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

Buena's 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-at testation 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**

<table>
<thead>
<tr>
<th>Test Site</th>
<th>Agency</th>
<th>Contact Person</th>
<th>Phone</th>
<th>Email</th>
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<tbody>
<tr>
<td>Tiyan Old Carnival Grounds – Barrigada</td>
<td>DPHSS Castle Mall</td>
<td>Serve Guam Commission</td>
<td>BSP</td>
<td>DPR*</td>
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<td></td>
<td>Civil Service Commission</td>
<td>GVAO</td>
<td>Adelup*</td>
<td>DOAg</td>
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<td></td>
<td>GDOL*</td>
<td>GPLS</td>
<td>DCA</td>
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<td>BBMR</td>
<td>DPHSS WIC Tiyan</td>
<td>Guam EPA*</td>
<td>Recovery Office*</td>
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<td></td>
<td>GHS/OCD</td>
<td>PBS*</td>
<td>OTECH*</td>
<td>DYA</td>
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<td>MRFC</td>
<td>Dept. of Military Affairs*</td>
<td>DISID*</td>
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<td>Guam Behavioral Health &amp; Wellness Center</td>
<td>GBHWC</td>
<td>GVB</td>
<td>DOA ITC</td>
<td>Guam Housing Corp.</td>
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<td>CLTC</td>
<td>GEDA</td>
<td>DLM*</td>
<td>DPW</td>
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<td>Guam International Airport Authority</td>
<td>GIAA</td>
<td>GRTA*</td>
<td>CQA</td>
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<td>Contractors Licensing Board</td>
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<td>DPHSS Southern Region Community Health Center</td>
<td>SRCHC</td>
<td>Port Authority of Guam</td>
<td>DOA GSA</td>
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<tr>
<td>DPHSS Northern Region Community Health Center</td>
<td>DPHSS NRCHC</td>
<td>Guam Energy Office</td>
<td>DPHSS Ran-Care</td>
<td>DPHSS Dededo</td>
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<td>DPHSS Hesler Office</td>
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<td>DP:SS Terlaje Office</td>
<td>HRRA</td>
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<td>GCEC</td>
<td>GDDC</td>
<td>Kumision I Fino Chamoru</td>
<td>Office of Homelessness and Poverty Prevention</td>
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<td>Community Defense Liaison</td>
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<td>DPHSS Guam Public Health Laboratory</td>
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</tbody>
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*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
- GIHA: 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
Government of Guam Employee Report to COVID-19 Testing Form

Supervisor Instructions:
Pursuant to Executive Order 2021-17, employees who decline to be vaccinated, or do not provide proof of such vaccination, must undergo once weekly COVID-19 testing, unless medically exempted. For employees that must undergo once weekly testing, supervisors MUST schedule their employees for COVID-19 testing at one of the Government of Guam Employee Only Designated Testing Sites; no substitution of sites are allowed. These employees must begin their testing during the week of September 27, 2021, and test once weekly thereafter. Supervisors are encouraged to discuss this matter and schedule their employees accordingly by assigning and completing this form. Employees must return the completed form to their supervisors after testing. Supervisors must then submit the form to their Vaccination Status Coordinator (VSC) in order to update the employees’ status. Other than the VSC, the testing information on the form may only be shared on a need-to-know basis with your Department’s management, the DOA’s HR Division, and DPHSS Officials.

Employee Instructions:
After completing this form with your supervisor, bring the form to your assigned Government of Guam Employee Only Designated Testing Site and request a COVID-19 Testing Official to complete their portion of the form and return to you. If you are administered the fast antigen test, you must remain at the site until you receive your results. Contact your supervisor if you must Quarantine, or Isolate. Your supervisor will give you further instructions. Submit your completed form to your supervisor after testing.

Department / Division / Section: ________________________________

Employee Name & Position Title: ________________________________

Supervisor’s Name & Position Title: ________________________________

Assigned COVID-19 Testing Site: ________________________________

Assigned Test Date: ___________ Assigned Test Time: ________________

Employee Signature: __________________________ Date: ___________

Supervisor Signature: __________________________ Date: ___________

COVID-19 Testing Official Use Only:

COVID-19 Test Official Instructions:
Please complete the information below, and immediately return to employee. Thank you.

I, as a COVID-19 Test Official (Print Name & Position Title): ________________________________, hereby verifies the above-named Government of Guam Employee was administered a COVID-19 test at the assigned location, and on the assigned date and time as indicated above.

Circle the appropriate response:

Test Administered: Antigen Test PCR Test
Test Result (if known): Negative Positive
Employee able to Immediately Return to Work?: Yes No
If Employee cannot return to work, Employee Must: Quarantine Isolate

COVID-19 Test Official Signature: __________________________ Date: ___________

COVID-19 Test Official/Organization Contact Nos.: ________________________________

PLEASE RETURN TO GOVERNMENT OF GUAM EMPLOYEE UPON COMPLETION.
THANK YOU