Kern Community College District
District Office
COVID-19 Employee Testing
The information below can also be found on the Kern Community College District website.
https://www.kccd.edu/chancellors-office/coronavirus-update

Notification of Testing Protocols
KCCD has finalized its testing requirement protocols and testing will begin Monday, November 8th. Employees will be asked to attend one of the orientations that will be presented via Zoom on the following dates and times:

Tuesday, November 2, 8:00 am, 12:00 pm & 4:00 pm - https://cccconfer.zoom.us/j/98236643431
Wednesday, November 3, 8:00 am, 12:00 & 4:00 pm - https://cccconfer.zoom.us/j/97045175518
Thursday, November 4, 8:00 am, 12:00 & 4:00 pm - https://cccconfer.zoom.us/j/96550646208

Once all exempted DO employees have received orientation, weekly testing will begin on Monday, November 8th, 2021.

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 they will be notified of a positive test
- Outside testing

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 the DO front desk.
- 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.
Acceptance of external test results:

Risk Management will accept test results from external organizations only if testing is reasonable and consistent and part of an occupational or educational requirement. External test results must be approved in advance, by Risk Management.

If an employee fails to be tested:

Risk Management 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. Risk Management will notify Supervisors that the employee should not be on campus and that they should be directed to Risk Management. 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, Risk Management and Human Resources will follow the protocols currently in place.