

Memo

To: All staff
From: Management
Date: 1/13/22
Re: Employee COVID testing

1. **ALL** employee testing should go through Lavella and Lindsay and every time an employee is tested a telephone encounter should be sent to us. Lavella and Lindsay are responsible for keeping track of all employee test results and the telephone encounters help us keep track of who is currently waiting for results and reminds us to check for lab results.
2. If an employee's **in office** rapid COVID test is positive, then a PCR is **not** necessary.
3. Every office should have someone responsible for checking the employee screening log daily and letting Lavella or Lindsay know if an employee has 1 high risk symptom or 2 low risk symptoms.
4. Employees with symptoms that require a covid test will need to come into the office and be swabbed for the rapid test and then PCR if negative. If you are not well enough to come into the office, then a result via PCR is required.
5. If employee is being tested due to exposure outside of the office, that employee is responsible for paying for their PCR. Blue Fish can send out the PCR but the employees insurance will be billed. If the employee does not have insurance, then they will need to have a PCR performed outside of Blue Fish.