

Employee COVID-19 Testing/Vaccination Program FAQ

1. I am a Hazelwood employee, am I required to undergo COVID-19 vaccination?
 - a. No, although vaccinations are encouraged, employees may choose to undergo weekly COVID-19 testing and present that to their supervisor through the COVID-19 Weekly Testing Portal.
2. I am not a Hazelwood employee, do I need to complete weekly COVID-19 testing or receive the COVID-19 vaccination?
 - a. Yes, these requirements apply to ALL KES employees, LGC employees, vendors, university placements, SSD employees, supplemental agencies, and other applicable groups working on our sites.
3. Can I upload my vaccination card now?
 - a. The COVID-19 vaccination portal is open and will remain so through December 3, 2021.
4. Can I start uploading my weekly COVID-19 testing results now?
 - a. The COVID-19 weekly testing portal will open December 6, 2021, at which time every week a new test result must be submitted to your supervisor.
5. What if I decide not to take the COVID-19 vaccine due to medical or religious reasons?
 - a. Then you must submit to weekly COVID-19 testing.
6. I am an HSD employee, if I take off to get vaccinated, will I get paid?
 - a. Yes. Employees must complete an HSD vaccination leave request form and return it to benefits@hazelwoodschoools.org with an attached copy of their vaccination card.
7. I am an HSD employee, how many days do I receive for vaccination leave?
 - a. The maximum vaccination leave is two (2) days per dosage, for a total of four (4) days of receiving a two (2) injection series vaccination, or two (2) days of receiving a one (1) injection vaccination.
8. Does our insurance cover the COVID-19 weekly testing?
 - a. Not at this time. However, if there should be a charge for testing, the individual employee will be responsible for the cost. If there are any updates or changes from our carrier we will notify employees. Please note that there is an in-district testing option for employees to utilize.
9. Does our insurance cover the COVID-19 vaccinations?

- a. Vaccinations are federally funded.
10. What happens if I choose not to comply with these COVID-19 mitigation requirements?
 - a. ALL HSD employees are required by Board requirements to undergo weekly testing or become vaccinated. If an employee is not in compliance, they will be subjected to progressive discipline. At five (5) days of cumulative absences, employees will be recommended to human resources to begin termination processes.
 11. What is the timeline for weekly COVID-19 testing if employees choose not to be vaccinated?
 - a. Employees must secure a result before Monday of the following week. Employees should familiarize themselves with turnaround times and ensure they test with enough time to produce the result.
 12. After the COVID-19 Initial Vaccination Portal closes on December 3, 2021, where/how will I submit my vaccination card?
 - a. It is encouraged that HSD employees use the COVID-19 Initial Vaccination Portal, but once it has closed, employees may send their COVID-19 vaccination cards directly to benefits by using the benefits@hazelwoodschools.org email address. Remember, this is only an option if the COVID-19 Initial Vaccination Portal has closed. Please remember to attach your card.
 13. Do these COVID-19 mitigation requirements for testing or vaccination include the booster shot?
 - a. No, the booster shot is not included.
 14. Why did the Board of Education announce this requirement?
 - a. The HSD Board of Education voted collectively to issue this requirement as an additional layer of mitigation to prevent further transmission in district buildings.
 15. Are at-home rapid COVID-19 tests allowed?
 - a. No. At-home tests are not acceptable by the state as there is variance to how a sample was done and its accuracy.
 16. What happens if employees are complying with the Board requirement of weekly testing, but the testing site isn't able to produce the test results in a timely manner?
 - a. Employees must secure a result before Monday of the following week. Employees should familiarize themselves with turnaround times and ensure they test with enough time to produce the result. A list of testing and vaccination sites is posted at all employee worksites and can be found [here](#). An employee would be kept home if they don't secure a COVID-19 testing result. At five (5) days of cumulative absences, the employee will be terminated from empowerment.