

## Cigna COVID-19 Home Testing

**All ROP employees and family members who participate in company provided health plans are eligible for free COVID testing through our health plan provider CIGNA.**

If enrolled with Cigna, you can Log into <http://www.mycigna.com> and from the Home Page beneath **Assess your Coronavirus Risk and Get Tested**, click on **Learn more**.

Then click on **Assess Symptoms** and complete, then click on **Request Kit** which directs you to a LabCorp link. Keep in mind you must either have symptoms or have been exposed, which applies to many.

If you meet the criteria listed for screening, you will be sent a home testing kit. We have been told that the test is usually sent FedEx and once you return the kit, it takes on average of 1-2 days for results.

If enrolled with Cigna and you instead work directly with a lab, provide your Cigna ID number and they take responsibility for filing a Cigna claim in order to avoid a cost share.

If **not** enrolled with Cigna, you should check with your insurance provider, LabCorp or other facilities to determine how to obtain testing on a cost-free basis.

We have received information that LabCorp has been offering noninsured people the same opportunity to receive free testing through public funding and/or grants. If you elect to use this resource, please make sure that the testing facility has confirmed that your test is in fact paid for to avoid bills at a later date. The link to LabCorp services is: <https://www.labcorp.com/>

**Please direct questions and/or requests for assistance to your Human Resources Representative.**



## Work Related Procedures

**If you believe that you have been exposed to or are experiencing symptoms related to COVID-19, please follow the following procedures:**

1. Order your free kit as explained above.
2. Don't come to work or remain at work. If at work, immediately notify your supervisor.
3. Notify Human Resources (HR) of your situation and HR will notify site compliance and management team.
4. HR will assist you obtain your free testing kit. Please remain quarantined until released back to duty. Provide regular updates to HR.
5. HR will keep your supervisor and management team informed of your status. All employees will maintain confidentiality related to your health care.
6. HR will place you in the appropriate leave status and assist you with PTO and availability of the COVID PTO Bank, if needed.
7. HR, aided by site compliance, will instruct you on return-to-work requirements and completion of ROP Form 700.118, Return to Work Acknowledgement.

**Please do not hesitate to contact Human Resources and/or your Leadership team for assistance.**