

# Employee Self-Scheduling for COVID-19 Testing

<https://ocucovidtesting.ynhhs.org>

## What is self-scheduling available for?

Available for employees who have symptoms that are suggestive of COVID-19 and want to be tested, and also before return to work for employees who have travelled to areas with high rates of infection.

**Note:** Out-of-state or international travel is strongly discouraged, but testing is available if travel cannot be avoided.

## What are the high risk travel areas?

- **Affected U.S. States:** The latest information can be found on the [State of Connecticut website](#).
- **Countries with a CDC Level 3 COVID-19 travel notice:** The latest information can be found on the [Centers for Disease Control and Prevention \(CDC\) website](#).

## Who is self-scheduling available for?

All YNHHS employees and medical staff.

## Will there be a cost for the test or will health insurance be billed?

No, this service is provided free of charge to help protect your health and safety.

## How does self-scheduling work?

The self-scheduling function available at <https://ocucovidtesting.ynhhs.org> provides step-by-step guidance.

If a staff member orders a test, they must remain out of work until a negative result is issued through MyChart. Results are typically received within 48 hours but may be longer.

For symptomatic employees: Even if you receive a negative test, you cannot return to work (or work from home if approved by your supervisor) until you are cleared by an Occupational Health clinician. You will receive a call.

For employees returning from high risk travel: Once you receive a negative test, you may return to work immediately. No clearance is needed from Occupational Health. You will also need to schedule a second test 7 days after you return but you can remain at work unless you develop fever or symptoms.

## If a staff member is symptomatic and gets tested, how will they receive their return to work note?

If the test result is positive, a Call Center clinician or nurse will call and check in with the staff member, help them access clinical care, and place them off work for at least 14 days from when their symptoms began. Once the out of work criteria are met, the staff member will receive a clearance note through MyChart. In some cases, a clinician or nurse may reach out with questions before sending the note through MyChart.

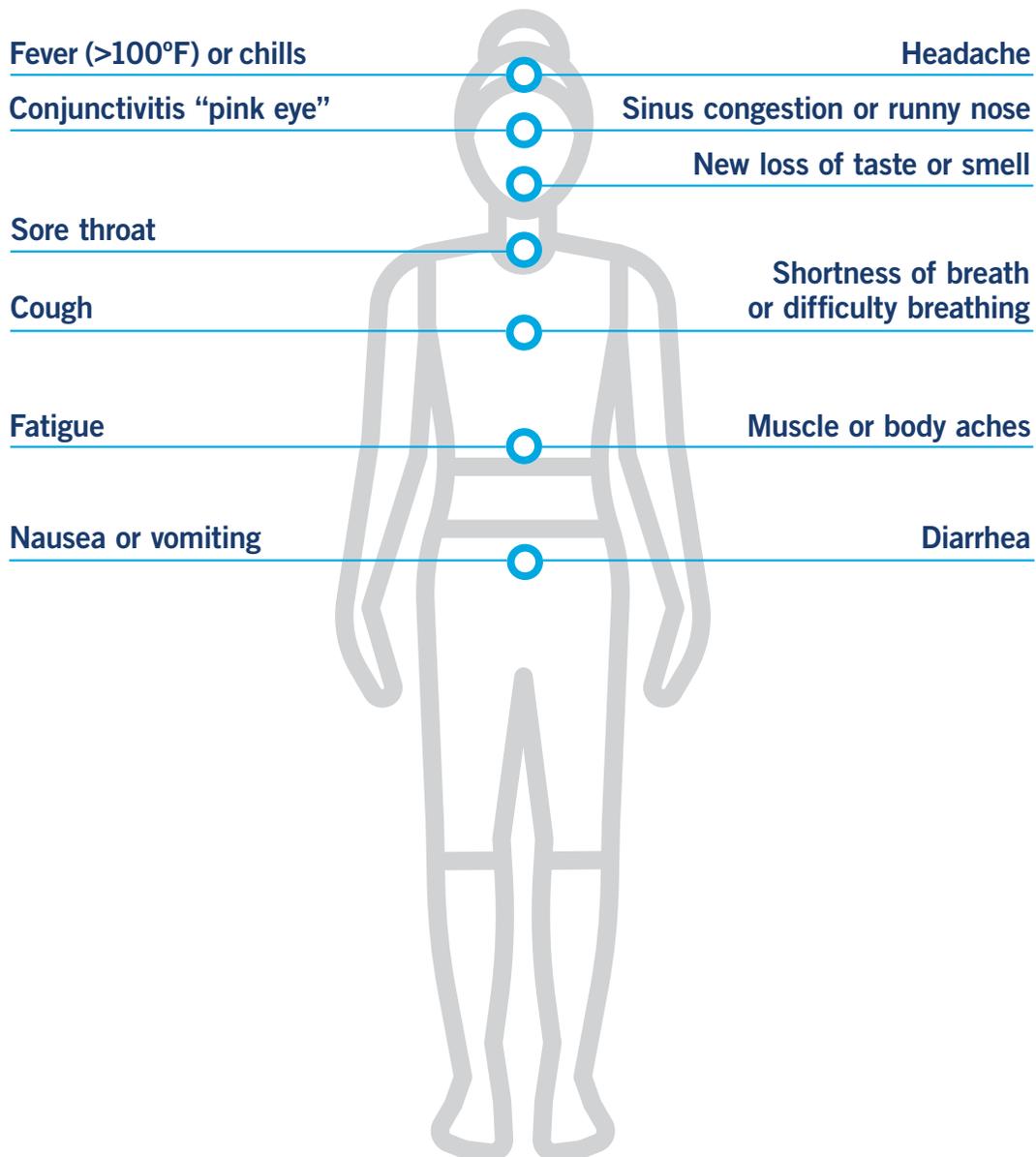
If the test result is negative, a Call Center clinician or nurse will call the staff member within 72 hours of their when the test was done to review their symptoms and manage return to work.

# Important COVID-19 reminder for YNHHS employees and staff

To help prevent the spread of COVID-19 and protect your coworkers' and our patients' safety:

- **Monitor yourself twice daily** for symptoms and fever, including a check each day **before** you leave for work.
- If you experience ANY of the symptoms listed below, with or without fever, **do not come to work.** Stay home and contact the COVID-19 Call Center: 833-ASK-YNHHS (use option 2). Also please contact your manager.

## COVID-19 symptoms include:



We're all in this together. Thank you for doing your part.