

**FULGENT FAQ Related Questions**

**What are the testing cycles?**



- Testing cycle 6 is May 10, 2021-May 21, 2021
- Testing cycle 7 is May 24, 2021- June 4, 2021



**I am working remotely or on approved Family Medical Leave (FML). Is it still necessary for me to be tested for COVID-19?**

All 100% approved remote employees can disregard the randomized mandatory testing notification if s/he does not physically report to a CCSD site during the two-week cycle. Employees on approved FML can disregard the testing notification if they are selected during their approved FML period. Employees who return from FML to full-time, on-site work, are required to participate if selected.

**How long before results are received?**

Test results from Fulgent will be received within 24-48 hours of the lab receiving the specimen.

After participating in the mandatory randomized test, employees should continue to report to work and provide daily symptom monitoring through the emocha Health mobile application or the emocha Health Web-based platform. Employees will be contacted via email if they are positive for COVID-19. Staff can also elect to register for Healthvana which is a different app platform for their results.

**How will I receive my results?**

Employees will receive the results through their selected preferred communication, whether email or text message. They can also access test results or learn more about accessing results here <https://healthvana.com/contact/>.

Staff should continue to report to work and provide daily symptom monitoring through the emocha Health mobile application or the emocha Health Web-based platform. In the event of a positive test, an employee will receive an email notifying them of their result. A member of the CCSD Employee Occupational Health department and/or SNHD employee will follow up with the impacted employee to discuss quarantine requirements. If a staff member tests positive, they need to inform their direct supervisor, follow procedures for calling a substitute and leave

campus. Then the employee should contact the Employee Nurse line at 702-799-0298 and communicate with the nurse regarding the situation and quarantine status.

**Will my administrator have access to my results? If not, who will have access to my results?**

The administrator will not receive the employee's test results from Fulgent or emocha. However, the administrator will be notified if an individual participated in testing. If the employee is confirmed positive, the administrator will be notified to ensure all cleaning protocols and potential exposures are addressed. Eموcha nurses, Employee Occupational Health Strategy/Health Services Directors, and Risk Management will have access to the employee's test results. As required by law, your positive test results are reported to the Southern Nevada Health District and the Nevada Department of Health and Human Services.



**If appointments are not required and the employee can't get testing within the 30-45 minute window at the site, what is the procedure to complete the testing?**

The testing clinician will ensure that selected participants are tested during the assigned window as long as the employee was at the location during the allocated time frame. If the employee was not tested during their testing time frame, they will need to report to either a CCSD satellite location or to a non-CCSD testing facility within 24 hours of the missed testing date. Employees who opt to test at a non-CCSD testing facility are responsible for any expenses incurred. The lab test must be a **PCR test** and the results must be uploaded to [RMTVerification@nv.ccsd.net](mailto:RMTVerification@nv.ccsd.net) within the assigned 10-day testing cycle. Failure to comply will result in leave without pay.

**How often will notifications be sent?**

Employees selected from randomized mandatory testing are notified by an automated email on Thursday and Friday BEFORE the start of the cycle, and again on Monday during which the cycle begins.

**What happens if results are inconclusive from the randomized mandatory testing?**

The employee can return to work after receiving an inconclusive test. However, it is strongly encouraged, but not required, for the employee to retest. Ensure that s/he has the Employee Health Hotline at 702-799-0298 to contact from 5:00 a.m.-4:00 p.m. in the event s/he has questions. If s/he begins to have symptoms s/he absolutely should inform the supervisor, leave campus and get a PCR lab test.

**Do I return to work while I await results?**

If you are not symptomatic when taking the mandatory random test and pending results, you report to work.

**Do I need to test if I have had both vaccines?**

Yes, employees with a single dose or multiple doses of vaccinations must still participate in mandatory randomized testing.

**If testing is mandatory and I need to go during work hours, do I have to use my own time?**

Employees should participate in mandatory randomized testing during his/her contracted work time and do not need to use his/her leave to test. The testing locations and testing times are located on [newsroom.ccsd.net/fulgent](https://newsroom.ccsd.net/fulgent).



**What if I miss my test (not a refusal, accidental)?**

If an employee misses his/her testing date, they can report to a CCSD satellite testing location within 24 hours of the missed testing date, or a non-CCSD testing facility, at their own expense.

Employees who miss the testing date **AND** their assigned testing cycle window, will NOT be able to test at a CCSD satellite site. In this case, the employee must visit a non-CCSD testing facility, at their own expense, to secure a PCR test, and upload their results.

Any employee who tests at a non-CCSD testing facility will need to provide their PCR lab results to [RMTVerification@nv.ccsd.net](mailto:RMTVerification@nv.ccsd.net). Failure to comply will result in leave without pay.

Continued absenteeism on assigned testing days may determine further investigation in collaboration with EMR regarding possible disciplinary action.



**What if I refuse to be tested?**

Any employee who refuses to test will immediately be removed from the school site or CCSD facility and placed on unpaid leave status until returning with a PCR COVID-19 lab negative test. Employees cannot return to a CCSD property until cleared by EMR. The proof of the negative PCR lab results should be submitted to [RMTVerification@nv.ccsd.net](mailto:RMTVerification@nv.ccsd.net) and the employee should notify their administrator that it has been submitted. The site administrator will determine when the employee can return to work.

**If I refused to be tested and now I want to comply so I can return to work, where do I go to get the PCR COVID-19 lab test?**

Employees can choose to go to UMC locations for a PCR test or any other lab location of their choice at their own expense.

**Can an employee that drives a District vehicle use the vehicle to report to the testing site or does the employee need to return to the yard to pick up their personal vehicle? (police, maintenance, transportation, food service)**

Since mandatory testing is a part of the employees' work duty, they may use District vehicles during their work time.

**How many days does the employee have to complete the testing once they've been notified?**

The employee should visit the testing site based on the scheduled day and times located at [newsroom.ccsd.net/fulgent](https://newsroom.ccsd.net/fulgent). Central Office staff do not have an assigned date and time, therefore, they have until the end of the 10-day testing cycle to test if s/he was selected for mandatory randomized testing.



**Are employees free to choose any location and time provided on the list or are appointments required?**

No. All school-based employees should test during their scheduled date and times. An updated cycle list is located at [newsroom.ccsd.net/fulgent](https://newsroom.ccsd.net/fulgent). All employees should be prepared to show their photo identification at all testing locations. Staff may be asked to provide a phone number but it is not necessary.

Non-school employees can report to a Satellite testing location below to get their randomized PCR test. No appointments are needed. Please do not report to school locations unless prior approval is given by the site administrator. All employees should be prepared to show their identification at all testing locations.

- Region 1 Conference Room (Mojave HS) 8 a.m. - 4 p.m. M,W,F
- Region 2 Conference Room (Valley HS) 8 a.m. - 4 p.m. Tues, Thurs
- Region 3 Conference Room (SECTA) 8 a.m. - 4 p.m. M,W,F
- Student Services Department-4170 McLeod Dr. 8 a.m. - 4 p.m. Tues, Thurs
- Arville Transportation Facility-4499 S. Arville St. 9 a.m. - 1 p.m. M-F (excluding Tuesdays)
- Food Services-6350 E. Tropical Pkwy. 8 a.m.-4 p.m. Tuesday Only

**Can an employee provide their test results from other testing options, ie. home test or another facility?**

Yes. Employees may choose to take another type of PCR lab test at their own expense within 24 hours of their scheduled testing time. Lab results must be submitted to [RMTVerification@nv.ccsd.net](mailto:RMTVerification@nv.ccsd.net) within their 10-day cycle window. Delay caused by the employee's choice will not be excused and may result in leave without pay. Rapid, antigen, or in-home tests are **not** acceptable; all lab tests must be PCR.

**Can I provide my other job's test results instead of me testing with CCSD?**

No. This is not an option unless it is within 24 hours of the staff's assigned testing time.

**Is the employee responsible for arranging their own sub to cover their position?**

Testing for school-based employees is conducted on-site and the time that teachers/staff are out of the classroom is minimal for the duration of the mandatory randomized testing. It is the primary responsibility of the principal to arrange for coverage when the teacher or staff is required to test on his/her designated testing day and time.

**Can the employee be disciplined if they don't meet a deadline or fall behind in their work due to being chosen for random mandatory testing?**

This should not be an issue due to the testing being offered at all school sites and many satellite sites for non-school employees. Most employees will have onsite testing available to them.

**What if an employee is unable to complete a nasal swab test for medical reasons?**

Employees may request an ADA accommodation and will need to provide medical documentation. Alternative testing options may then be considered by the Administrator and Office of Diversity and Affirmative Action.

**What is the protocol for an employee to return to work once they receive a confirmed positive test?**

The Employee Health Nurse will provide a document notifying the administrator of the return to work date based on their determination of the quarantine time. **No employee should return to the worksite if s/he is symptomatic or have a yellow badge.**

### **emocha FAQ Related Questions**

#### **How do administrators access the dashboard to clear employees?**

Administrators will be notified by email to set up a password for the dashboard program. The dashboard will be accessible at [app.emocha.com](http://app.emocha.com).

#### **Can my administrator require me to download the emocha app on my personal device? Is participation in the emocha health screening app mandatory?**

An administrator cannot require an employee to download the emocha app on a personal device. All employees of Clark County School District are required to complete daily symptoms monitoring. The most convenient method for entry is through the emocha app or [online web portal](#). If an employee does not have access to technology, he/she should monitor his/her symptoms on a paper questionnaire at home and submit it to their supervisor immediately upon entry to the building if not symptomatic. The form can be downloaded here:

[Questionnaire and Acknowledgement Form](#) (English) Updated Feb. 2021

[Questionnaire and Acknowledgement Form](#) (Spanish) Updated Feb. 2021

#### **What if I refuse to participate in the daily symptom monitoring?**

Each failure to submit information can result in discipline up to and including termination. If the employee objects to participating in the emocha symptom monitoring then they are required to:

1. Complete the daily paper document and provide it to their administrator immediately upon arrival at the worksite. (Symptomatic employees must follow procedures and contact the Employee Health nurse for guidance regarding quarantining and test recommendation at 702-799-0298 (between the hours of 5:00 a.m. - 4:00 p.m.).
2. The employee's daily documentation needs to be collected and maintained by the site administrator in a confidential, secured area as well as a daily tracking on an excel spreadsheet for compliance.
3. If the employee fails or neglects to participate in that randomized mandatory testing then the supervisor will work with EMR to address the issue with the employee.

#### **Who is my information shared with?**

Administrators will have access to your badge color status, employee name, address, and date of birth, additionally, they will have a dashboard that they can view who was selected for randomized testing. Designated lab reporters from Fulgent and Healthvana who have HIPAA clearance and CCSD HIPAA-approved employees (emocha nurses, Employee Occupational

Health Strategy/Health Services Directors, and Risk Management) will have access to your test results. As required by law, your positive test results are reported to the Southern Nevada Health District and the Nevada Department of Health and Human Services.

**How do I access the paper form if I want to report my daily symptoms, but do not want to agree to emocha's terms and conditions?**

The paper form can be found below:

[Questionnaire and Acknowledgement Form](#) (English) Updated Feb. 2021

[Questionnaire and Acknowledgement Form](#) (Spanish) Updated Feb. 2021

**Do student teachers and subcontractors have to participate in emocha and mandatory testing?**

Yes. For the safety of all, these groups are also required to participate. If they do not or can not participate for some reason, they must comply with the paper copy process.

**Can I delegate management of the dashboard to my administrative secretary?**

No. Based on employee information being contained in the dashboard, this is an administrator's responsibility.

**If I do not have the employee on my dashboard who do I contact?**

All administrators should be able to access the dashboard, if they do not have access for staff s/he supervises, please email [yatesad@nv.ccsd.net](mailto:yatesad@nv.ccsd.net) and cc [cortemj@nv.ccsd.net](mailto:cortemj@nv.ccsd.net).

**How does the employee know what to do when they get a yellow badge?**

Direct the employee to contact the Employee Health Hotline at 702-799-0298 immediately. Also, the employee will receive a red notification on the emocha chat box informing him/her to contact the Employee Health Hotline.

**If my staff member is yellow on the dashboard, will I be notified of why?**

Staff is directed to contact the Employee Health Hotline (previously referred to as emocha nurse) at 702-799-0298 if their badge is yellow. Once the employee contacts the nurse then the administrator will receive an email informing the administrator that they are investigating the yellow badge status for that employee. If an employee is yellow and the administrator does not receive an email that day, please contact the employee and direct them to contact Employee Health immediately.