

CT Statewide Drug and Alcohol Testing Consortium Newsletter

June 2020

In This Issue

DOT Guidance on Compliance with DOT Drug & Alcohol Testing Regulations Issued on March 23, 2020

This guidance provides clarity to DOT-regulated employers, employees, and service agents on conducting DOT drug-and-alcohol testing given concerns about the COVID-19. Here is a link for this document:

<https://www.transportation.gov/odapc/compliance-with-dot-drug-and-alcohol-testing-regulations>

Any questions related to drug and alcohol testing, please feel free to contact our Consortium Program Administrator, Vicky McLeish (refer to page 4 for her contact info).

DOT Guidance	Pg 1
Platform Change Notice	Pg 1
EAP Newsletters	Pg 2
Consortium Training	Pg 2
Test Result Reporting	Pg 2
Sexual Harassment Training	Pg 3
Third Party Administrator	Pg 4
Employee Assistance Program	Pg 5 & 6
On-Site Test Cancellation	Pg 6
Contact & Resource Info	Pg 7

DISA Platform Change Notice

This Summer, DISA will transition into an AWSI (Advance Workplace Strategies, Inc.) platform. This client facing, interactive platform will provide real time access to driver and employee rosters and the ability to schedule and view testing. Additional information about training opportunities and your new system login will be coming soon. DISA will provide several training dates which will allow members to choose the one that will work with their schedule. In addition to the on-line training, our Consortium Program Administrator, will be available to assist members with any questions that you may have.

EAP Newsletters

Over the last few months, the Lexington Group has issued several articles related to COVID-19 in four different languages: English, Spanish, French, and Chinese. These articles addressed how to cope with the “new normal”, maintaining composure during COVID-19, how to talk to your children about COVID-19, balancing home and work during the Pandemic, Online communication and Apps (Keep Connected While in Quarantine).

Ensure to share them with your safety sensitive employees. They are also available on the GHTD website at: <https://www.hartfordtransit.org/about/drug-alcohol-testing-consortium/> under this section: “NEWS YOU CAN USE”

Consortium Training

Due to COVID-19, the following training sessions will be rescheduled in future: Designated Employer Representative (DER), Post-Accident, and Reasonable Suspicion. Consortium members will be notified when those sessions are available.

In case your agency has a new DER or Alternate DER, please contact our Consortium Program Administrator for a program orientation via telephone. This program orientation will provide an overview of the CT Statewide Drug and Alcohol Testing Program including preferred collection sites and onsite mobile unit.

Test Result Reporting

In case you have to wait longer than usual for test result reporting, contact DISA for **expediting result** (refer to page 4 for contact info).

Online Sexual Harassment Training

Through the Connecticut Commission on Human Rights and Opportunities (CHRO), all Connecticut employees have access to FREE Sexual Harassment Training as a result of updated laws. This resource is easily accessible online and satisfies the state requirement.

More information can be found at:

<https://www.ct.gov/chro/cwp/view.asp?a=5019&Q=609536&chroNav=%7C>

The steps to complete this training are as follows (*):

1. Fill in the requested information at
<https://attendeegototraining.com/r/4734110443506509825>
2. Watch the instructional video on how to complete the course, the video should automatically play
3. Begin watching the training at
<https://www.youtube.com/playlist?list=PLCTe1EFDWpUHbcki8VMqpfUU9rEvqJ3A6>
 - a. Keep the CHRO Harassment Training page open, the Tests/Quizzes will be located there
 - b. Instructions will be given throughout the YouTube training videos on when to take the quizzes
4. After completing all 5 Tests/Quizzes, click on the “MATERIALS” tab located on the CHRO website
 - a. View and complete the “CHRO Sexual Harassment Prevention Training Certificate Request Form”
 - i. If you and your work-team are viewing the training in a group setting, be sure to include all parties who viewed the training
 - ii. Your certificate of completion will be emailed within 1-3 business days
 - iii. All training certificates must be delivered to leadership for documentation

(*) If for any reason, you have questions about the course, trouble receiving your certificate, or viewing the online training, please contact either: CHRO.Questions@ct.gov, spencer.hill@ct.gov, or call 1-860-541-3400.

Drug and Alcohol Testing Program Third Party Administrator DISA Global Solutions, Inc.

COMPANY CONTACTS:

Mobile Operations

Scheduling Department

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Collectors

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Accounting

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Area Leader

Lisa Murray 800-608-8890 X402 or Mobile #413-896-2894, email: lisa@transadvisor.com.

24-Hour Drug & Alcohol Testing On-Site

Post-Accident

Reasonable Suspicion

1-800-967-3135 Toll-Free Emergency Line

Be prepared to provide the following information:

Your Name

Agency Name

Phone Number

Location of Incident

Reason for Call (Post-Accident or Reasonable Suspicion)

Medical Review Officer (MRO) Department

University Services

Terri Hellings, MD

2800 Black Lake Place, Suite A

Philadelphia, PA 19154

Phone: 800-624-3784

Fax: 215-637-6998

Enhance Awareness of Employee Assistance Program (EAP)

Note: This letter from The Lexington Group should be made available to safety-sensitive employees and also posted in the Break Room



The Lexington Group

Your Employee Assistance Program
A Woman Owned Enterprise Since 2000

June 2020,

Dear CT Drug Consortium Employee and Family Members:

CT Drug Consortium is delighted to announce The Lexington Group Employee Assistance Program now offers an optional online/video counseling service.

In addition to traditional face-to-face counseling, individuals may now elect the option of online counseling if you so choose. Access to online counseling is now available to you or your household family members by video, phone, and messaging. CT Drug Consortium hopes this new service provides you with more options for quality and convenient care to fit your lifestyle. However, there are three areas which The Lexington Group has determined will better benefit from in-person counseling. These exceptions to online counseling will be: substance abuse, issues in the workplace, and suicidal ideation.

Traditionally, if you or your household family elects to continue face-to-face counseling beyond the available EAP sessions, you are already connected with a counselor who takes your group health insurance. If online counseling is your preferred service method, please note that group health insurance does not cover cost of online counseling. Therefore, The Lexington Group has made arrangements to provide continued online service with your counselor at a deeply reduced rate of \$45.00 a session.

Please be aware that online counseling is completely optional to use. If *at any point* you wish to opt-out of the service, please contact The Lexington Group. They will provide you with a referral for face-to-face counseling and your covered EAP sessions will reset.

If you or your household family members would like access to this service or read more about your Employee Assistance Program, please visit The Lexington Group website at:

www.The-Lexington-Group.com

Passcode: "CTDrugConsort"

(Continued on Page 6)

Enhance Awareness of EAP (Continued)

Note: This letter from The Lexington Group should be made available to safety-sensitive employees and also posted in the Break Room

You can request online counseling by calling the 24/7 helpline at:

1-800-676 HELP (4357) UNITED STATES

1-800-567-4343 CANADA

0-800-169-6706 ENGLAND

1-855-328-1185 CAYMAN ISLANDS

1-800-812-411 IRELAND

1-800-955-8339 TTY

We hope you will share our enthusiasm for The Lexington Group, Employee Assistance Program, and the opportunity it presents to help you and your family.

Sincerely,

The Lexington Group

On-Site Test Cancellation

Reminder:

-Original scheduled (random on-site) test should be cancelled as soon as possible if your agency has previously had the safety-sensitive employee tested a day or days prior to the scheduled testing event.

-Likewise, original scheduled (random on-site) test should be cancelled as soon as possible if the agency knows that the safety-sensitive employee will be unavailable (i.e., vacation).

This will avoid the \$140.00 cancelled test fee being incurred by the Consortium for each cancelled test.

Contact & Resource Info

DISA Global Solutions, Inc.

Formerly Occupational Drug Testing (ODT)
www.occupationaldrugtesting.com

Toll Free # 800-211-4469

The Lexington Group

www.The-Lexington-Group.com

Toll Free # 800-571-0197

Employee Assistance Program

1-800-676-HELP (4357)

Request clinical services online directly from the web site at:

www.The-Lexington-Group.com

To log on, your customer name is "CT Drug Consortium"

And your unique employee password is "CTDrugConsort"

**Are you aware of the availability of program forms and resource documents on
GHTD's website?**

Go to www.hartfordtransit.org Drug and Alcohol Testing Consortium.

Also, checkout the following materials:

What Employers Need to Know About DOT Drug and Alcohol Testing

What Employees Need to Know About DOT Drug and Alcohol Testing

Resources for The Designated Employer Representative (DER)

Lexington Newsletters

FTA Regulation Update Issues

**The following FTA website provides a wealth of information such as trainings,
newsletters, etc. on the Drug and Alcohol Testing Program that you might find very
helpful:**

www.fta.dot.gov/12533.html

You may also find Title 49 Parts 40 and 655 (FTA regulations on the drug and alcohol
testing program) by using the Search engine.