

COVID-19 Close Contacts, Exposure, and Symptomatic Testing

Testing Options for Personnel Who have No Symptoms

1. You can obtain testing by Employee Health. No appointment necessary. Please go to any of the Employee Health (EH) locations at dates and times listed on the calendar: <https://stgenhospital.sccgov.org/covid19/Dashboard/calendar/Testing%20Clinics.pdf>. See below for information on how to get test results from Employee Health.
2. You can obtain COVID testing from the County testing sites in this link <http://www.sccfreetest.org/> or your own Provider.
3. You can use the At-Home Observed Antigen Testing Option (see process on COVID Hub)

Testing Options for Personnel Who have Symptoms

1. You can obtain testing by Employee Health by appointment at O'Connor Hospital. Appointments are available upon request Monday-Friday. Please do not call Employee Health to schedule an appointment. Instead, please email Employee Health and include in the **subject line request for COVID appt** with the following details to COVIDehs@hhs.sccgov.org.
 1. Name:
 2. Date of Birth
 3. Employee ID (if County employee):
 4. Date of Onset of Symptoms:
 5. Email (Personal email or reachable email)
 6. Best Phone Number:
 7. Manager Name:
 8. Department worked:
 9. Last day of work:

Employee Health will email back same day or within 24 hours during workdays with an appointment date and time (check your spam/junk folder if you do not see an email within that time). Please plan to attend the appointment given to you and show up on time. Due to the high demand for testing, appointments generally cannot be rescheduled.

2. You can use the At-Home Observed Antigen Testing Option (see process on COVID Hub).
3. You can obtain testing from the County testing sites <http://www.sccfreetest.org/> or your own Provider.

If you **obtain a positive test result** at a location outside of Employee Health, please send a copy of the positive test result to COVIDehs@hhs.sccgov.org with the following information with **subject line External COVID Positive** to receive further guidance from Employee Health:

1. Name:
2. Employee ID:
3. Date of Birth:
4. Job Title:
5. Symptoms present: describe symptoms:
6. Indicate if exposed to COVID case or travel or group outing:
7. Symptom onset date (SOD):
8. Last day at work (LDW):
9. Department of Work:
10. Manager Name:
11. Copy of positive test results.

IMPORTANT ADDITIONAL INFORMATION

- **Antigen tests are not accepted by Employee Health unless they are observed per process.**
- **Check your spam/junk folder if you do not receive a response from employee health within the expected time.**
- **Please avoid making multiple phone calls or multiple emails for the same issue as this could further delay the response from employee health and interrupt the department operations.**
- **Employee Health is experiencing a high volume of calls, so please use the processes noted above for a timely response.**
- **If you have any further questions, please email Employee Health at COVIDehs@hhs.sccgov.org. Please do not reply to individual staff emails in Employee Health, as all staff do not work every day and responses could be delayed.**

Accessing COVID-19 Test Results if Tested with Employee Health

- **If you tested for COVID-19 via Employee Health the COVID test results can be obtained only by two means, either My Health Online (MHO) or Ready Set (RS) Account.**
- **If you do not have any of these accounts or have incorrect contact information, personal email or personal contact phone number Employee Health will be unable to communicate your results to you.**
- **Please ensure when you come for testing that Employee Health has the correct contact information on file when you come for testing.**
- **Please check your junk /spam folder for an email from Employee Health if you do not receive communication as expected.**

Getting Results Using MY HEALTH ONLINE (MHO)

If you signed a consent form allowing your results to be placed into MHO, please use the link below to log into your account and view results.

To Sign _In for My Health Online (MHO), go to: <https://myhealthonline.sccgov.org>

1. Click the orange box on the right that says “Sign up now”
2. Click the orange box on the right “Sign up online”. If you do not have Medical Record Number (MRN) ask the nurse when you go for testing.
3. When you go for testing ask the nurse to check “MyChart Sign Up” if you are already signed up it displays that you signed up already for MHO if not
4. The nurse at that time can either send a text to your cell phone or email link to your personal email to activate MHO account.
5. On the next screen, you will enter all the pertinent information (including your MRN), and the e-mail address to which you would like to receive an activation code.
6. You should receive the activation code quickly, and you can then go back to the website above and enter your Activation code, MRN, and DOB, and then complete the process. See attached tip sheet.
7. To then add MyChart to your phone (optional...you can also just receive results by e-mail), see second page of the attachment. OR
8. If you do not have MHO, then the negative results will be uploaded into Ready Set (RS) as per the volume of the results. All COVID positive results you receive a notification from Employee Health. You will not be notified of any negative results, and you must access these results yourself through MHO or RS accounts.

Dated: 6.3.22