Notification of Testing Protocols
The employee will be notified via email that CCCC has finalized its testing requirement protocols and that testing will begin in November. Employees will be asked to schedule their orientation to the testing process and initial test with Safety & Security during the weeks of November 1st and November 8th.

Employees should expect the orientation to include the following:
- Data input, name, insurance, etc.
- Future testing schedule including frequency, days, time and location
- What to expect during testing
- How to reschedule a scheduled test
- How they will be notified of a positive test
- Initial COVID test

An agreement documenting the employee’s testing schedule will be emailed following the orientation.

For employees not located at the Ridgecrest Campus their orientation will be scheduled via zoom, in coordination with Safety and Security and the campus test observers.

When and Where
In the orientation, agreement will be made with each employee on their testing schedule. After the orientation, testing will be available on a drop-in basis at the following locations:

IWV/Ridgecrest
- **Location:** Employee will check in Main Building, 3rd Floor, Room 347
- **Days:** Monday - Thursday
- **Times:** 10 AM to 5:00 PM (drop-in/no appointment required)
- **Address:** 3000 College Heights Blvd., Ridgecrest, CA 93555
- **Testing Contact Phone Number:** 760-384-6198

KRV
- **Location:** Students/staff will check in at the Tehachapi campus **front office**
- **Days:** Mondays - Thursdays
- **Times:** 10 AM to 4:30 PM (drop-in/no appointment required)
- **Address:** 6504 Lake Isabella Blvd, Lake Isabella, CA 93240
- **Testing contact phone number:** (760) 384-6395 (campus phone number)

Tehachapi/East Kern
- **Location:** Employees will check in at the Tehachapi campus **front office**
- **Days:** Monday - Thursday
- **Times:** 10 AM to 4:30 PM (drop-in/no appointment required)
- **Address:** 126 S. Snyder Ave., Tehachapi, CA 93561
- **Testing contact phone number:** (661) 823-4986 (campus phone number)
ESCC - Bishop
- **Location:** Employees will check in at the Admissions & Records Office
- **Days:** Monday - Thursday
- **Times:** 9 AM to 1 PM & 2 PM to 6 PM (drop-in/no appointment required)
- **Address:** 4090 W. Line Street, Bishop, CA 93514
- **Testing contact phone number:** (760) 872-5300 (campus phone number)

ESCC - Mammoth
- **Location:** Employees will check in at the Admissions & Records Office
- **Days:** Monday - Thursday
- **Times:** 9 AM to 1 PM & 2 PM to 6 PM (drop-in/no appointment required)
- **Address:** 101 College Parkway, Mammoth Lakes, CA 93546
- **Testing contact phone number:** (760) 924-1601 (campus phone number)

**Testing Frequency Models**

Testing frequency will be determined during the orientation and will be based on employee schedules.

**Testing Frequency – Once Weekly:**
Once per week testing would apply to employees who are only on our campus one day, or two consecutive days per week.

**Testing Frequency – Twice Weekly:**
Twice per week testing would apply to employees who are on our campus two (non-consecutive) or more days per week.

**Testing Procedures**
Based on the schedule agreed to during the testing orientation:
- Employee checks in at testing location with appropriate identification.
- Test observer will identify employees' testing material, provide testing material to employee, and observe the self-administered test.
- Employee will deposit the sealed testing material into the shipping package.
- Employee will return the shipping package to the test observer.
- Test observer will log test completion on the tracking sheet provided by Safety and Security.

Acceptance of external test results:
Safety and Security will accept test results from external organizations only if testing is reasonable and consistent and part of an occupational or educational requirement. Approval of acceptance of external test results must be done in advance, by Safety and Security.

If an employee fails to be tested:
Safety and Security will review the tracking sheet on a daily basis. Employees who have not completed their scheduled test will be contacted via phone and email. In addition, their Campus Pass will be manually changed to RED. Safety and Security will notify Instructors and Supervisors that the employee should not be on campus and that they should be directed to Safety and Security. In addition, Human Resources will be notified regarding employees who have not completed their scheduled test.

If an employee receives a positive test:
After notifying the employee of the test results, Safety and Security and Human Resources will follow the protocols currently in place.