



**Date:** August 19, 2021  
**To:** All SNHD Employees  
**From:** Office of Human Resources  
**Subject:** SNHD Employee Mask and Testing Plan

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### **GENERAL PUBLIC MASK MANDATE**

Pursuant to Emergency Directive 047, effective July 30, 2021, that state has adopted the newest CDC mask guidance which requires:

- Everyone, including fully vaccinated individuals, must wear a mask in public indoor settings in counties with substantial or high transmission.
  - Substantial or high transmission counties are those that have 50 or more new cases per 100,000 people in the past 7 days, or a test positivity rate of 8% or higher.

**This means that the public must wear a mask when entering all government facilities and offices, including all SNHD facilities.**

### **MASK MANDATE FOR ALL SNHD EMPLOYEES**

Consistent with Emergency Directive 047, all SNHD employees, regardless of vaccination status, must wear a mask at all times that the employee is on duty, except:

- When the employee is alone in a closed office, cubicle or vehicle;
- When the employee is outdoors and maintains at least six feet of distance from others; or
- When the employee is working remotely from home or another location where the employee is not in contact with the public or with other employees.

Employees must wear a mask when working in or walking through open office floor plans.

Noncompliance with the mask mandate is a cause for disciplinary action. Employees who cannot wear a mask due to a medical condition must fill out an ADA request form from HR, signed by a Nevada-licensed physician or other qualified healthcare provider that specifically indicates that the employee is unable to wear a mask. To the greatest extent possible, the employee must use an alternative, such as a face shield.

## **COVID-19 TESTING FOR SNHD EMPLOYEES**

**Effective August 23, employees who are not fully vaccinated must be tested weekly for COVID-19** and test results must be submitted to Human Resources (HR) within 12 hours of receipt. Employees not fully vaccinated must continue to be tested weekly until 80% of all employees at an employee's work location (for example, the Main Campus at Decatur) are fully vaccinated. Employees who fail to comply with the weekly testing requirement will be subject to progressive discipline as outlined in the SNHD/SEIU Collective Bargaining Agreement and/or the SNHD Personnel Code. **For further information and instructions for testing, please refer to SNHD TESTING PLAN- FAQ included below on page 3.**

### **EXEMPTION FROM THE WEEKLY TESTING REQUIREMENT**

Employees who are fully vaccinated (i.e., two weeks have elapsed since receipt of the second dose in a two-dose vaccine series (e.g., the Pfizer or Moderna vaccines) or two weeks have elapsed since receipt of a single-dose vaccine (e.g., the Johnson & Johnson vaccine) are exempt from the weekly testing requirement, provided they submit proof of vaccination to Human Resources. Copies of vaccination records need to be scanned and emailed to [SNHDHR@SNHD.ORG](mailto:SNHDHR@SNHD.ORG). If you need to get a copy of your COVID-19 vaccination record, please visit the Nevada Web IZ public portal at: [https://webiz.nv.gov/webiznet\\_nv/Login.aspx](https://webiz.nv.gov/webiznet_nv/Login.aspx). If you have difficulty accessing your records, please call (775) 684-5954 or (800) 401-0946.

### **VACCINATION INFORMATION**

Vaccines are available for free at SNHD and at multiple locations within the community. To find a vaccination site, please visit <https://covid.southernnevadahealthdistrict.org/vaccine/>. Employees are eligible for up to two hours of paid administrative leave to receive the vaccine and up to an additional two hours of paid administrative leave for the vaccination of each dependent minor child.

### **TESTING INFORMATION**

#### **Where and when can I get tested?**

A former employee breakroom adjacent to the pharmacy at the 280 S. Decatur location has been set-up for employee COVID testing. **Employees should not use the SNHD public testing site at the METS building.** Testing hours are between 6:15 am – 1:30 pm Monday- Friday. If you are unable to get tested here or wish to get tested elsewhere, several other free testing options are available. Please visit <https://covid.southernnevadahealthdistrict.org/testing/> for more information.

#### **How do I arrange for and schedule testing?**

You first need to register. Human Resources (HR) will email you a non-public URL to access the *SNHD Employee Weekly Testing Portal* (**NOTE – you will need to keep and use this same URL to schedule or update all future appointments**). There, you will login with the same email and password you use to access the SNHD network. You will be asked to provide your name, contact information and demographic information. You will also be asked to provide insurance

information so that SNHD can recover some of the costs for testing. This data will be stored in an employee profile so you will not need to enter this information again. You will be able to opt-in to have the PCR test result automatically sent to your SNHD email address and/or to HR.

Once you are registered, you will be able to select a timeslot. Currently, timeslots are available from 6:15 am– 1:30 pm Monday – Friday. You can add appointments on a one-time basis or add appointments to occur on a recurring basis. You can also download the appointment to your outlook calendar, forward the appointment to your supervisor, and update your appointment, if needed. Once your appointment is confirmed, you will receive a QR code that is unique to you.

## **SNHD Weekly Testing Plan - FAQ**

### **Which employees are included in this Plan?**

This plan applies to all SNHD employed staff, unionized, non-unionized and management who have not yet submitted proof of being fully-vaccinated.

### **What is considered fully-vaccinated?**

You are considered fully-vaccinated if:

- Two weeks have elapsed since you received the second dose in a two-dose vaccine series (e.g., the Pfizer or Moderna vaccines); or
- Two weeks have elapsed since you received a single-dose vaccine (e.g., the Johnson & Johnson vaccine).

### **Who will be conducting the testing?**

Testing will be conducted by SNHD staff.

### **What do I need to do when I arrive for testing?**

You should let SNHD staff know that you are there for employee testing. You should also show your badge to them and present your QR code that you received when you registered. Staff will then confirm your appointment then collect the specimen for testing.

### **What type of testing will be conducted?**

SNHD requires the PCR test.

### **When will results be available and how will I be able to access them?**

The PCR test result is usually available within 24-72 hours. You can access the SNHD confidential results portal to view these results, and from there, can download a pdf copy. Instructions for accessing this portal will be provided to you in the email from Human Resources. To avoid having to access the portal you can 'opt-in' when you register to have the results emailed to you. Additionally, to avoid having to provide your PCR results to HR, you can 'opt-in' to have the results sent directly to HR.

### **Who do I need to provide my test results to?**

You will need to provide a copy of the PCR test result to HR. This can be done by scanning then emailing the result to [SNHDHR@SNHD.ORG](mailto:SNHDHR@SNHD.ORG). You must provide the result within 12 hours of receipt. If you opted-in to have your PCR test result emailed directly to HR, then you do not need

to send HR your result.

**What if my test result is positive?**

If your test is positive, it will be reported to the Employee Health Nurse. The Employee Health Nurse will contact you and give you instructions on what you need to do next. This will include staying home for at least 10 days.

**Can I continue to work while waiting for the result of my PCR test?**

Yes, you can continue to work while waiting for the result of your PCR test.

**The Plan notes “weekly” testing. What is the definition of “weekly?”**

Weekly means every 7 days regardless of the days or shifts you work. To be compliant with this requirement, you should schedule your test to occur on the same day each week (e.g., if you first obtained a test on a Tuesday, you should continue to schedule a test on each subsequent Tuesday).

**What if I miss a test?**

You need to ensure you get tested weekly - meaning every 7 days - as not doing so may subject you to progressive discipline. However, there are likely to be circumstances that may not make this possible. Some examples follow (please reach out to HR to address other circumstances):

- I get tested every Tuesday but am scheduled to be off on a particular Tuesday: schedule the test on a day prior to the Tuesday you are scheduled to be off.
- I am on leave for a full week (Monday – Friday): you will be exempt from testing for that week, but you will be required to have a test within 24 hours of your return to work.

**How long will I need to participate in this weekly testing program?**

You will need to get tested on a weekly basis until:

- You submit proof of being fully-vaccinated; or
- Your work location meets the 80% threshold for employee vaccination.

**How will the 80% threshold for employee vaccination be tracked?**

HR will track employee vaccination rates for each work location, using the information provided by employees on their COVID-19 vaccination cards.

**Does this testing requirement apply to those of us who telecommute?**

If you interact with the public or with other employees in an indoor setting, yes, you are required to undergo weekly testing.

**Will I be able to get tested without having to take sick or vacation time?**

Yes, if you happen to work at a location other than 280 S. Decatur or SNHD East, you will be given administrative time-off to travel to 280 S. Decatur to get tested.

**What if I work at the SNHD East Location, how do I get tested?**

If you work at the SNHD East Location, you will not have to travel to the main building because a Testing Strike Team will be dispatched to the East Facility every Wednesday (until we reach 80%)

to test unvaccinated employees. The TPP (Teen Pregnancy Prevention) area is the designed location for testing.

**What if I work in an SNHD outlying work area like Laughlin, Mesquite, etc.?**

Either SNHD will arrange to send someone to your location for testing, or you will be exempted from this plan.

**Who will pay for testing?**

Testing is provided at no-cost to you at SNHD or several other free testing options. If you are unable to get tested at 280 S. Decatur, SNHD East or wish to get tested elsewhere, please visit <https://covid.southernnevadahealthdistrict.org/testing/> for more information.

**What if I get tested at a location other than 280 S. Decatur?**

The following apply if you get tested at a location other than 280 S. Decatur:

- You will need to identify a testing location and follow whatever procedures they have in place to register for testing, if registration is necessary.
- You will need to ensure the testing location offers a PCR test. All other types of test will not be acceptable.
- You will need to obtain a copy of your test result and provide that result within 12 hours or receipt to HR at [SNHDHR@SNHD.ORG](mailto:SNHDHR@SNHD.ORG).

**What if I am a new employee – am I required to get tested?**

Yes. If you are a new employee, you will be required to get tested prior to or on your first day. You will also need to get weekly testing done. However, any new employee that is fully-vaccinated is exempt from this requirement.

**What if I have personal, medical or religious reasons why I do not want to get vaccinated?**

SNHD does not require you to be vaccinated against COVID-19. However, those who choose not to get vaccinated due to personal, medical or religious reasons must undergo weekly testing.

**What if I refuse to get weekly testing?**

If you are required to get tested but refuse, you will be subject to progressive discipline as specified within the SNHD/SEIU CBA and/or the SNHD Personnel Code.

If you have any questions, please feel free to contact SNHD Human Resources.