

# WNCSource's Vaccination, Testing and Face Covering Policy

## FAQ

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What does this policy mean for a current completely vaccinated employee?

Current employees that have been completely Vaccinated for two weeks will not have any changes for COVID. You are not required to have a weekly COVID test.

What is an Authorized Testing Administrator?

Your Supervisor will help you determine who can be the Authorized Testing Administrator based on your work site. You should have at least two employees that can help you with the COVID Test Administration.

What do I need to do if I am sent home for a Positive COVID Test?

Email Jillian in HR, [Jboyd@wncsource.org](mailto:Jboyd@wncsource.org) and request FMLA Paperwork.

Put PTO on your timesheet for your workdays you were absent.

Jillian will help walk you through the FMLA Paperwork if you are qualified for FMLA.

If you are not qualified for FMLA, Bobby will help explain the next steps.

How can I get a PCR Test?

Please contact your local drug store or Urgent Care to schedule a PCR Test, if you cannot find a PCR Test, please email HR. Please save your receipts for testing and WNCSource will reimburse the cost of the PCR Test.

Please start your research for PCR Test Providers one week before the test is due. Most PCR Test are offered by appointment only.