

# Memorandum



**Date:** August 18, 2021

**To:** Department Directors

**From:** Daniella Levine Cava  
Mayor

A handwritten signature in blue ink that reads "Daniella Levine Cava".

**Subject:** COVID-19 Mandatory Employee Testing Policy and Implementation Plan

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In response to the recent increase in COVID-19 cases in Miami-Dade County, I directed the Human Resources Department to develop and implement a plan to require Miami-Dade County employees under my purview to undergo weekly COVID-19 testing. I am hereby directing all Department Directors to implement the attached policy for all non-bargaining unit employees under my purview, beginning the week of August 16, 2021. While the policy goes into effect immediately, the expectation is not that all employees will be able to test on day one as data collection needs to occur and each department will need to create their own implementation plan based on operational needs. Non-bargaining unit employees who are required to participate in this policy will receive an email with a link to the new COVID-19 Employee Testing site. All employees in your department will be required to complete the initial opt out or COVID Test attestation no later than August 27, 2021. Compliance, monitoring and enforcement of this policy is the responsibility of each Department Director.

As it pertains to bargaining unit employees, my Administration will continue to work with our Labor partners to review the policy and phase it in with their members. Department Directors are not authorized to grant any kind of incentives when developing their implementation plan, other than what is offered herein, without approval from the Labor Relations Division of the Human Resources Department. Any benefit granted or removed from bargaining unit employees may trigger bargaining obligations under the law.

In addition to the COVID-19 Mandatory Employee Testing Policy, all new hires will be required to be vaccinated. Effective immediately, any job offers extended to an applicant must indicate that the offer is contingent on the applicant submitting proof of vaccination or proof of having received the first of two doses of the Pfizer or Moderna vaccines. Newly hired employees who have only submitted proof of one of the two doses will be required to comply with the weekly mandatory testing.

For the purposes of ensuring that the most up-to-date information is referenced throughout this fluid and ongoing pandemic, the attached policy references links to resources, guidelines, testing sites, [FAQs](#), etc. where updates are maintained. The sources referenced within the policy are intended to provide useful information for implementing the policy.

There is no doubt that the administration and enforcement of this policy will require much coordination. To standardize and facilitate this rollout, the Information Technology Department has been tasked with developing a custom application referred to as COVID-19 Test Tracker (CTT). The initial functionality, which will be made available the week of August 16, 2021, will allow employees to either voluntarily opt out by uploading proof of vaccination or to complete an attestation acknowledging and agreeing to comply with the directive to participate in the mandatory weekly COVID-19 testing.

Additional functionality, still in development, will facilitate employees who are required to test weekly to use the app to locate test sites, schedule appointments, receive reminders about upcoming tests, and automatically have test results uploaded by the vendor. All data or documents manually uploaded or interfaced, will be securely maintained adhering to proper IT security standards. Additionally, a dashboard, which captures information from the CTT app, will be available to Department Personnel Representatives to monitor and manage compliance and handle manual entries as needed.

Miami-Dade Fire Rescue in collaboration with County partner Nomi Health has established additional test sites throughout Miami-Dade, set up "County Employee Only Express Lanes" at designated locations, and established various 24-hour test sites to accommodate employees working all shifts. MDFR is also working on identifying County facilities where test sites can be set up solely dedicated to County employees. In all cases when getting tested, employees must present their County ID to notify the person collecting their sample that they are a Miami-Dade County employee.

To recognize employees who have been proactive in receiving the vaccine and protecting themselves, their families, and our community, I am granting eight (8) hours of Administrative Leave to all full-time non-bargaining unit employees under my purview who voluntarily submit proof of vaccination before October 15, 2021. Part-time non-bargaining unit employees under my purview who voluntarily submit proof of vaccination before September 30, 2021 will be granted four (4) hours of Administrative Leave. Administrative Leave granted under this policy must be used prior to September 30, 2022.

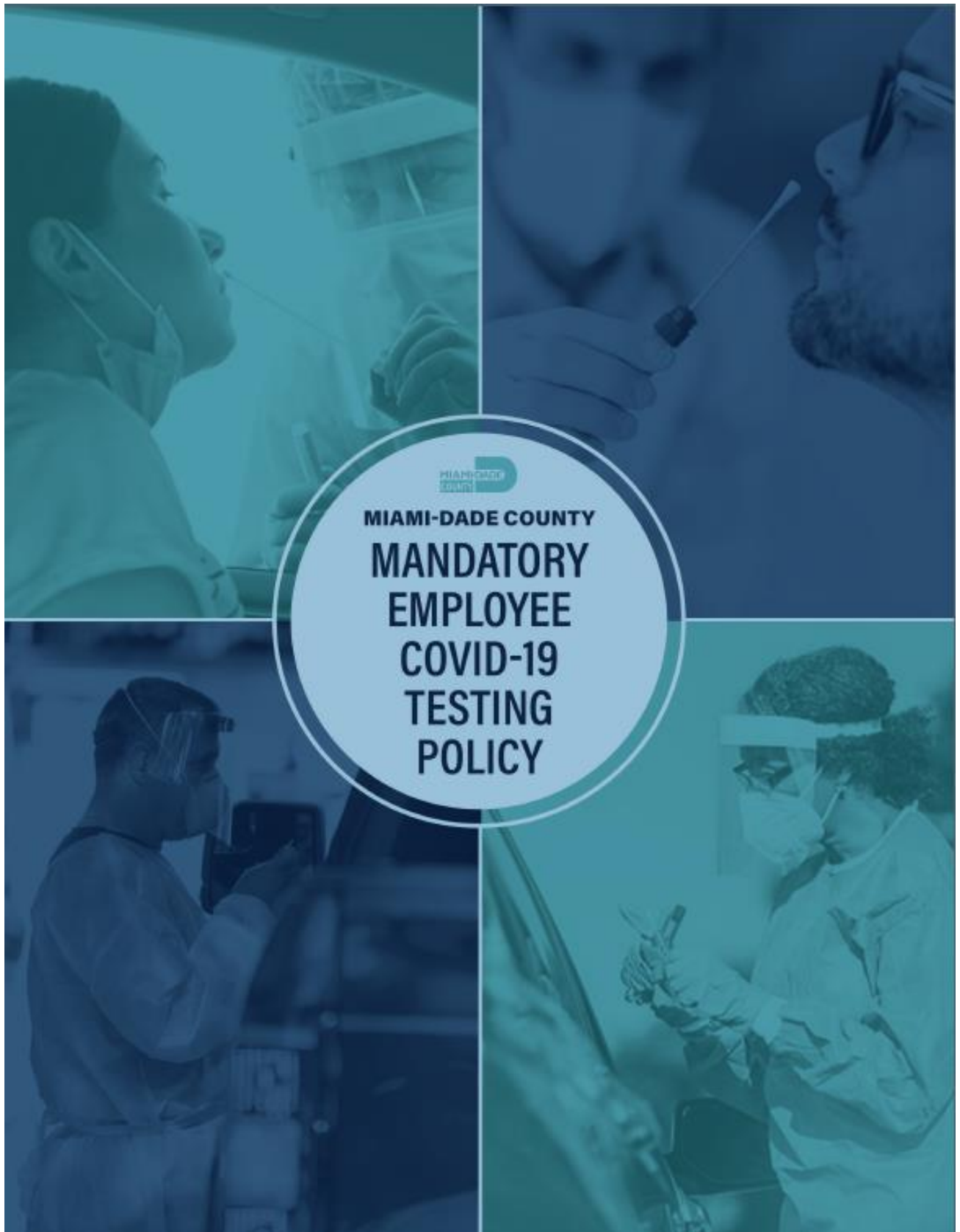
I am grateful to all departments who collaborated on the development and implementation of this policy. If you have any questions, please do not hesitate to contact your Chief to discuss operational needs or concerns. For policy matters related to testing protocol and return to work procedures, please contact Erin New; for exemptions and discipline, please contact Tyrone W. Williams; for other general questions, you may contact Arleene Cuellar, Human Resources Director.

I understand this policy requires a tremendous amount of coordination and cooperation by all employees, supervisors, Department Personnel Representatives and Department Directors. I sincerely thank all Miami-Dade County employees for their continued hard work, dedication, and cooperation.

Attachment

c: Honorable Chairman, Jose "Pepe" Diaz  
and Members, Board of County Commissioners  
Honorable Harvey Ruvin, Clerk, Circuit and County Courts  
Honorable Pedro J. Garcia, Property Appraiser  
Lazaro Solis, Deputy Property Appraiser  
Geri Bonzon-Keenan, County Attorney  
Gerald K. Sanchez, First County Attorney  
Jess M. McCarty, Executive Assistant County Attorney  
Office of the Mayor Senior Staff  
Felix Jimenez, Inspector General  
Jose J. Arrojo, Executive Director, Commission on Ethics and Public Trust  
Javier A. Betancourt, Executive Director, Citizens' Independent Transportation Trust  
John E. Dixon, Jr., Executive Director, Miami-Dade Economic Advocacy Trust

Aileen Bouclé, Executive Director, Transportation Planning Organization  
Rick Beasley, Executive Director, CareerSource South Florida  
Natacha JeanBaptiste, Director, Law Library  
Karen J. Ladis, Director, Legal Aid  
Melissa Adames, Director, Clerk of the Board  
Jennifer Moon, Office of Policy and Budgetary Affairs  
Yinka Majekodunmi, Commission Auditor  
Melanie McLean, Deputy Director, Human Resources  
Erin New, Division Director, Human Rights & Fair Employment Practices, Human Resources  
Tyrone W. Williams, Division Director, Labor Relations & Employee Records, Human Resources  
Departmental Personnel Representatives



**MIAMI-DADE COUNTY**

**MANDATORY  
EMPLOYEE  
COVID-19  
TESTING  
POLICY**

## Purpose

Miami -Dade County (MDC) is adopting a mandatory testing policy to safeguard the health and well-being of its employees, their families, and the community we serve from COVID-19. In the wake of the COVID-19 pandemic, MDC wants to assure employees and the community of its continued commitment to maintaining a safe and healthy workplace. This policy is intended to comply with all state and local laws and is based upon guidance provided by the CDC and public health authorities, as applicable.

## Scope

This policy applies to all MDC employees, interns and volunteers under the Mayor's purview, including contract employees if permissible under the applicable contract(s), (hereafter referred to collectively as "employees"). It does not apply to customers and visitors.

MDC reserves the right to modify this policy at any time in its sole discretion to adapt to changing circumstances and operational needs, consistent with its commitment to maintaining a safe and healthy workplace.

## Effective Date

This mandatory testing policy becomes effective for non-bargaining unit employees under the Mayor's purview on **August 18, 2021** and will remain in place until further notice.

For MDC employees under the Mayor's purview covered by collective bargaining agreements, this policy will be phased-in at a future date.

## Policy

Routine testing is an effective method of identifying and addressing the risk of COVID-19 transmission. Polymerase Chain Reaction (PCR) tests are used to directly screen for the presence of viral material which is detectable in the body before antibodies form or symptoms of the disease are present. This means that the PCR test can determine whether or not someone has the virus very early on in the illness and is the most accurate COVID-19 test that is currently available.

All employees, regardless of work assignment, location, or if working from home (telecommuting), are required to undergo COVID-19 PCR testing at dates and times established by each respective department on a weekly basis, that is, within every seven days. Employees who are on leave on their assigned testing date are required to undergo a COVID-19 PCR test the first day upon return to work.

Each department director is responsible for administering, communicating, monitoring, and enforcing the COVID-19 testing policy and ensuring the proper contact tracing procedures are carried out, as required, for each positive test case reported.

All employees are also expected to continually adhere to all published policies regarding COVID-19 and ensure they stay informed of the latest policies which may be found at these websites:

<https://www.miamidade.gov/global/initiatives/coronavirus/home.page>

<https://secure.miamidade.gov/employee/coronavirus/home.page>

## COVID-19 Testing Procedures

All employees, regardless of work assignment, location, or if working from home (telecommuting), are required to undergo weekly, that is, **within every seven days**, COVID-19 PCR testing at dates and times established by their respective department and submit their COVID-19 PCR test results within 24 hours of receipt. **Only COVID-19 PCR test results will be accepted.**

Employees will be permitted to get tested during regularly scheduled working hours. The COVID-19 PCR tests must be administered at designated Miami-Dade County locations managed by Nomi Health, the vendor for County testing. A list of approved locations may be found at: <https://www.miamidade.gov/global/initiatives/coronavirus/testing-locations.page>.

Certain designated testing locations will have testing available 24 hours. Designated test sites will also have an express lane to prioritize MDC employees and expedite the testing process. Employees must show their employee identification card in order to use the express lanes.

In order to expedite the testing process, employees should pre-register prior to going to the selected testing location. Employees must present their County ID and notify the person collecting their sample that they are a County employee. Employees may be requested to provide health insurance information when registering to take the test. Rest assured, employees will not be charged for the test so long as they go to an authorized County contracted test site (Nomi Health).

Departments have discretionary authority to decide, based on operational needs, the days and times most convenient to schedule employees for COVID-19 PCR testing. Understanding that testing will be conducted during work hours, departments should be mindful of the following general guidelines:

- Testing should be scheduled on days and times that will be minimally disruptive to the department's operations
- Overtime should be avoided and/or minimized
- Coordinate scheduling so that there is sufficient coverage when employees are away for testing
- Select test sites that are open and located close to the employee's home or worksite.

## Test Results

Employees must report the test results to the Departmental Personnel Representative (DPR) within 24 hours of the employee's receipt of the results.

Upon full system integration with Nomi Health, employee test results will be automatically uploaded to an electronic application known as the CTT application.

Results for persons who are not County employees e.g. volunteers, contract employees, interns must be reported to the DPR and manually tracked.

Employees who test positive must immediately notify their supervisor, self-isolate and follow the established County protocols referenced below:

<https://secure.miamidade.gov/employee/coronavirus/faq.page>

For every positive test case reported, departments must conduct contact tracing and notify employees accordingly in accordance with established County protocols including maintaining the confidentiality of individual results on a need-to-know basis.

Employees who test positive will not be required to be tested for 90 days after the initial positive test.

## Time Reporting

In order to facilitate reporting, all time that an employee is away from work to undergo a mandatory weekly COVID-19 PCR test must be recorded with Time Reporting Code (TRC) "CV" on the employee's ePAR. If the test is administered prior to the end of the employee's shift, the employee must return to the worksite and/or communicate with his/her supervisor.

DPRs will be responsible for running reports to ensure compliance and identify outliers.

## Voluntary Opt-out For Fully Vaccinated Employees

Employees who are **fully vaccinated** may **voluntarily** request to opt out of the testing requirement by providing proof of vaccination (such as a CDC-issued vaccination card), including the vaccination date(s), vaccine name, and lot number, to the department's designated employee(s).

Fully vaccinated means that at least 14 days have elapsed since receiving the second dose of the Pfizer-BioNTech or Moderna COVID-19 vaccines or a single dose of the Janssen (commonly known as Johnson & Johnson) COVID-19 vaccine. Only the vaccination card should be uploaded to the COVID-19 Test Tracker (CTT) application. No protected health information or genetic information should be included with the employee's voluntary submission of proof of vaccination.

Employees who voluntarily request to opt out of the testing requirement because they are fully vaccinated will receive written notification if their request is approved. Employees must comply with the weekly testing requirement in this policy until such approval.

## New Hires/Rehires

All new hires (and rehires) under the Mayor's purview, regardless of job classification or bargaining unit, will be required to be vaccinated. Effective August 18, 2021 all job offers extended to applicants must specify that the offer is contingent on the applicant submitting proof of vaccination or proof of having received the first of two doses of the Pfizer or Moderna vaccines. Newly hired employees who submit proof of only one of the two doses, will be required to comply with the weekly mandatory testing until fully vaccinated.

## Exemptions

Exemptions will be handled on a case-by-case basis. Employees wishing to be exempted are required to submit such a request in writing to their respective department designee(s) for review and may be required to provide supporting documentation.

Departments should address such requests promptly. It is incumbent on the department to review the request and provide a response within 5 business days.

Employees who test positive for COVID-19 will automatically be exempted from testing until 90 days have elapsed from the initial positive test result but may have additional protocols and requirements applied to them as the County deems appropriate in its discretion.

## Consequences For Non-Compliance

At the Department Director's discretion, employees who do not comply with the testing or reporting requirements may, among other consequences, be:

- Barred from entering the work site
- Placed on unpaid leave
- Subject to discipline, up to and including dismissal

## Safety Protocols

All employees, regardless of vaccination or testing status, must follow the established safety protocols such as proper masking, social distancing and handwashing as outlined in the County's safety protocol guidelines:

<https://www.miamidade.gov/global/initiatives/coronavirus/safety-guidelines.page>  
<https://www.miamidade.gov/global/initiatives/coronavirus/resources.page>

## Employees Covered By Collective Bargaining Agreements

In furtherance of cooperative labor relations, the Human Resources Department's Labor Relations Division will ensure that details of this policy will be reviewed with all Collective Bargaining agents prior to implementation. If you have questions about this policy, you may contact your DPR.

## Resources

MDC Test Site Locator: <https://www.miamidade.gov/global/initiatives/coronavirus/home.page>

**FAQs** COVID Information for Employees:

<https://secure.miamidade.gov/employee/coronavirus/home.page>

Vaccine and COVID Toolkit:

<https://www.miamidade.gov/global/initiatives/coronavirus/resources.page>

COVID 19: <https://www.miamidade.gov/global/initiatives/coronavirus/home.page>

COVID-19 Safety Guidelines:

<https://www.miamidade.gov/global/initiatives/coronavirus/safety-guidelines.page>

Vaccine Information (videos):

<https://secure.miamidade.gov/myemployee/coronavirus/vaccine.page>