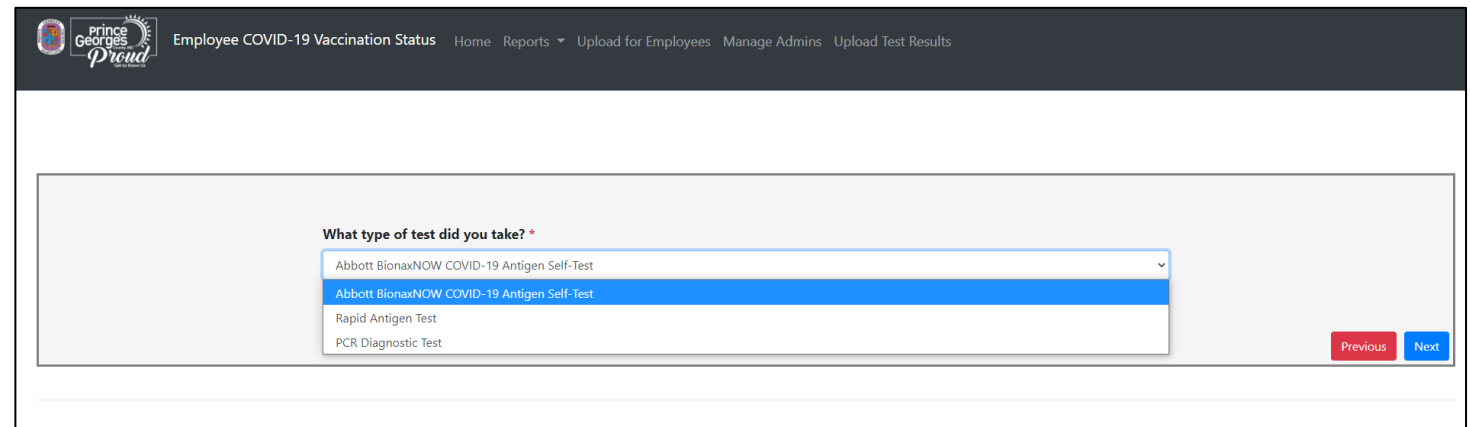
The screenshot shows a web portal interface for "Employee COVID-19 Vaccination Status". The header includes the Prince Georges County logo and navigation links: Home, Reports, Upload for Employees, Manage Admins, and Upload Test Results. The main content area features a form with a required field labeled "Please select the test result:". A dropdown menu is open, displaying four options: "Select", "Negative", "Positive", and "Inconclusive". The "Select" option is currently highlighted. To the right of the dropdown are "Previous" and "Next" buttons.

Portal

How to Upload Proof of Testing (Self Upload)

On this screen, you will need to select the type of test you received. You will have three (3) choices:

- **Abbott BinaxNOW COVID-19 Antigen Self Test**
Provided by the agency to conduct self tests
- **Rapid Antigen Test**
A 15-minute test available at one the County's testing sites
- **PCR Diagnostic Test**
These tests are only required if you have an inconclusive Antigen or Rapid Test and must be sent to an offsite lab with results available in 2 to 3 days

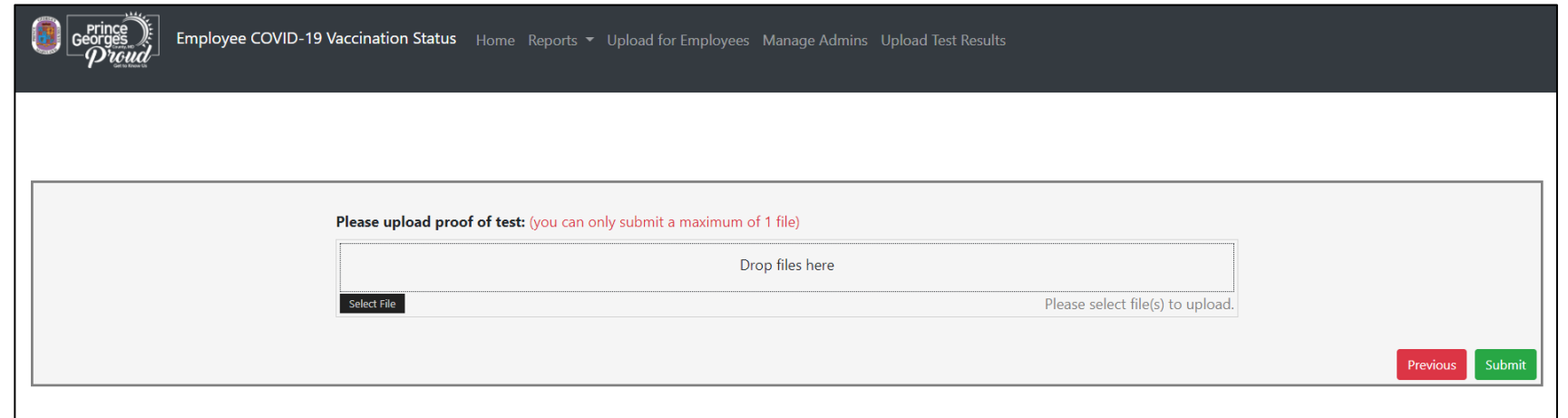


The screenshot shows the 'Employee COVID-19 Vaccination Status' portal. The header includes the Prince Georges County logo and navigation links: Home, Reports, Upload for Employees, Manage Admins, and Upload Test Results. The main content area features a form titled 'What type of test did you take? *'. A dropdown menu is open, displaying three options: 'Abbott BionaxNOW COVID-19 Antigen Self-Test' (selected), 'Abbott BionaxNOW COVID-19 Antigen Self-Test', 'Rapid Antigen Test', and 'PCR Diagnostic Test'. 'Previous' and 'Next' buttons are visible at the bottom right of the form.

Portal

How to Upload Proof of Testing (Self Upload)

- This is the screen where you will be asked to upload documentation of your most recent test.
- Click **Select File** to select a scanned document, screen shot, or other image of your test results. (Note: you can also drag and drop a file to the box).
- Click **Upload** and then click **Submit**. You will see a green confirmation on screen confirming that you have submitted your weekly test result.



The screenshot shows a web portal interface for "Employee COVID-19 Vaccination Status". The header includes the Prince Georges Proud logo and navigation links: Home, Reports, Upload for Employees, Manage Admins, and Upload Test Results. The main content area features a large grey box with the instruction "Please upload proof of test: (you can only submit a maximum of 1 file)". Inside this box is a file upload area with a "Drop files here" label and a "Select File" button. Below the upload area, there is a "Please select file(s) to upload." prompt. At the bottom right of the main content area, there are two buttons: "Previous" (red) and "Submit" (green).

Answering “No”



Portal

How to Upload Proof of Testing (Self Upload) – The “No” Track

Step 3: You will be asked if you have taken your scheduled COVID-19 test.

- Select **Yes** if you have tested.
- Select **No** if you have not been tested for the week.

Answering **No** to the question “Have you taken your COVID-19 test?” will take you through a different, but equally important, process from answering **Yes**.

The screenshot shows a web portal interface for "Employee COVID-19 Vaccination Status". The header includes the Prince Georges County logo and navigation links: Home, Reports, Upload for Employees, Manage Admins, and Upload Test Results. The main content area features a form with the question "Have you taken your COVID-19 test? *". A dropdown menu is open, showing three options: "--Select--", "Yes", and "No". The "No" option is highlighted in blue. To the right of the dropdown are "Previous" and "Next" buttons. Below the form, there is a section titled "Past Test Results" with a message: "There are no past submissions found".

Portal

How to Upload Proof of Testing (Self Upload) – “No” Track

Once you select **No** and click on the **Next** button, you will be asked to give a reason that you are not testing.

You may select:

- **On approved leave**
- **Isolating due to positive test/exposure, or**
- **Other**

If you select **Other**, you will be asked to provide a reason.

The screenshot shows the 'I am not currently testing due to...' dropdown menu with the following options: --Select--, --Select--, On approved leave, Isolating due to positive test or exposure, and Other. The 'Previous' and 'Next' buttons are visible at the bottom right.

The screenshot shows the 'I am not currently testing due to...' form with the 'Other' option selected. A text input field below the dropdown contains the placeholder text 'please enter a reason if you selected other'. A yellow arrow points from the text 'asked to provide a reason.' to this input field. The 'Previous' and 'Next' buttons are visible at the bottom right.

Portal

How to Upload Proof of Testing (Self Upload) – “No” Track

After submitting your response, you will be taken to a **Thank You screen**.

You may exit or close the Portal from here. Your Agency HRL and/or Supervisor must be notified and approve of the reason you are not testing for the week and will verify the reason(s).

The screenshot shows a web portal interface for "Employee COVID-19 Vaccination Status". The top navigation bar includes "Home", "Reports", "Upload for Employees", "Manage Admins", and "Upload Test Results". The main content area features a dropdown menu titled "I am not currently testing due to...". The dropdown is open, displaying "On approved leave" as the selected option. A modal dialog box is centered on the screen, containing the text: "We thank you for your time spent taking this survey. Your response has been recorded." Below the text is an "Ok" button. In the bottom right corner of the main content area, there are "Previous" and "Next" buttons.