

Human Resource Policy Manual (HRPM)

Policy Bulletin #132

COVID-19 Testing Program

This policy bulletin applies to: (1) non-bargaining unit employees/positions (2) bargaining unit employees/positions, except where the applicable collective bargaining agreement contains conflicting provisions or the subject has not been negotiated.

Policy bulletin effective date: 09/01/2022. This policy bulletin will remain in effect until canceled by the Office of Human Resource Management.

Background information: On August 17, 2022, the Safer Federal Workforce Task Force published guidance directing agencies to establish a COVID-19 testing program by August 22, 2022. The FAA is committed to addressing essential work requirements consistent with current public health practices; therefore, this policy bulletin provides guidance on the Agency's requirements for COVID-19 testing.

Use this policy bulletin in conjunction with: [Policy Bulletin #126, Returning to the Workplace After Identifying a Case of COVID-19 and Close Contacts](#) and [Close Contact Acknowledgement Form](#)

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1. Purpose. This policy bulletin implements the FAA COVID-19 Testing Program, consistent with the guidance provided by the [Safer Federal Workforce Task Force](#).

2. Scope. This policy bulletin applies to FAA employees who work onsite at a facility or interact in person with members of the public as part of their job duties, and have had close contact with a COVID-19 positive individual.

3. Definitions.

a. Close Contact (Suspected COVID-19). Close contact is being within six (6) feet of a COVID-19 positive individual for 15 cumulative minutes or more in a 24-hour period during the 48 hours prior to the date of positive test or symptom onset through the last day exposed while infectious, whichever is earlier. This can occur while caring for, living with, visiting, or working with a COVID-19 positive individual. An individual with a close contact is considered to have Suspected COVID-19.

b. Days of Exposure. For purposes of calculating the ten (10) full days after exposure, day zero (0) is the day of their last known exposure to someone with COVID-19, and day one (1) is the first full day after their last known exposure.

c. Facility. Any FAA facility, third-party facility, other Federal facility, supplier, or any other location where an employee performs work such as site audits, site inspections, investigations, and property

management.

d. Diagnostic Testing. Diagnostic tests are intended to identify current infection in individuals and are performed when a person: 1) has symptoms of COVID-19, or 2) is asymptomatic but has recent known or suspected exposure to someone with suspected or confirmed COVID-19. Testing helps to identify unknown cases so the FAA can take measures to prevent further transmission.

e. Rapid Antigen Test (Home Test). A type of test that detects specific proteins on the surface of the virus.

4. Roles and Responsibilities.

a. Manager:

- (1) Schedules employees for COVID-19 testing on or after five (5) full days have passed after exposure or as soon as practicable, but no later than day ten (10) based on the information and requirements in paragraphs 5 and 6;
- (2) Coordinates with employees to schedule date and time of testing;
- (3) Secures test kit from local point of contact and provides it to the employee prior to testing;
- (4) Provides a designated, private space in a facility for the employee to complete the testing;
- (5) Verifies [cleaning protocols](#) are followed for the testing location;
- (6) Follows reporting and safety-related protocols after notification of a positive COVID-19 test result to maintain the safety and operational capability of the facility;
- (7) Collaborates with their assigned [Labor and Employee Relations, Headquarters, or Regional Office](#) on non-compliance with the testing requirements; and
- (8) Forwards employees' requests for reasonable or religious accommodation to the COVID-19 screening testing process to 9-FAA-COVID-Accommodation-Team@faa.gov.

b. Employee:

- (1) Provides a sample for COVID-19 testing, as required;
- (2) Reports COVID-19 test result(s) to management immediately upon receipt (refer to [Policy Bulletin #126, Returning to the Workplace After Identifying a Case of COVID-19 and Close Contacts](#)); and
- (3) If needed, submits request for a reasonable or religious accommodation for the COVID-19 testing program to their manager and provides any additional information related to the request, as directed.

5. COVID-19 Testing Program. Managers will determine which employees meet the close contact criteria as defined in paragraph 3a and provide the employee with a [Close Contact Acknowledgement Form](#). An employee who meets those criteria will test for COVID-19 five (5) full days after exposure or the first duty day, but no later than day ten (10).

a. An employee subject to testing who does not report to a worksite or interact in person with members of the public as part of their job duties during the testing period (days six (6) to ten (10) following

exposure, due to taking leave, teleworking, or working remotely, etc.) does not need to be tested during that period.

b. When an employee subject to testing has a one-time need to report to a facility, the manager will schedule the employee's test before entering the facility. This would also include employees who generally do not report onsite to a facility or interact with members of the public as part of their job duties, but may need to do so on an emergency basis (e.g., for accident investigations or disaster response).

6. COVID-19 Testing Program Requirements.

a. The FAA will use rapid antigen (home tests) authorized by the Food and Drug Administration in the COVID-19 testing program, and will provide test(s) to the employee prior to screening testing.

b. Employee testing will occur on duty time. Refusal to test may result in disciplinary action.

7. Accommodation to the COVID-19 Screening Testing Requirement.

a. An employee may seek an accommodation for the COVID-19 testing requirement pursuant to the Rehabilitation Act of 1973, as amended or Title VII of the Civil Rights Act, as appropriate. The employee may make the request verbally or in writing to their manager. The manager must forward the employee's request via email to 9-FAA-COVID-Accommodation-Team@faa.gov for assistance with processing.

b. If the Agency denies the employee's request for an accommodation to the testing requirement, the employee must comply with the testing requirements established in paragraph 6 immediately.

8. Privacy Act and Confidentiality. The FAA will comply with the requirements of the [Privacy Act](#), with respect to medical information the FAA maintains. Medical information the FAA maintains pertaining to COVID-19 testing is covered by System of Records Notice [OPM/GOVT-10, Employee Medical File System Records](#). The Privacy Act permits disclosure within the FAA to employees "who have a need for the record in the performance of their duties." External disclosure is permitted only if a Privacy Act exception, including a routine use in the applicable [System of Records Notice](#), applies, or if the FAA has received written consent from the individual to whom the record pertains.

9. Records Management Requirements. The FAA will maintain test results and information indefinitely until such time the National Archives and Records Administration issues a General Records Schedule.

10. Point of Contact. For more information on this policy bulletin, please contact your assigned [Labor and Employee Relations Headquarters or Regional Office](#).