September 10, 2020

MEMORANDUM

TO: All County Employees

FROM: Brandi Hopkins, Director of Human Resources

SUBJECT: **COVID-19 Employee Testing**

As part of the County-wide survey demonstrating employee interest and also by encouragement from the Board of Supervisors and Department Heads, Human Resources is working with a vendor to provide COVID-19 molecular testing for active County employees. Most employees (68.1%) who responded to the survey work in the Stockton downtown core. Knowing this, the first two available test dates will be located downtown on September 17th and September 24th. All tests will be walk-up sites designed so employees can walk to a location within minutes from their work locations. Additional dates will be available as the project moves forward.

Testing will be performed by a vendor (Stem Express) who will provide technicians to administer the test. Employees will sign-up through a secure website that provides available slots (every five minutes) on designated dates. In order to schedule a test, use the secure link https://sanjoaquincounty.setmore.com/.

Reminder: This testing is voluntary and meant for general testing only and not for those who are symptomatic or have possible exposures.

Please see the attached Frequently Asked Questions (FAQ) documents for more information and the flyer with the first two test dates. The FAQ includes basic testing inquiries, testing sign-up web link and process, what to expect at the walk-in test site, and additional COVID-19 information and preventative resources. The FAQ references that employees should sign up for locations within walking distance of their assigned work locations. Employees must share the scheduled test time and receive approval from their Department designee (supervisor, manager, etc.) to assure that service coverage continues uninterrupted.

An e-mail address has been created dedicated to this project. If there are questions, they can be emailed to COVID19employeetesting@sjgov.org.