



GUIDE FOR EMPLOYERS

# Screen, Test, Trace & Immunize

January 2022



## INTRODUCTION

# Overview

A safe workplace is a top-of-mind challenge for employers of all sizes and industries.



As the pandemic continues, employers are considering how best to prepare and support their employees from health and safety, educational and legal perspectives whether they have been in the workplace throughout the pandemic or will return in the future. To ensure the best outcomes, they will need to proactively build the infrastructure to tackle the associated operational, financial, compliance and human resource challenges.

Our team has compiled this guide to help employers make decisions and find support - whether it's an app for employees to validate vaccinations, a vendor to provide testing or guidance for compliance issues.

Please note that information about control strategies, testing, COVID-19 immunizations and other solutions change frequently. Ask your Brown & Brown representative for the most recent version of this document and other COVID-19 employer resources.

# Guidance for Employers

## Federal, State and Local Guidance



**CDC COVID-19 strategies and recommendations for general businesses.**

[Click for more information](#)



**CDC employer vaccination guidance.**

[Click for more information](#)



**State-by-state list of COVID-19 screening and temperature check laws and executive orders.**

[Click for more information](#)



**OSHA requirements, guidance and tools.**

[Click for more information](#)

## CDC Guidance

The CDC issues guidance, strategies and recommendations for employers responding to COVID-19, including:

- Conducting daily health checks
- Conducting a hazard assessment of the workplace
- Encouraging employees to wear cloth face coverings in the workplace, if appropriate
- Implementing policies and practices for social distancing
- Posting CDC signage (“Stop the Spread”)
- Training personnel on new protocols
- Improving building ventilation
- Disinfecting the work environment
- Testing
- Vaccination

## State and Local Guidance

Guidance varies according to location -- for example, some states require daily screening of employees and essential visitors. Employers should remember that guidance from public health authorities has changed and is likely to change further as the COVID-19 pandemic evolves and more information and data becomes available.

Therefore, employers should continue to follow the most current information on maintaining workplace safety.

Check your state and county websites for current requirements.

[Click here for a health department directory from the CDC.](#)

## SECTION ONE

# COVID-19 Vaccine Verification & Test Tracking



### How It Works

- Employers partner with a vendor that can track, manage and verify vaccination and testing records to decrease the likelihood of workers contracting COVID-19 in the workplace
- Employees will complete a vaccination survey, and if fully vaccinated, they will upload proof of their vaccination (e.g., vaccine card). If not fully vaccinated, they can provide additional information about their intent to get vaccinated or enter their COVID-19 test date and submit proof of results
- Vendors will provide reporting on vaccination and testing completion rates, verification rates and test result submission compliance across their population at a regular frequency

### Considerations

- Tracking medical/religious exemption requests
- Manual or automated vaccine verification
- COVID-19 test reminders (e.g. push notifications to employees)
- COVID-19 booster vaccine tracking and/or recording
- Employer reporting (individual and dashboards)
- Cost and implementation timeline
- Ongoing customer support
- Onboarding new hires, tracking visitor status
- Data privacy and documentation security

## SECTION TWO

# COVID-19 Testing for Employers



### How It Works

- Employers engage vendors to provide COVID-19 testing for employees
- Employer includes employee COVID-19 virus testing criteria in their return-to-workplace protocols to help provide a safe work environment and meet federal, state and local guidelines
- Employer determines population to be tested (e.g., unvaccinated employees required to be at worksite) and use cases for testing (e.g., surveillance, symptomatic, exposure/risk of exposure) as part of their strategy to provide a safe work environment
- Employer engages vendor to help provide virus testing at appropriate location (e.g., worksite, pharmacy, home) and/or provides employee with local test site information
- Employees provide test samples (nasal swab or saliva) and typically receives results (in 2-4 days for PCR test and 5-15 minutes for rapid antigen)
- Results data are provided. Employee receives confirmation of their result (and if positive, receives outreach and triage to care). The employer is provided population-level and/or employee-specific data to assess program results, compliance and risk of population

### Considerations

- Type of test: Molecular (PCR or LAMP) vs. rapid point-of-care antigen
- Availability of tests (testing vendor, pharmacies, retailers, community)
- Collection method (e.g., nasopharyngeal swab, anterior nasal swab, saliva)
- Turnaround time for test results
- Cost of test and administration
- Accuracy of test (e.g., sensitivity and specificity)
- FDA-approval status of test
- Shelf-life of test kits (for bulk orders)
- Location of testing (e.g., worksite, home, pharmacy) and distribution method (e.g., bulk ship vs. individually disseminated)
- On-site logistics for worksite testing (e.g., physical space, PPE, queuing)
- Appointment scheduling (online)
- Reporting to employer (alerts/dashboard) and health departments
- Minimum volume requirements
- Lead time to implement employer-sponsored testing
- Support for testing strategy, planning and communications
- CDC guidance on testing of vaccinated vs. unvaccinated individuals
- Self-reported results, lab-verified results or proctored tests
- Analog vs. digital
- Packaging (e.g., single test vs. multi-pack)

*Note: Some tests require observation.*

# Vaccine Landscape



Since the CDC expanded vaccine eligibility to 5 years of age and older and the Pfizer vaccine received full FDA approval, federal and state efforts have shifted to encourage all persons eligible to become vaccinated and consider booster shots. This is especially important with the increased circulation of the highly contagious Delta and Omicron variants. Employers must focus now on how to keep workspaces safe while balancing vaccine barriers and hesitancy among the working population.

Approaches to managing vaccination preparation may vary from providing educational material to partnering with vendors or other community partners to hosting on-site clinics. Employer vaccination strategies and options will likely differ based on employer size, employee distribution and each state's specific plans for distribution/allocation and authorized providers. Most employers will want to tailor communications to their specific populations to supplement the guidance being provided by federal, state and local government resources.

## Vendor Landscape: Vaccine Strategy

- Determine who will be included: All employees, all benefit plan members, dependents, extended family, etc.
- Survey your vaccine-eligible population to determine needs
- Determine whether you will offer private on-site/near-site vaccination clinics to your employees or promote the use of clinics, mobile units and/or retail pharmacies that may be more convenient
- Complete the contracting process if applicable with vendors for on-site vaccinations

## Vendor Landscape: Vendor Features to Consider

- Vaccine Clinic Implementation Experience
- Program Fees: Implementation, Administration, Add-On Services
- Scheduling and Tracking
- Billing and Reporting
- Communication Support

## Considerations

- Evaluate establishing a cross-functional vaccination team within your organization
- Build trust and vaccine confidence to reduce vaccine hesitancy
- Determine if the vaccine will be required, encouraged or incentivized for your workforce and how to remain compliant with applicable laws and regulations. With the full FDA approval of the Pfizer vaccine and potentially the Moderna vaccine shortly, many employers are considering mandating vaccinations, or considering surcharges for non-vaccinated barring religious or medical exceptions, and/or require confirmation of vaccination cards for employees
- Leverage your vendor and health plan relationships
- Plan for vaccine costs and paid sick time
- Develop a communication and engagement strategy leveraging CDC and other resources
- Promote and enforce ongoing precautions against the spread

## SECTION FOUR

# COVID-19 Screening & Tracking

Employee symptom screening with digital return-to-worksite “pass” or guidance for follow-up.



### How It Works

- Employers receive real-time employee return-to-work status and risk levels for their employee population
- Employees complete daily online survey app before returning to worksite
- Receive digital “pass” to return to worksite or guidance (per CDC) to quarantine, test and/or seek care

### Considerations

- Costs
- Minimum employer size and contract durations
- Guidance and navigation to resources and next steps
- Customized, employer-specific instructions
- Reporting and analytics for the employer/administrator
- Custom support for screening strategy and planning
- Implementation process and duration
- Captures employee names for contact tracing
- Log and verify employees’ vaccination status

## SECTION FIVE

# Outsourcing Contact Tracing

Contact tracing is the process of contacting people who may have been exposed to someone with COVID-19.



## How It Works

- Used by health departments to slow or stop spread of infectious diseases
- Contact tracing helps slow the spread of COVID-19 by:
  - » Letting people know they may have been exposed to COVID-19 and should monitor their health for signs and symptoms of COVID-19
  - » Helping those who may have been exposed to COVID-19 get tested
  - » Asking people to self-isolate<sup>1</sup> if they have COVID-19 or self-quarantine<sup>2</sup> if they are a close contact of someone with COVID-19
- Some employers elect to provide contact tracing with their own staff

<sup>1</sup> Isolation keeps someone infected with the virus away from others, even in their home.

<sup>2</sup> Quarantine keeps someone who might have been exposed to the virus away from others.

## Considerations

- Type of calls/outreach to identified employees
  - » App to identify exposed employees
- Methods/channels to report symptomatic/infected employees
- Extent of coaching and clinical guidance provided
- Minimum employer size
- Is tracing offered on a stand-alone basis from other services?
- Is tracing offered to family members?



SECTION SIX

# Additional Information & Resources



# Helpful Links



## Community Based Testing Sites

- [U.S. Department of Health & Human Services](#)
- [State Health Departments](#)
- [County Health Departments](#)
- [Evice Site Locator](#)



## Contact Tracing Resources

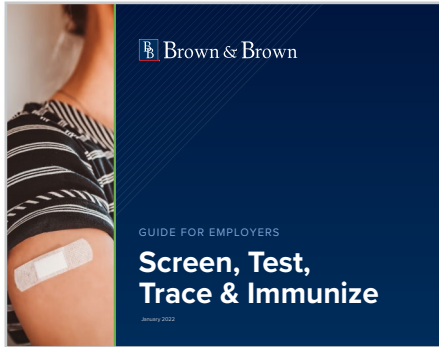
- [CDC Contact Tracing Guidance](#)
- [COVID-19 Contact Tracing Online Course](#)  
(offered by Johns Hopkins University)



## COVID-19 Vaccine Information

- [Find a COVID-19 Vaccine](#)
- [Vaccine FAQs](#)
- [Vaccine Guidance & Facts](#)
- [Vaccine Booster Shots](#)

# Other Employer Resources



## Vendors

- Employer considerations and vendors for COVID-19 verification, screening, testing, tracing and immunizing

## Education

- Livestreams, white papers, FAQs, employee videos on relevant employer COVID-19 topics

## Compliance

- Guidance and considerations for employer compliance with COVID-19 laws and regulations
- Dedicated Employment Law Helpline with National labor & employment law firm, FordHarrison, LLP
  - » 1 hour per month of legal advice
  - » Preferred, deeply discounted rates for Brown & Brown customers: \$350 per year



For additional resources, visit our [online resource portal](#), contact your local Brown & Brown representative or [click here to submit an inquiry](#).



## How Brown & Brown Can Help

Connect with our Brown & Brown team to learn about our knowledge in your industry, how we build our risk mitigation strategies and how we can aid your business in building a cost-saving employee benefits program.



Find Your Solution at [BBrown.com](https://www.brownandbrown.com)

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