

Testing Policy Information

Why is the MBC starting testing now?

The MBC is concerned about the health, safety, and wellbeing of employees. We rely on data and guidance from the Minneapolis Department of Health and the Center for Disease Control (CDC). And based on their guidance, particularly the community transmission rate, we are starting testing to prevent or reduce the risk of transmission of COVID-19 in the workplace. It is another layer of safety in addition to wearing a mask and staying home if you feel sick.

Updated Sept. 27, 2021

When will testing be mandatory?

The MBC is taking a phased approach to the COVID-19 Testing and Proof of Vaccination Policy. MBC employees have until Friday, Oct. 15 to complete the vaccine attestation form and testing dates are to be determined.

Updated Oct. 4, 2021

Who needs to be tested?

Employees (Covered Persons) who are not fully vaccinated or have not attested to being fully vaccinated will need to get tested. This includes employees who are working remotely temporarily or permanently and who physically access the workplace for more than 10 minutes.

A Covered Person, for purposes of the policy, is defined as a person who performs services for the Municipal Building Commission (MBC), with or without compensation, including 1) Regular full-time and part-time employees; 2) Seasonal employees; 3) Temporary employees; and 4) Interns.

Updated Sept. 27, 2021

When am I considered fully vaccinated?

You are considered fully vaccinated when you meet the current CDC guidelines for full vaccination against COVID-19. For example, at the time of the COVID-19 Testing and Proof of Vaccination Policy's adoption, the CDC considers people to be fully vaccinated against COVID-19:

- Two weeks after their second dose in a 2-dose COVID-19 vaccination series approved by the U.S. Food and Drug Administration ("FDA") or the World Health Organization ("WHO"); or
- Two weeks after a single-dose COVID-19 vaccine approved by the FDA or the WHO.

If the CDC changes or revises its definition the requirements for the policy will also change.

Updated Sept. 27, 2021

Will I need a booster to continue to be considered fully vaccinated?

Currently, the CDC's definition of fully vaccinated does not include the use of boosters. However, CDC guidelines can change and may include boosters later. The MBC will update its guidance in that event.

Updated Sept. 27, 2021

Why are vaccinated people not tested since they can still spread COVID-19?

[The CDC only recommends testing for fully vaccinated individuals](#) when they have been exposed to someone with a suspected or confirmed case of COVID-19 or if they are experiencing symptoms. While vaccinated people can get COVID-19 in a breakthrough infection and may be contagious, the percentage of fully vaccinated individuals who become infected with breakthrough infections is extremely low. The majority of hospitalizations and deaths continue to be among the unvaccinated.

Updated Sept. 27, 2021

Do I need to test if I am working remotely?

If you access or enter the workplace for more than 10 minutes or provide MBC services outside of your home, you must either test or attest to being fully vaccinated against COVID-19.

Updated Sept. 27, 2021

If I opt out of testing because I am fully vaccinated, how and where do I report my vaccination status?

You will complete an attestation form via AdobeSign. You will be asked to enter the date you received the second dose of the Pfizer or Moderna vaccine, or your first and only dose of the Johnson & Johnson vaccine. You are not required to upload a copy of your vaccination card.

Updated Sept. 27, 2021

How/where will testing and vaccination records be stored and who will have access to them?

At this time, the MBC will not be storing copies of your vaccination card. You will self-report the date of your last COVID-19 vaccination, and if you choose not to do so you will be subject to weekly testing. You will show or share your test results with your supervisor or HR Business Partner.

Only employees in the Human Resources Department will have access to the vaccination attestation form. This process and procedure are subject to change as the testing mandate is rolled out to the organization. The MBC reserves the right to request and review proof or evidence of your vaccine to validate your system entry at any time.

Updated Sept. 27, 2021

What if I don't know the dates of my vaccinations?

You may access or request your information from the [Minnesota Immunization Information Connection](#).

Updated Sept. 27, 2021

If I decide to get vaccinated, where can I go?

[Visit mn.gov/vaccine](#) to find a provider offering a free shot near you.

Updated Sept. 27, 2021

If I decide to get vaccinated, can I do it during work time?

You can use your 2021 COVID leave time (2021 COVID-19 - ESL) if you decide to get vaccinated during your work hours. The leave time can also be used to take time off work if you experience illness following receipt of the vaccine.

Updated Sept. 27, 2021

How frequently will I be tested?

Unless you attest to being fully vaccinated against COVID-19, you must be tested for COVID-19 at least weekly.

Updated Sept. 27, 2021

Can I opt out of testing if I had COVID-19?

If you have a laboratory-confirmed case of COVID-19, you do not need to submit a weekly test for 90 days after your diagnosis. This is because a case may continue to test positive for many weeks after the symptoms have resolved. If you are still unvaccinated, you will need to resume weekly testing after the 90 days have elapsed. You must provide the MBC Human Resources Business Partner documentation of the positive COVID-19 test result to be exempt from testing for 90 days.

Updated Sept. 27, 2021

Where will the testing be conducted?

Testing locations are still being coordinated. Employees may access any free public testing site. In addition, if you are covered under the Medica employee health plan, you can visit any in-network clinic and get tested at no cost to you.

Updated Sept. 27, 2021

What are my testing options?

Select from the following testing options to ensure a no-cost test:

- [Community testing sites.](#)
- [Vault at-home saliva test kits.](#)
- Testing at an in-network health clinic. Visit [Medica.com](https://www.medicare.com) to search for a provider.

Updated Sept. 27, 2021

Do I have to pay for the testing?

You will not be required to pay for testing. The specific procedures for getting tested, including guidance on where and when to test, is forthcoming.

Updated Sept. 27, 2021

Will I be paid for the time spent getting tested?

Yes, you will be paid for this time. In many cases, you will have the opportunity to be tested during your regularly-scheduled work hours. Supervisors have discretion to coordinate employees' testing schedules to avoid disruptions to service delivery and ensure adequate staffing coverage. The specific procedures for getting tested outside of work hours, including guidance on where and when to test, is forthcoming.

Updated Sept. 27, 2021

How do I show proof I was tested?

You must provide your supervisor documentation you submitted a test on the day you take the test or the next day you are scheduled to report to work. You must show documentation of test results on the same day you receive them if it is a workday or the next day you are scheduled to report to work, assuming you receive a negative test result. If you receive a positive test result, you should not report to work and should follow MBC's procedures for reporting your absence.

Updated Sept. 27, 2021

What if I need an accommodation because of religious or medical reasons?

The MBC is not mandating vaccines. If you choose to be tested because of medical or religious barriers to vaccination, you do not need to request an accommodation. However, if you need to use COVID-19 Emergency Sick Leave for a purpose that is only available to individuals who have been vaccinated you must seek an accommodation from the MBC Human Resources Business Partner. You may be asked to provide proof of your need for an accommodation.

Updated Sept. 27, 2021

What if I refuse to follow the policy?

If you are not fully vaccinated against COVID-19, you will be subject to weekly COVID-19 testing. If you refuse to test, you may be subject to disciplinary action, up to and including discharge.

Updated Sept. 27, 2021

What if I test positive?

If you test positive for COVID-19, you must isolate as required by your doctor and/or CDC guidelines. The isolation time is typically about 10 days. If you need additional time off, you should contact your supervisor.

Updated Sept. 27, 2021

Can I still work while I'm waiting for my test results?

You must continue reporting to work while you wait for test results unless you've been exposed to someone with COVID-19 or are experiencing COVID-19 symptoms. If you've been exposed or are experiencing symptoms, you must tell your supervisor and quarantine/isolate at home.

Updated Sept. 27, 2021

Does this policy apply to vendors or contractors?

The MBC is exploring ways to partner with contractors and vendors and urges them to take precautions to help maintain safety in the workplace. At this time, contractors and vendors are not required to comply with the COVID-19 Testing and Proof of Vaccination Policy but we will continue to evaluate and update as needed.

Updated Sept. 27, 2021

How long will the testing policy last?

The Health Department is closely monitoring infection and vaccination rates and will help the MBC Leadership Team determine when it is safe to end the policy.

Updated Sept. 27, 2021

Employee Leave Information

What is the 2021 COVID-19 Emergency Sick Leave?

The MBC is providing all regular full-time employees with 80 hours (prorated for regular part-time and intermittent employees) of paid 2021 COVID-19 Emergency Sick Leave (2021 COVID Leave).

Until Oct. 31, 2021, eligible employees can use the 2021 COVID Leave for the following reasons:

- The employee is subject to a Federal, State, or local quarantine or isolation order related to COVID-19 and unable to work remotely.
- The employee has been advised by a health care provider to self-quarantine due to concerns related to COVID-19.
- The employee is experiencing symptoms of COVID-19 and seeking a medical diagnosis.

- The employee is caring for the child of such employee if the school or place of care of the child has been closed, or the childcare provider of such child is unavailable, due to COVID-19 precautions.
- The employee is experiencing any other substantially similar condition specified by the Secretary of Health and Human Services in consultation with the Secretary of the Treasury and the Secretary of Labor.
- The employee is receiving the COVID-19 vaccine.
- The employee has received the COVID vaccine and experiences illness following receipt of the vaccine.

Effective Oct. 31, 2021, eligible employees seeking to use the 2021 COVID Leave to be absent from work for the following reasons must provide proof that they were fully vaccinated prior to the date of their requested leave:

- The employee is subject to a Federal, State, or local quarantine or isolation order related to COVID-19 and unable to work remotely.
- The employee has been advised by a health care provider to self-quarantine due to concerns related to COVID-19.
- The employee is experiencing symptoms of COVID-19 and seeking a medical diagnosis.
- The employee is experiencing any other substantially similar condition specified by the Secretary of Health and Human Services in consultation with the Secretary of the Treasury and the Secretary of Labor.

The requirement to provide proof of full vaccination does not apply to employees who request and receive religious or medical accommodations.

Employees who do not provide proof of full vaccination are still able to use the COVID-19 Emergency Sick Leave for all other covered reasons.

Updated Oct. 1, 2021

If I am unvaccinated, am I still able to use my 2021 COVID leave to help care for a COVID-19 related sick family member or a child?

Yes. You will be able to use your 2021 COVID Leave to provide care for these individuals. However, beginning Oct. 31, 2021, if you are unvaccinated and test positive for COVID-19 yourself, then you will be unable to use this leave. You would still be able to use your regular sick time.

Updated Sept. 27, 2021

Are all employees eligible for 2021 COVID Leave?

No. Temporary, seasonal, permit and outside trades employees are not eligible for 2021 COVID Leave.

After Oct. 31, 2021, you must provide proof you are fully vaccinated for COVID-19 to use the 2021 COVID-19 Emergency Sick Leave for certain reasons. See above for more information

Updated Oct. 1, 2021

How many hours of 2021 COVID Leave are employees entitled to?

All regular full-time employees are provided 80 hours of 2021 COVID Leave to use for COVID-19 related absences as specified above. The MBC will provide regular part-time and intermittent employees a prorated amount of 2021 COVID Leave hours based on the employee's standard hours.

After Oct. 31, 2021, you must provide proof you are fully vaccinated for COVID-19 to use the 2021 COVID-19 Emergency Sick Leave for certain reasons. See above for more information

Updated Oct. 1, 2021

What time increment can 2021 COVID Leave be taken in? Must the 80 hours be taken in a solid block or can it be taken intermittently?

The 2021 COVID Leave may be used in one-hour increments by all employees, including exempt employees.

After Oct. 31, 2021, you must provide proof you are fully vaccinated for COVID-19 to use the 2021 COVID-19 Emergency Sick Leave for certain reasons. See above for more information

Updated Oct. 1, 2021

How does an employee request to take 2021 COVID Leave?

The quickest and best option is to contact MBC HR Business Partner Maddie VanDerHeyden at maddie.vanderheyden@municipalbuilding.org or 612-387-6870.

After Oct. 31, 2021, you must provide proof you are fully vaccinated for COVID-19 to use the 2021 COVID-19 Emergency Sick Leave for certain reasons.

Updated Oct. 1, 2021

Does an employee have to show they had a work-related exposure to be able to use 2021 COVID Leave?

No. The ability to use 2021 COVID Leave is not tied to whether or not any COVID exposure was work-related. However, after Oct. 31, 2021, you must provide proof you are fully vaccinated for COVID-19 to use the 2021 COVID-19 Emergency Sick Leave for certain reasons.

Updated Oct. 1, 2021