

COVID-19 Employee Resource

January 2022

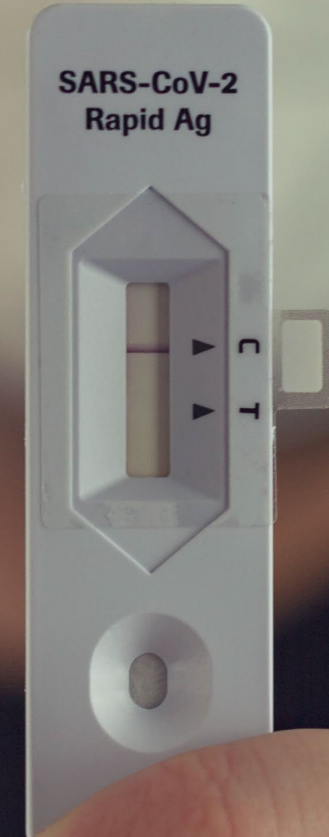


How to Obtain Your COVID-19 Test Kit

In light of the ongoing situation with COVID-19, the Chief Administrative Officer would like to provide access to one (1) self- test kit (which includes two tests) for each Prince George's County Government employee and provide access to additional test kits for agencies with exposures as designated by the Health Department's Communicable and Vector-borne Disease Control (CVDC) unit.

Beginning no later than January 18, 2022

- Agencies will begin to distribute COVID-19 test kits to their employees.
- Each employee will be given access to one (1) test kit, which contains two (2) tests.
- Contact your Agency HR Liaison for more information or if you have questions.



Test Kit Instructions

Abbott BinaxNOW Self-Test Kit



Click here to watch the Abbott BinaxNOW Self-Test Kit Video
This video includes a step-by-step guide, start to finish, on how to conduct a BinaxNOW COVID-19 self test.

Click on the test result below that you received to view what to do next.

NEGATIVE Test Result
and Experiencing **NO Symptoms**

Your test result will look like this:

NEGATIVE RESULT
PINK/PURPLE Control Line

WHAT TO DO NEXT:

Employees must upload these **NEGATIVE** test results to the portal immediately as specified by the Office of Human Resources Management.

The employee may report to work as directed by his/her agency.

NEGATIVE Test Result
but Experiencing **Symptoms**

Your test result will look like this:

NEGATIVE RESULT
PINK/PURPLE Control Line

WHAT TO DO NEXT:

The employee is required to immediately report that he/she is symptomatic, and submit an immediate sick leave request (online).

The employee must also immediately contact the Health Department's Communicable and Vector-borne Disease Control (CVDC) and report the results to the Health Department's CVDC team. If the employee is unable to reach the CVDC team, they should call the Health Department's CVDC team at 240-484-0276 or 240-508-5774.

The employee will not be permitted to return to work until they are cleared by the CVDC team.

INCONCLUSIVE/INVALID Test Result

Your test result will look like this:

INCONCLUSIVE/INVALID Test Result

WHAT TO DO NEXT:

The employee must immediately report that he/she is symptomatic, and submit an immediate sick leave request (online).

The employee must also immediately contact the Health Department's Communicable and Vector-borne Disease Control (CVDC) and report the results to the Health Department's CVDC team. If the employee is unable to reach the CVDC team, they should call the Health Department's CVDC team at 240-484-0276 or 240-508-5774.

The employee will not be permitted to return to work until they are cleared by the CVDC team.

POSITIVE Test Result

Your test result will look like this:

POSITIVE RESULT
PINK/PURPLE Control Line
PINK/PURPLE Sample Line

WHAT TO DO NEXT:

The employee is required to immediately report that he/she has tested **POSITIVE** and submit an immediate sick leave request (online).

The employee must also immediately contact the Health Department's Communicable and Vector-borne Disease Control (CVDC) and report the results to the Health Department's CVDC team. If the employee is unable to reach the CVDC team, they should call the Health Department's CVDC team at 240-484-0276 or 240-508-5774.

The employee will not be permitted to return to work until they are cleared by the CVDC team.

ARE YOU FEELING SICK?

HAVE YOU TESTED POSITIVE FOR OR BEEN EXPOSED TO COVID-19?

- CONTACT YOUR MANAGER**
- CONTACT CVDC AT 240-484-0276 OR HEALTH-CVDC@CO.PG.MD.US**
- STAY HOME & FOLLOW THE CVDC'S INSTRUCTIONS**

Prince George's County employees who have been exposed to COVID-19 or who have tested positive must contact the Health Department's Communicable & Vector-borne Disease Control (CVDC). The CVDC team works with your agency's HR team to provide employees with quarantine and testing information and provides authorization for employees to return to work.

Communicable & Vector-borne Disease Control
240-484-0276 | Mon - Fri, 8 a.m. to 4:30 p.m.
240-508-5774 | After business hours

HEALTH DEPARTMENT
Prince George's County

Angela D. Alsobrooks
County Executive

Click the image above if you have tested positive or are feeling symptoms.



Test Kit Instructions

iHealth Self-Test Kits



[Click here to watch the iHealth Self-Test Kit Video](#)

This video includes a step-by-step guide, start to finish, on how to conduct an iHealth COVID-19 self-test.



[Click here to read instructions for the iHealth Self-Test Kit](#)

This video includes a step-by-step guide, start to finish, on how to conduct an iHealth COVID-19 self-test.

ARE YOU FEELING SICK?

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Communicable & Vector-borne Disease Control
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HEALTH DEPARTMENT
Prince George's County

Click the image above if you have tested positive or are feeling symptoms.

Self-Test Kits

Important Information

Employees who receive self-test kits will obtain them from their HR Liaison or Agency Designee. One (1) test kit will be made available to each employee starting no later than January 18, 2022.

Please Read

- Employees must read all test instructions before beginning the test.
- Employees must take a photo of the test results (*i.e.*, negative or positive) at the completion of the test.
- There are two tests in each test kit.
- The County currently uses two types of test kits, **Abbott BinaxNOW** and **iHealth**. Each test kit will contain two separate tests. Please read the instructions on the following page before taking the test.

Test Results

Have you taken a COVID-19 test? See what you should do next based on your test results:

- **Slide 6 – If you test positive for COVID-19**
- **Slide 7 – If you're experiencing COVID-19 symptoms**
- **Slide 8 – if you were exposed to COVID-19 AND you do not have symptoms AND have been vaccinated** (within 2 months for Johnson & Johnson, within 6 months for Moderna and Pfizer, or you had a booster)
- **Slide 9 – if you were exposed to COVID-19 AND you have symptoms AND have been vaccinated** (within 2 months for Johnson & Johnson, within 6 months for Moderna and Pfizer, or you had a booster)
- **Slide 10 – if you were exposed to COVID-19 AND you are unvaccinated or have an out-of-date vaccination** (over 2 months for Johnson & Johnson, over 6 months for Moderna and Pfizer, and you have not received a booster)

If You Test Positive for COVID-19

If you had a positive COVID-19 test or are experiencing COVID-19 symptoms, you must stay home (isolate), except to get needed medical care, and follow the guidance below.

If you tested positive for COVID-19 (Isolate)	Guidance	Timekeeping
All employees (asymptomatic or symptomatic), regardless of vaccination status.	Employees must stay home for 5 days from the start of symptoms. If employee has no symptoms or your symptoms are resolving after 5 days (including no fever for 24 hours, without fever-reducing medication), employee may return to work on Day 6 with clearance from the Health Department CVDC Program.* Day 0 is the date the Positive Test is performed or the date of the start of symptoms (whichever is last).	Employees should use Sick Leave , unless otherwise directed by their Union's Letter of Understanding (LOU).

Department of Health Communicable & Vector-borne Disease Control
240-484-0276 | Mon. – Fri., 8 a.m. – 4:30 p.m. or 240-508-5774 | After business hours

If You're Experiencing COVID-19 Symptoms

If you had a positive COVID-19 test or are experiencing COVID-19 symptoms, you must stay home (isolate), except to get needed medical care, and follow the guidance below.

If you're experiencing COVID-19 symptoms (Isolate)	Guidance	Timekeeping
All employees, regardless of vaccination status.	<p>Employees who begin to experience COVID-19 symptoms should not report to work. Employee must notify supervisor, get tested, and stay home. If already at work, employee must notify supervisor, leave work to get tested immediately, and isolate at home.</p> <ul style="list-style-type: none">• Positive Test Result – Employee must follow protocols for "If you test positive for COVID-19" (see above).• Negative Test Result – Employee will not be permitted to return to work before Day 6 (from Day 0, which is the start of symptoms). Employee must have resolving symptoms and no fever for 24 hours without fever-reducing medicine. The Health Department CVDC Program must provide clearance for return to work.	Employees should use Sick Leave , unless otherwise direct by their Union's Letter of Understanding (LOU).

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If You Were Exposed to COVID-19

No Symptoms & Vaccinated

- **Johnson & Johnson** – completed primary series within 2 months (or had a booster)
- **Moderna or Pfizer** – completed primary series within 6 months (or had a booster)

If you were exposed to someone with COVID-19 **and have no symptoms**, follow the guidance below based upon your vaccination status.

If you were exposed to COVID-19	Guidance	Timekeeping
If you: Have received a booster dose OR Completed the primary series of Pfizer or Moderna vaccine within the last 6 months OR Completed the primary series of J&J vaccine within the last 2 months	If You Have No Symptoms <ul style="list-style-type: none"> • Employee may report to work and monitor for symptoms. Wear a mask around others at all times. • Employee must get tested on Day 5 (Day 0=Date of Last Known Exposure). • Report test results to supervisor and CVDC for further instruction. <ul style="list-style-type: none"> ○ Positive Test Result – Employee must follow protocols for “If you test positive for COVID-19” (see slide 6). ○ Negative Test Result – Employee may return to work. 	Employees should use Sick Leave if they develop symptoms and must begin to quarantine or isolate at home, unless otherwise directed by their union’s letter of understanding (LOU).

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If You Were Exposed to COVID-19

With Symptoms & Vaccinated

- Johnson & Johnson – completed primary series within 2 months (or had a booster)
- Moderna or Pfizer – completed primary series within 6 months (or had a booster)

If you were exposed to someone with COVID-19 **and you have symptoms**, follow the guidance below based upon your vaccination status.

If you were exposed to COVID-19	Guidance	Timekeeping
If you: Have received a booster dose OR Completed the primary series of Pfizer or Moderna vaccine within the last 6 months OR Completed the primary series of J&J vaccine within the last 2 months	If You Have Symptoms <ul style="list-style-type: none"> • Employees who begin to experience COVID-19 symptoms should not report to work. • Employee must notify supervisor, get tested, and stay home. If already at work, employee must notify supervisor, leave work to get tested immediately, and isolate at home. • Report test results to supervisor and CVDC for further instruction. <ul style="list-style-type: none"> ○ Positive Test Result – Employee must follow protocols for “If you test positive for COVID-19” (see above). ○ Negative Test Result – Employee will not be permitted to return to work before Day 6 (from Day 0, which is the start of symptoms). Employee must have resolving symptoms and no fever for 24 hours without fever-reducing medicine. The Health Department CVDC Program must provide clearance for return to work. 	Employees should use Sick Leave , unless otherwise directed by their Union’s Letter of Understanding (LOU).

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If You Were Exposed to COVID-19

Unvaccinated or Out-of-date vaccination

- Johnson & Johnson – completed primary series over 2 months ago (not boosted)
- Moderna or Pfizer – completed primary series over 6 months ago (not boosted)

If you were exposed to someone with COVID-19 and you are unvaccinated or have an out-of-date vaccination, follow the guidance below based upon your vaccination status.

If you were exposed to COVID-19	Guidance	Timekeeping
<p>If you:</p> <p>Completed the primary series of Pfizer or Moderna vaccine over 6 months ago and are not boosted</p> <p>OR</p> <p>Completed the primary series of J&J over 2 months ago and are not boosted</p> <p>OR</p> <p>Are unvaccinated</p>	<ul style="list-style-type: none"> • Employees must stay home for 5 days from the date of last known exposure. • Employee must get tested on Day 5 (Day 0=Date of Last Known Exposure). • Report test results to supervisor and CVDC for further instruction. <ul style="list-style-type: none"> ○ Positive Test Result – Employee must follow protocols for “If you test positive for COVID-19” (see above). ○ Negative Test Result – Employee may return to work with clearance from the Health Department CVDC Program. 	<p>Employees should use Sick Leave if they develop symptoms and must begin to quarantine or isolate at home, unless otherwise directed by their union’s letter of understanding (LOU).</p>

Department of Health Communicable & Vector-borne Disease Control
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County Testing Sites

Locations & Hours of Operation

Important

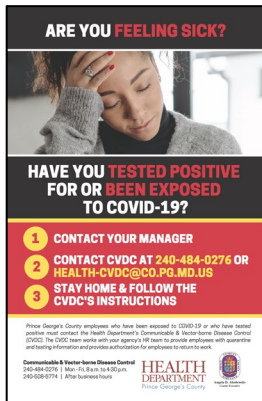
- Testing typically takes 15 to 20 minutes to complete; however, waiting times may vary.
- Employees must seek advanced notice approval from their supervisor prior to visiting a test site during their tour of duty.
- **Positive test results must immediately be reported to:**
 - Your immediate supervisor
 - HR Liaison
 - Health Department's *Communicable and Vector-borne Disease Control* (CVDC) program at: 240-484-0276 (Mon.-Fri., 8 a.m. to 4:30 p.m.) or 240-508-5774 (after business hours).

Testing Site	Hours of Operation	Additional Information
Temple Hills Community Center 5300 Temple Hill Road Temple Hills, MD 20748	9:30 a.m. to 5:30 p.m. Monday through Saturday	<ul style="list-style-type: none">• BRING YOUR COUNTY ID.• No appointment necessary.
Bunker Hill Fire Station 3716 Rhode Island Avenue Brentwood, MD 20722	9:30 a.m. to 5:30 p.m. Monday through Saturday	<ul style="list-style-type: none">• BRING YOUR COUNTY ID.• No appointment necessary.

Resources

COVID-19 Information & Support

- [Vaccination & Testing Requirements](#)
- [Exposure Reporting & Testing](#)
- [Additional COVID-19 Resources](#)



REMINDER: If you test positive for COVID-19, click the image to the left for instructions or contact:

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