

***During the October 2021 MCHA Board of Directors meeting, the MCHA Board unanimously approved the development of a plan to incorporate testing into the agency's COVID mitigation strategies. Below is the Policy on Assurance Testing, effective December 1, 2021.***

**MONTGOMERY COUNTY HOUSING AUTHORITY  
COVID-19 ASSURANCE TESTING POLICY**

In the wake of the COVID-19 pandemic, the Montgomery County Housing Authority ("MCHA") wants to ensure employees of its continued commitment to maintaining a safe and healthy workplace. Accordingly, we are implementing this policy of mandatory COVID-19 testing ("Assurance Testing") for all employees who are required to be onsite at MCHA properties; provided, however, that fully vaccinated individuals may opt out of the testing requirement if they provide proof of vaccination by submitting a copy of their CDC-issued vaccination card.

The Assurance Testing policy will help us mitigate the spread of the COVID-19 virus.

This policy is based on guidance from the U. S. Centers for Disease Control and Prevention ("CDC") and the Equal Employment Opportunity Commission ("EEOC") and is designed to comply with all applicable federal, state, and local laws.

Compliance with this policy is a condition of your continued employment.

Please read this policy carefully.

The MCHA's goals for the Assurance Testing program are as follows:

- Receive weekly test results from employees who have not opted out.
- Monitor the level of potential COVID-19 exposure in the workplace.
- Work collaboratively as a community to help protect each other from exposure to COVID-19.
- Promote our residents' confidence in our commitment to safety.

**Testing Requirement**

Effective December 1, 2021 the MCHA will require Assurance Testing of employees. Testing will NOT be done by the MCHA and associated costs of testing will NOT be funded by nor reimbursed by the MCHA. This Assurance Testing policy is mandatory, but individuals who are fully vaccinated may opt out of Assurance Testing if they provide proof of full vaccination by submitting to the MCHA a copy of their CDC-issued vaccination card. For purposes of this policy an individual is considered fully vaccinated based on CDC guidelines.

Employees who are subject to this policy must submit proof of a negative COVID-19 PCR test result by close of business (Friday at 4p) each week. The MCHA will not accept a rapid antigen test result for this purpose, any type of self-administered COVID-19 tests, fraudulent test results

or test results from tests conducted more than 72 hours before result. Test results should be submitted via email to Human Resources.

### **Opting Out; Proof of Vaccination**

If you are opting out of Assurance Testing, please submit a copy of your CDC-issued vaccination card to Human Resources no later than close of business on November 5, 2021, if you have not already done so. **Any employee who fails to submit a copy of their CDC-issued vaccination card by November 5, 2021 will be considered not vaccinated and will be required to participate in Assurance Testing.** Employees who fail to comply with this policy will be barred from entering the workplace and placed immediately on an unpaid non-medical leave of absence. After five (5) days if the employee has not submitted proof of a PCR test the MCHA will apply the job abandonment clause of the Personnel Policy and separate the employee for non-compliance with a work rule.

### **Continued Applicability of Other Infection Control Policies and Protocols**

This COVID-19 Assurance Testing Policy is a key part of our overall strategy and commitment to maintaining a safe and healthy workplace during the COVID-19 pandemic. This policy is designed to be used together with, and not as a substitute for, other COVID-19 safety mitigation measures including

- Face Mask policy
- Physical Distancing policy
- Health Screening policy
- Other COVID-19 Safety Mitigation policies/protocols
- Vaccinations

### **Information About COVID-19 Vaccines**

The MCHA continues to encourage its employees to be vaccinated for COVID-19. The CDC has promoted the benefits and safety of COVID-19 vaccines. According to the CDC:

- COVID-19 vaccines do not contain the COVID-19 virus.
- Getting the COVID-19 vaccination will not make you sick with COVID-19.
- COVID-19 vaccinations have been shown to be highly effective at preventing you from severe illness from COVID-19.

- COVID-19 vaccines do not change your DNA.
- COVID-19 vaccinations are an important tool in helping to stop the pandemic.
- COVID-19 vaccines will be free to you, though some charges may be billed to your health insurance.

### **Reasonable Accommodations**

The MCHA's policies with respect to reasonable accommodations based on disabilities and sincerely held religious beliefs are applicable with respect to this Assurance Testing policy. Requests for reasonable accommodations should be directed to Human Resources.

### **Policy Administration and Questions**

The Human Resources Department is responsible for administering and enforcing this policy. Questions about this policy or about health and safety issues that are not addressed in this policy should be addressed to Human Resources.

### **Policy Modification**

Public health guidelines and restrictions regarding COVID-19 change as new information becomes available and further research is conducted. The MCHA reserves the right to modify this policy at any time in its sole discretion to adapt to changing circumstances and business needs, consistent with its commitment to maintaining a safe and healthy workplace.

### **Enforcement and Non-Retaliation**

Failure to comply with this policy may result in discipline, up to and including termination of employment. The MCHA prohibits any form of discipline, reprisal, intimidation, or retaliation for reporting a violation of this policy or any other health and safety concern. Employees also have the right to report work-related injuries and illnesses, and the MCHA will not discriminate or otherwise retaliate against employees for reporting work-related injuries or illnesses or good faith health and safety concerns.

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### **GINA Disclosure**

The Genetic Information and Nondiscrimination Act of 2008 ("GINA") prohibits employers and other entities covered by GINA from requesting or requiring genetic information of an individual or family member of the individual, except as specifically permitted by this law. To comply with

this law, the MCHA asks that you not provide any genetic information when responding to any request for medical information.

Genetic information as defined by GINA includes:

- An individual's family medical history.
- The results of an individual's or family member's genetic tests.
- The fact that an individual or an individual's family member sought or received genetic services.
- Genetic information of a fetus carried by an individual or an individual's family member or an embryo lawfully held by an individual or family member receiving assistive reproductive services.