CCCS System Office COVID-19 Testing Protocol

Effective January 17, 2022

As we continue to take steps to maintain the health and safety of the System Office staff, the System Office will implement the following COVID-19 testing protocols for employees of the System Office to mitigate the risks associated with the ongoing COVID-19 pandemic. These protocols will begin January 17, 2022 and remain in place until further notice. Note: for information about individual colleges’ protocols, please refer to the respective college COVID-19 protocols.

Employees:

1. The best defense against COVID-19 is masking, regular testing, and vaccination. Therefore, current System Office employees are required to receive a COVID test on a weekly basis. Weekly COVID-19 testing for System Office employees will begin January 17, 2022.

As an alternative to testing, employees may produce documentation verifying they are fully vaccinated (1 Johnson and Johnson or 2 Pfizer or Moderna vaccinations). Employees may opt-out of weekly testing by submitting vaccination verification by 5:00 pm on January 7th, 2021. If you are not currently vaccinated but wish to receive a vaccine, vaccination sites are located in each of the communities CCCS serves. A complete list can be found [on](https://covid19.colorado.gov/vaccine/where-you-can-get-vaccinated) the [Colorado Department of Health and Environment COVID website](https://covid19.colorado.gov/vaccine/where-you-can-get-vaccinated).

The System Office Alternative Work Schedule procedures will still be adhered to, which state: Operational demands may require an employee on an alternative work arrangement to work on a day normally scheduled off or come into the office on a day when they are scheduled for remote work. As such, all System Office staff, with exception of CCCOnline instructors, including those who may work remotely five days a week, are subject to the testing protocol, if they choose not to provide evidence of vaccination. CCCOnline instructors do not carry the expectation of having to report to the office and are exempt from this testing protocol.

* 1. Employees who are fully vaccinated can upload their vaccine documentation through Qualtrics, once the system is made available. Vaccine records will be made available to the System Human Resources Office for verification and removal from weekly testing notices.
1. Vaccine records will only need to be uploaded one time. Once a vaccinated employee uploads the verification documents, no further action will be necessary. (Any fully vaccinated employee experiencing symptoms must follow the current reporting and quarantine protocols). The System Office may require future verification of booster shots to continue opting out of testing.
2. Supervisors will only be made aware of their staff’s COVID-19 vaccination status and weekly testing results through Qualtrics. No additional health information will be made available.
3. Any employee who does not upload proof of vaccination will be considered unvaccinated.
	1. Employees who are not fully vaccinated, or who choose not to provide evidence of vaccination, will be required to submit evidence, through the Qualtrics System, of weekly testing results. Submission of weekly testing results will be considered as condition of employment until there is official notification of a change in System Office protocols. There are no exemptions to the testing requirement for unvaccinated employees.
		* + 1. Employees may utilize any valid testing method (PCR, Binax Now, saliva testing). Testing is available for free at various sites throughout the state and can be found on the [State COVID-19 Testing site](https://covid19.colorado.gov/testing). Employees choosing to use other testing sites/methods (e.g., medical facility, physician’s office, home testing) will be personally responsible for any associated expenses.
				2. Up to one hour of work time will be granted to allow employee(s) to test, if required. Employees must keep their supervisors informed when they are going to be away from work to be tested and if testing may take more than an hour.
				3. Weekly test results will be uploaded by the employee to Qualtrics where it can be monitored by the employee’s supervisor.
				4. Employees will be expected to continue to report to work as usual while awaiting test results.
				5. If a weekly testing deadline is not met, the employee will first be contacted by their immediate supervisor to discuss the noncompliance with the testing protocol.
				6. If after discussion with the immediate supervisor, the testing deadline is still not met, the employee, their immediate supervisor, the department’s representative from the CCCS Executive Team and Human Resources will address the performance issue, lack of compliance with the required protocol and any applicable corrective and/or disciplinary action in accordance with applicable Board Policies, System Procedures and State of Colorado Personnel Rules
				7. If an employee is participating in weekly testing and chooses to receive the COVID-19 vaccination, testing can be discontinued:

Two weeks after being fully vaccinated (1 Johnson and Johnson or 2 Pfizer or Moderna vaccinations), or after the last dose of any approved World Health Organization vaccine; **and**

Vaccination documentation has been uploaded through Qualtrics

* + - * 1. If you recently recovered from COVID-19, please work with your immediate supervisor and Human Resources on managing your COVID related circumstances. The CDC does not recommend getting tested again in the three months after a positive viral test. If you have had COVID in the past 3 months, you will not be required to submit a weekly test until the three months has passed or you experience additional COVID-19 symptoms, which may include

Fever or chills,

Cough,

Shortness of breath or difficulty breathing,

Fatigue,

Muscle or body aches,

Headache,

New loss of taste or smell,

Sore throat,

Congestion or runny nose,

Nausea or vomiting, and/or

Diarrhea.

Volunteers and Temporary Employees:

1. Volunteers and temporary employees must provide proof of vaccination or proof of a negative test before they can begin working and will be required to adhere to a weekly testing schedule while performing work for the System Office. Failure to adhere to testing will result in revocation of the volunteer or employment agreement.

**Note: All vaccination and testing data will be maintained in the secure Qualtrics system.**