TO: **ALL DEPARTMENT PERSONNEL**   **FROM:** Anthony Mata
Chief of Police

SUBJECT: **COVID-19 TEST RESULT LOGGING IN PEOPLESOFT**   **DATE:** November 22, 2021

APPROVED   Memo# 2021-039

BACKGROUND

On September 30, 2021, the Department issued Memorandum #2021-029 regarding COVID-19 Testing. This memorandum outlined the procedures by which Department members who are required to submit twice weekly testing to their supervisors will do so and how those supervisors will log that information into a form. In that process, the Police Personnel Unit then took that information from the form and manually input the data it into the PeopleSoft system. The City has developed a method by which supervisors may now enter test results directly into the PeopleSoft system, thereby eliminating the duplicate data entry.

As a reminder, effective September 30, 2021, all City employees must either be vaccinated or have an approved medical or religious exemption per City Policy Manual section 1.3.12 (link).

Under the City's current approvals for medical or religious exemption, the City provides reasonable accommodations by allowing employees to continue working if they submit proof of a negative COVID test twice weekly. The requirement to provide negative test results twice weekly is necessary, even if the employee has the ability to work remotely.

ANALYSIS

To carry out the directives outlined above, the Department has established the following procedures:

1. All Department members required to submit twice weekly testing will do so.

2. All test results will be submitted to the Department member's supervisor.

3. The supervisor will verify the testing was conducted by a provider (not an in-home test) and the test was an LFT/Rapid or PCR test (not an antigen test). If there is any question regarding the provider or the type of test, the supervisor will immediately contact The Covid Detail for direction.

4. The supervisor will verify the results of tests are negative. In the event of a positive result, the supervisor will immediately contact The Covid Detail for direction.

5. Upon receipt of a test result from a subordinate, the supervisor will log the result into the PeopleSoft system. This shall be done the same day as the receipt unless it is a supervisor's day off. In that event, the result will be logged into the system on their next day back to work. The instructions for logging the results is included as Attachment 1.

   a. In the event the supervisor is unable to submit the test results within 96 hours (e.g., due to vacation, FMLA, disability, or other leave), the supervisor is responsible for finding another supervisor to submit the results on their behalf. When this happens, the original supervisor will notify the testing Department member of who will be submitting the results, to ensure the Department member provides that supervisor with their test results.

Any questions regarding this new method of data entry should be referred to the Police Personnel Unit at _SJPD_Personnel@sanjoseca.gov.

<u>ORDER</u>

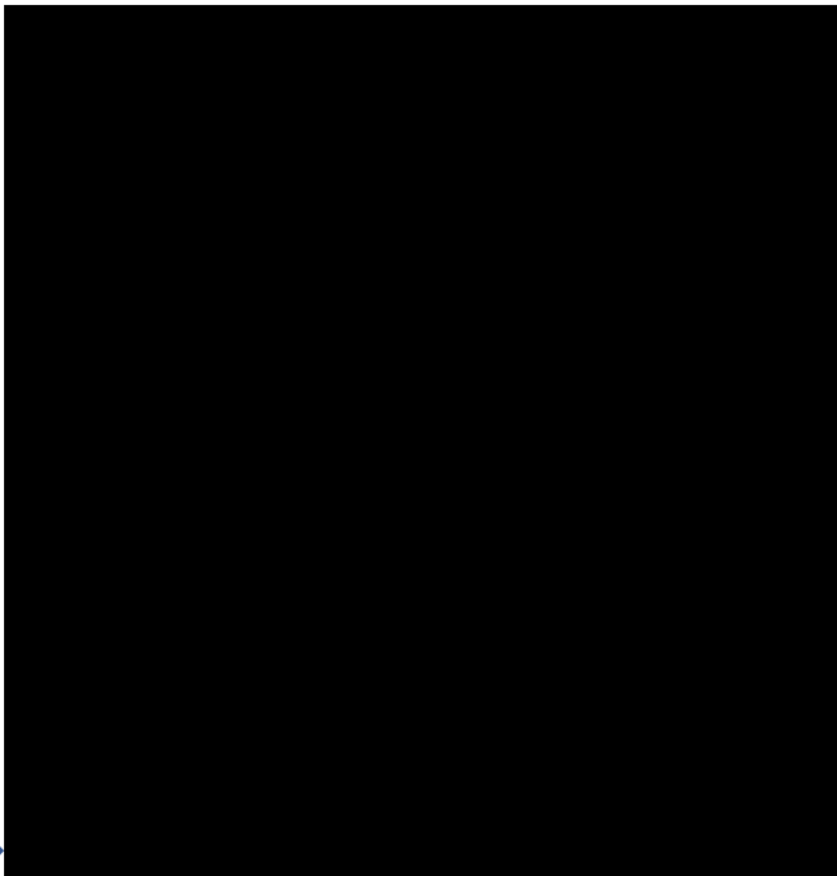Effective immediately, all applicable Department personnel shall adhere to the above.

Anthony Mata
Chief of Police

AM:SD

Attachment 1: Instructions for Logging Test Results in PeopleSoft

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