



West Hawaii Region COVID-19 Testing Procedures

UNVACCINATED EMPLOYEES AND EMPLOYEES EXEMPTED FROM THE MANDATORY COVID-19 VACCINATION POLICY

1. Employees who do not, by September 7, 2021, provide proof that (i) they are fully vaccinated for COVID-19; (ii) have completed a single-dose vaccine; or (iii) have completed the second dose of a two-dose series shall be subject to regular, weekly COVID-19 testing starting on September 8, 2021.
2. The weekly testing cycle for the West Hawaii Region will be based on a seven-day cycle. The seven-day period will start on Wednesday and end on the following Tuesday with the first period starting on September 8, 2021. Tests must be performed on or prior to the Tuesday of each weekly testing cycle. Test results must be submitted via email only to vaccinemandate@hhsc.org no later than 12:00pm (noon) Tuesday, the last day in the seven-day period test cycle. The attached 2021 COVID-19 testing calendar has been provided to clearly identify the designated weekly testing cycles and due dates. An example has been provided below:

Seven-day period weekly cycle:

Wednesday, September 8, 2021 to Tuesday, September 14, 2021

Test Result is due via email to vaccinemandate@hhsc.org no later than:
Tuesday, September 14, 2021 at 12:00pm (noon).

3. Employees are encouraged to visit free testing sites to fulfill their testing requirements. Any employee who chooses not to have their testing done at a free site will generally be responsible for paying for their tests. The schedule and locations of community testing sites supported by the County of Hawaii at no cost can be found at the County of Hawaii's website: <https://coronavirus-response-county-of-hawaii-hawaiicountygis.hub.arcgis.com/pages/covid-19-testing>
4. Employees have the option to be tested at the KCH testing area. The cost and administration of the test is \$156.00 per test payable at the Cashier's window. The cost of the test must be paid prior to the KCH tester conducting the test. Employees may pay for the test by check, cash, or credit/debit card. Test results from tests conducted at the KCH testing area will be available on the employee's Clinical Labs of Hawaii portal.

5. Employees may, at their choosing, use other testing facilities such as their PCP, however must provide a copy of the test result to vaccinemandate@hhsc.org by the designated due date of each testing week cycle in order to remain in compliance with the COVID-19 vaccine mandate policy.
6. Employees who fail to report to a required weekly COVID-19 test and/or submit their test results to vaccinemandate@hhsc.org by the required deadline shall be placed on leave without pay and will not be able to report to work until their employment status is determined.
7. Surveillance testing, with the exception of those tests required by the Centers for Medicare & Medicaid Services (CMS), does not count towards the weekly testing requirements under this policy. See examples below:

Example A

Employee A is an unvaccinated employee (or exempt from the COVID-19 vaccine mandate) and worked with a COVID positive patient and would like to be tested at the KCH testing area. The surveillance test conducted at the KCH testing area does not count towards the employee's weekly testing requirements. The employee must submit a test result conducted at a community testing location, another testing facility, or pay for a test at the KCH testing area to satisfy the weekly testing requirement.

Example B

Employee B, is an unvaccinated employee (or exempt from the COVID-19 vaccine mandate) and works in a long-term care facility. The facility is currently in a COVID outbreak crisis and is required in accordance with CMS regulations to test twice this week. Due to the CMS requirement, the test(s) conducted satisfies the weekly testing requirement under the COVID-19 vaccine mandate policy.

Example C

Any unvaccinated employee who is required to take a COVID-19 test due to the return to work from travel policy; any unvaccinated employee required to have a COVID test due to exposure, or any unvaccinated employee required to have a COVID test following illness.

8. All exemption requests for current employees under the COVID-19 vaccine mandate must be submitted no later than September 21, 2021 to vaccinemandate@hhsc.org . All requests, both medical and religious, will be collected and submitted to a reviewing committee after the September 21, 2021 deadline. Employees who have timely submitted their exemption requests, while they are waiting for a decision on that

request, shall be required to submit to weekly COVID-19 testing. Exemption request approvals and denials will be communicated to employees in writing from the Human Resources Labor team.

9. Employees seeking temporary exemption from the COVID-19 vaccination or testing in accordance with the COVID-19 vaccine mandate **must** complete the Attestation form and submit it to vaccinemandate@hhsc.org by September 21, 2021.
10. Refer to the [Mandatory COVID-19 Vaccination for Current HHSC Employees Procedure](#) posted in PolicyTech for more detailed information and further guidance on this procedure to include testing and consequences of non-compliance with this policy.
11. Questions regarding this procedure, including its implementation, interpretation, application, or administration, should be directed to Human Resources at vaccinemandate@hhsc.org.
12. Information and vaccine mandates are evolving at a very fast pace and may be subject to change. Any changes and how they affect our facilities will be communicated as it is received.

COVID-19 VACCINATION AND TESTING AVAILABILITY IN WEST HAWAII REGION

Aloha Kona Urgent Care (808) 368-2297
75-5995 Kuakini Highway - Suite 213, Kailua-Kona HI 96740
*Will have doctor call back

Kaiser Clinic Kona (808) 344-4400
74-517 Honokohau Street, Kailua-Kona HI 96740
*Kaiser patients

Queen's North Hawaii Community Hospital (808) 885-4444
67-1125 Mamalahoa Highway, Kamuela HI 96743

Urgent Care of Kona (808) 327-4357
77-311 Sunset Drive, Kailua-Kona HI 96740

Waimea Urgent Care (808) 885-0660
65-1230 Mamalahoa Highway - Suite A-10, Kamuela HI 96743
*If symptomatic

West Hawaii Community Health Center (FQHC) (808) 326-5629
75-5751 Kuakini Highway - Suite 104, Kailua-Kona HI 96740

Full schedule and locations of community testing sites supported by the County of Hawaii at no cost can be found at the County of Hawaii's website: <https://coronavirus-response-county-of-hawaii-hawaiicountygis.hub.arcgis.com/pages/covid-19-testing>