

COUNTY OF SANTA CLARA

Office of the Sheriff

55 West Younger Avenue
San Jose, California 95110-1721
(408) 808-4605



Laurie Smith
Sheriff

MEMORANDUM

TO: All Staff

FROM: COVID-19 Incident Command Center

SUBJECT: ICC Directive 22-02, (Testing Guidance)

DATE: January 13, 2022

To better explain the instances when it is necessary to conduct COVID testing and to provide the resources for doing so, the ICC is releasing this updated Testing Guidance Directive.

Definitions

- **PCR Test (polymerase chain reaction):** A test to detect genetic material from a virus requiring lab processing. The test typically results within 24-48 hours.
- **Rapid Antigen Test:** Antigen tests work by detecting specific proteins, called antigens, on the surface of the SARS CoV-2 virus. The test typically results within 15 minutes.

Mandatory Testing

- All staff assigned to work in county correctional facilities are required to test twice daily on all scheduled workdays.
- All unvaccinated staff are required to obtain PCR testing per the testing protocol stated in their Reasonable Accommodation letter. Documentation of these tests must be sent to the County via the DocuSign system.
- All symptomatic staff must contact the COVID / HIP Team at (408) 808-4843 or covidteam@shf.sccgov.org.

Encouraged Testing

Any staff who believes they may have been exposed to a COVID-positive person are highly encouraged to obtain COVID testing to ensure they are not infected, even if they are asymptomatic. Generally, testing is not required if you are only exposed and do not have any symptoms. However, if you become symptomatic, contact the COVID/HIP Team at (408) 808-4843 and do not report to work until further guidance is provided.

Return to Work Protocol Testing

If you test positive for COVID-19 and are in communication with the COVID / HIP Team regarding your return to work process, a reduced isolation period will require that you receive a negative test before returning to work. This test will be conducted outside of the correctional facilities, and specific instructions will be provided to you. If you complete the entire ten (10) day isolation period, you do not need a negative test to return to work.

Testing Availability and Locations

Currently, only staff assigned to work inside the correctional facilities as a part of their daily work duties can get tested by Custody Health Services at the jails. Therefore, any Enforcement or non-Custody Civilian staff will not be provided with a rapid test at the jails unless assigned to the correctional facilities.

Due to the limited availability of COVID testing options in the community, ICC has provided the following resources for staff to assist them in obtaining COVID testing or getting a vaccine when needed:

SCC Public Health (the website lists all public testing locations in the County):

<https://covid19.sccgov.org/covid-19-testing>

Drop-In Vaccination Clinics

<https://covid19.sccgov.org/covid-19-vaccine-drop-in-calendar>

SCC Fairgrounds Walk-In Testing (See attached photograph)

344 Tully Road - Parking Lot A

San Jose, CA 95111

Availability: Tuesday & Wednesday (1130 – 1900 hours) and Thursday - Monday (0830 – 1545 hours)

*Park in the Employee parking lot and advise the site staff that you are a County employee, and they will allow you to register for walk-in testing. ***This testing location is only for county employees not for their families. If you are not in uniform, you must present SO credentials.***

South County Walk-In Testing

90 Highland Avenue

San Martin, CA 95046

Hours of operation: 0930 – 1630 hours

*Site staff will take walk-ins during hours of operation but request staff test at 0830 hours and/or near closing. ***This testing location is only for county employees not for their families. If you are not in uniform, you must present SO credentials.***

Testing locations for Unvaccinated County Employees Only:

333 West Julian St. (Auditorium)

San Jose, CA 95110

Availability: Tuesdays (0900 – 1100 hours)

To make an appointment, please use the link and password below.

70 West Hedding St. (Lower Level Conference Room)

San Jose, CA 95110

Availability: Thursdays (0900 – 1100 hours)

To make an appointment, please use the link and password below.

<https://rebrand.ly/sccemployeetest>

Password (all lower case) = scc

All staff who do not work in a county correctional facility and are fully vaccinated, boosted, or booster non-eligible do not need to abide by any scheduled testing protocol.

If you test positive for COVID-19 or are symptomatic, stay home and contact the COVID / HIP Team at (408) 808-4843 or by e-mail at COVIDTeam@shf.sccgov.org. The COVID / HIP Team is available seven (7) days/week, 0700 – 1700 hours.

**Walk Up Tent
for Testing**



Employee Entrance
Public Entrance

