



EDWARD M. BIRN
Director (Direktot)

BERNADINE C. GINES
Deputy Director (Sigundo Direktot)

**DEPARTMENT OF
ADMINISTRATION**
DIPATTAMENTON ATMENESTRASION

DIRECTOR'S OFFICE
(Ufisinan Direktot)

Telephone (Telifon): (671) 475-1101/1250 • Fax (Faks): (671) 477-6788



LOURDES A. LEON GUERRERO
Governor (Maga'håga)

JOSHUA F. TENORIO
Lt. Governor (Sigundo Maga'låhi)

gm
09/23/21

September 23, 2021

Department of Administration Organizational Circular: 2021-025B

MEMORANDUM

To: All Line Departments and Agency Heads

From: Director, Department of Administration

Subject: **Reminder of Requirement to Vaccinate Against COVID-19 or Submit to Testing**

Buenas yan Hafa Adai! This is issued as a reminder of the requirements that must be met in order to comply with Executive Order 2021-21 as indicated in DOA Organizational Circulars: 2021-025, and 2021-025A. These circulars are available on the Human Resources Division's web site: <http://hr.doa.guam.gov/resources/>, click on "DOA HR CIRCULARS", which is located on the right side of the page to download.

All full-time and part-time employees and non-employees (i.e. Program Participants, volunteers) of the executive branch line agencies, regardless of whether paid or unpaid, are required to be fully vaccinated with either a single shot of the Johnson & Johnson vaccine, or the two shot Pfizer, or Moderna series no later than September 24, 2021.

Those who decline to receive a COVID-19 vaccination, or do not provide proof of such vaccination, are required to undergo a COVID-19 PCR, antigen test, (or other test utilized by the Department of Public Health & Social Services) once weekly, beginning September 27, 2021.

More specifically, the employees that must be scheduled for once weekly testing by utilizing the attached Government of Guam Employee Report to COVID-19 Testing Form beginning September 27, 2021 are those who have not provided proof of being fully vaccinated, and:

- a. have opted to submit to testing; or
- b. have declined to be vaccinated/tested; or
- c. are not yet fully vaccinated; or
- d. those still pending information where their vaccination status is unknown.
(Departments/Agencies who have employees under this category must obtain their status and update weekly reports accordingly)

These employees must be scheduled to be tested at a Government of Guam Employee Designated COVID-19 Authorized Testing Site. Attached to this Circular is a list of Authorized Test Sites received from DPHSS that indicate the Test Site that each Department/Agency must assign their employees to be tested and the Point of Contacts.

Some agencies with five (5) or less to test will be trained on Binax NOW test kits to conduct tests in-house; these agencies have also been assigned a designated testing site. For questions regarding the assignment of Departments/Agencies to specific Test Sites, please contact Ms. Janela Carrera from DPHSS at 922-2505, or via email at: janela.carrera@dphss.guam.gov.

Departments may appoint a COVID-19 Testing Point of Contact (POC) to represent your department for testing coordination. Department's POC should obtain from your Department's Vaccination Status Coordinator(s) the total number of employees to be scheduled for testing for a particular week. Your Department's POC should communicate this information to your department's assigned Testing Site POC who in turn should let your Department's POC know, the available dates and times to assign your employees to be tested. Once this information is obtained, your Department's POC should communicate this information to their Vaccination Status Coordinators who in turn should work with the supervisors of the employees that must be scheduled for once weekly testing to ensure the schedule indicated on the employee's Government of Guam Employee Report to COVID-19 Testing Form is accurate, and the employee knows the location, date and time to report for testing.

The above-mentioned paragraph is one way to coordinate your employees testing with the Testing Site POC. Your Department's COVID-19 Testing Point of Contact, Vaccination Status Coordinator(s) and supervisors should work out with the Testing Site POC, a process to relay information to ensure employees are properly scheduled, and weekly reports are updated accurately.

Please refer to pages 3 – 4, and 10 - 11 of DOA Circular 2021-025A for more information on test scheduling which must be done at a Government of Guam Employee Only Designated COVID-19 Testing Site, and what supervisors should advise employees who may be required to quarantine, or isolate. Also, ensure the Government of Guam Employee Report to COVID-19 Testing Form is utilized to schedule your employees.

It is highly suggested that departments and agencies advise their employees to become fully vaccinated, or provide proof of being fully vaccinated if that is all they are pending and to do so no later than Friday, September 24, 2021. This would reduce the number of employees to be tested. Pages 9 – 10 of DOA Circular 2021-025A indicates what is acceptable; in particular a self-attestation form, which is attached to the Circular.

If any employee provides proof of being fully vaccinated, supervisors are to cease scheduling these employees for once weekly testing, and update their Vaccination Status Coordinator.

Be advised for those employees that have declined to be vaccinated, and declined to be tested, supervisors must attempt to schedule these employees for testing even if they have made this known. Supervisors must counsel these employees and identify a testing site, and schedule

them. If the employee refuses to take the COVID-19 Test Schedule form, or fails to undergo the once weekly testing, the supervisor must begin to follow progressive discipline as outlined on pages 5 through 7 of DOA Circular 2021-025A.

To being a progressive disciplinary process, supervisors must counsel their employees by encouraging them to comply. If the employee continues to refuse to undergo once weekly testing, supervisor must document the date, time and location that the supervisor met with their employee, what occurred (e.g. employee refused to take the form), as well as what was said during the counseling session.

After the counseling session, supervisors are to send their non-compliant employees home, and inform them that they are not to report back to work until they are tested. Supervisors are also to advise their employees that they will be charged annual leave, until they report to their rescheduled test. If annual leave is exhausted, the department shall place the employee on Leave Without Pay status, until they report to their rescheduled test.

Supervisors must then attempt to schedule their employees again for next week's testing and adhere to the same process in order to provide the opportunity for their employees to comply, as well as demonstrate that progressive discipline was followed, in the event a department has taken adverse action against an employee.

Requests for COVID-19 Test Exemption:

If an employee requests to be exempted from COVID-19 testing, they may only do so based on a medical reason. Please refer to page 8 of DOA Circular 2021-025A for more information.

Pre-employment Processing of New Employees:

Please refer to pages 12 -13 of DOA Circular 2021-025A for information regarding the pre-employment processing of new employees. In addition to this information, be advised that proof of being fully vaccinated or meeting the once weekly testing requirement is maintained by the hiring department. Once this information is obtained in a timely manner according to our circular, your department may contact our Human Resources Division to inform them of meeting the vaccination/testing requirement and informing them of their effective date to begin working.

In addition, on page 12 of DOA Circular 2021-025A, item #4, it states that the effective date of hire cannot be any earlier than six (6) days from the date the new hire was informed of the requirements to provide the above-mentioned proof. This memo updates item #4 to allow a hiring date earlier than six (6) days, but only in the event the new hire has provided such proof.

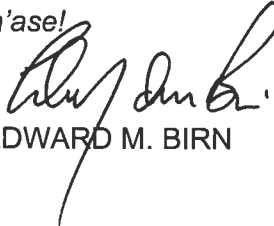
Status of Non-Employees:

After September 24, 2021, all non-employees who have not provided proof of full vaccination, must comply with the once weekly testing which they must undergo at either a COVID-19 testing site that is open to the public, or at another location at their own expense. Supervisors of these non-employees, along with the Vaccination Status Coordinator must keep track of this requirement.

Any non-employee who does not provide proof of being fully vaccinated, and either declines to submit to once weekly testing, or at any time, stops submitting to once weekly testing, shall no longer be authorized to work/volunteer in Government of Guam departments and agencies.

Departments/agencies shall contact their Program Participants' coordinators who are from other departments/agencies such as Department of Labor and Department of Public Health & Social Services (DPHSS) to inform them of the situation in order for their coordinators to communicate with their Participants and advise them of their next steps. It is also advisable for Departments/Agencies to meet with these non-employees prior to September 24th to inform them of the situation.

For any questions, please contact Mr. Francis Flisco, Personnel Specialist IV at 475-1174, or via email at: francis.flisco@doa.guam.gov. *Si Yu'us Ma'ase!*



EDWARD M. BIRN

Attachments:

Government of Guam Employee Designated COVID-19 Authorized Test Site List
Government of Guam Employee Report to COVID-19 Testing Form

**Government of Guam Weekly Testing
Designated Authorized Test Sites**

Tiyan Old Carnival Grounds – Barrigada			
DPHSS Castle Mall	Serve Guam Commission	BSP	DPR*
Civil Service Commission	GVAO	Adelup*	DOAg
GDOL*	GPLS	DCA	GHURA
BBMR	DPHSS WIC Tiyan	Guam EPA*	Recovery Office*
GHS/OCD	PBS*	OTECH*	DYA
MRFC	Dept. of Military Affairs*	DISID*	
Guam Behavioral Health & Wellness Center			
GBHWC	GVB	DOA ITC	Guam Housing Corp.
CLTC	GEDA	DLM*	DPW
Guam International Airport Authority			
GIAA	GRTA*	DRT	CQA
Contractors Licensing Board			
DPHSS Southern Region Community Health Center			
SRCHC	Port Authority of Guam	DOA GSA	
DPHSS Northern Region Community Health Center			
DPHSS NRCHC	Guam Energy Office	DPHSS Ran-Care	DPHSS Dededo
DPHSS Hesler Office			
DPHSS Hesler	DPHSS Terlaje Office	HRRA	CAHA
GCEC	GDDC	Kumision I Fino Chamoru	Office of Homelessness and Poverty Prevention
Community Defense Liaison			
Guam Memorial Hospital Authority			
GMHA			
Department of Corrections Mangilao			
DOC Mangilao			
Department of Corrections Hagåtña			
DOC Hagåtña			
Guam Police Department Sinahãña			
GPD Sinahãña			
Guam Fire Department Tamuning			
GFD Tamuning			
Guam Fire Department Agat			
GFD Agat			
DPHSS Guam Public Health Laboratory			
DPHSS GPLL			

NOTE: All GovGuam agencies are designated an authorized test site regardless of vaccination status.

*Agencies with 5 ≤ employees opting for weekly testing will administer BinaxNOW testing in their respective offices. BinaxNOW test kits will be provided while supplies last.

POCs for GovGuam Designated Authorized Test Sites accepting personnel for weekly testing:

NRCHC: Lyanne Mendiola, 635-7525/6, lyanne.muna@dphss.guam.gov

GBHWC: Leni Urbano, 647-8837, leonora.urbano@gbhwc.guam.gov

GIAA: Austin Grant, 929-0366, austin.grant@guamairport.net

SRCHC: Lyanne Mendiola, 635-7525/6 or 828/7604, lyanne.muna@dphss.guam.gov

Old Carnival Grounds, Tiyan: Zennia Pecina, 489-0090, zennia.pecina@dphss.guam.gov

DPHSS Hesler, Janela Carrera, 922-2505, janela.carrera@dphss.guam.gov

