

Gila River Indian Community

GRIC Employee Testing Plan



Gila River Indian Community COVID-19 Task Force

Department Leads

OFFICE OF THE COMMUNITY MANAGER

Tribal Health Department

Human Resources Department | OSH Program

Purpose

1. Consistent with Executive Order No. 7, the Gila River Indian Community implemented mandatory employee testing for the novel coronavirus (COVID-19).
2. Testing is based upon current government guidance which indicates that employers may take steps to determine if employees entering the workplace have COVID-19, because an individual with the virus will pose a direct threat to the health of others.
3. Efforts to minimize potential spread and reduce sickness and mortality of COVID-19 within the Gila River Indian Community.
4. Plan and adapt for interruption caused by the spread of COVID-19 and implement interventions to prevent further spread.
5. Ensure healthcare response is an integrated part of GRIC employee testing.
6. Ensure GRIC can process samples for testing in a timely fashion, while working with 3rd Party Clinic to leverage laboratory services that best suit the needs of our workforce.
7. To allow for reopening of workforce while providing a level of assurance within the workplace.

Targeted Testing

1. Human Resources Department will provide an employee list every two (2) weeks.
2. To encompass ALL employees, permanent full-time, part-time; Elected and Appointed Officials.
3. All other Staff as approved by the Office of the Community Manager and/or the Executive Leadership.

Pre-testing Planning: Logistics and Resources

1. Identify Testing Dates and Times – 2-day Campaign.
2. Notification to all GRIC Employees, Appointed and Elected Officials.
3. Finalize employee list for Steward Health Care for LabCorp set up.
4. Coordinate Venue large enough to accommodate the number of employees.
5. Coordinate GRIC personnel to assist with In-take Process, Greeters, IT Support, Security, if needed.
6. Provide necessary Personal Protective Equipment on site.

Testing Process

1. The initial COVID-19 testing for all employees returning to work will be completed using a standardized “molecular” (nose swab) test.
2. Employees will be notified as to the required time and place for testing.
3. The Community may conduct follow-up testing on all employees as it deems necessary to continue to protect the health of employees and others.
4. Follow-up testing may be either standardized “molecular” (nose swab) or “serology” (antibody/blood) testing, based on public health guidance and recommendations.
5. Employees will be notified if they are required to undergo follow-up testing.
6. Testing will be performed by an approved, third-party clinic chosen by Community, which will have quality assurance and control procedures governing the testing process.
7. All COVID-19 testing records will be kept confidential and disclosed only as legally required.

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8. Employees must sign all appropriate consent forms so that the testing may proceed, and the results may be sent directly to a designated Community representative.
9. Initial standardized “molecular” (nose swab) positive test results will be made available to the employee and the Community within 24 to 48 hours of taking the test.
10. All other notification will be provided to the Department Director who employees under their oversight once all tests have been processed and returned to the GRIC.
11. GRIC employee, elected and/or appointed official authorizes the 3rd party clinic to provide any administrative services (e.g., registration) related to either or both tests.
12. The 3rd Party Clinic will provide the employee and/or appointed official test results to Tribal Health Department and Office of the Community Manager.
13. The 3rd Party Clinic will not maintain a medical record for employee, elected and/or appointed official.
14. The employee understands there may be physical discomfort during the testing process.

Refusal to Submit

1. Given the current public health risks associated with COVID-19, any employee who refuses to submit to COVID-19 testing as set forth in this policy will not be allowed to enter the Community workplace.
2. Employees who refuse testing shall not be granted sick or annual leave on that basis.
3. Further, because current employer guidance deems the requirement of COVID-19 testing to be reasonable, a refusal to be tested may be considered insubordination and lead to employee disciplinary action including immediate termination of employment.

Screening Process

1. Employee must undergo an Employee Health Screening questionnaire with their Supervisor at the start of their on-site workday.
2. Supervisors must follow the Employee Health Screening Process.
3. Employees and Supervisors must adhere to the process to ensure a healthy workforce.
4. Employee Health Screening questionnaires are to be submitted to the Human Resources OSH Program to ensure completeness and follow up with Departments as needed.

Notification of Test Results

1. Employees and Elected/Appointed Officials whom may test positive for COVID-19, Steward Health Care Systems will provide the employee notice of applicable requirements to self-quarantine and obtain applicable health care services.
2. The Employee and Elected/Appointed Official assume complete and full responsibility for complying with these requirements.
3. Testing does not replace treatment by a medical provider; the employee assumes complete and full responsibility to take appropriate action related to their test results.
4. Employee agrees to seek medical advice, care, and treatment from their medical provider or if they have questions or concerns or if condition worsens, as applicable.
5. An employee who tests positive will be placed on paid leave pursuant to the Community's Leave of Absence for Coronavirus (COVID-19) policy.
6. The employee should keep their supervisor or Department Director informed on his/her return to work status. Once released to return to work, the employee will be required to undergo additional testing.
7. Tribal Health Department will notify the Office of the Community Manager all results for notification to the Department Directors.
8. Tribal Health Department will conduct contact tracing with each confirmed case and make notification as required.

Canceled/Lack of Specimen

1. Retake of testing may be required for canceled or lack of specimen retrieved.
2. Retake testing will be coordinated for the next test cycle.

Appendices

1. GRIC Executive Order No. 7
2. Executive Office Directive for Mandatory Employee Testing for Novel Coronavirus (COVID-19) dated May 11, 2020
3. Steward Health Care Systems LLC – COVID-19 Virology Testing Patient Authorization Form
4. GRIC Recall to On-site Work Status
5. HIPAA Information
6. Employee Health Screening Questionnaire and Process
7. Mask Terminology and Common Usage