

TO: MAYOR AND CITY COUNCIL
FROM: NEIL JENSEN, City Administrator
SUBJECT: Covid Vaccine Mandate Discussion
MEETING DATE: October 5, 2021

BACKGROUND

There was a lengthy discussion on the Covid Vaccine Mandate at the City Council Work Session on Monday, September 27th. The City Council decided to put this item on the City Council agenda to make a decision on the covid vaccine mandate and to put together a policy on the issue. In your work session packet, you received a group of sample policies that will work for Cannon Falls but the specific details will have to be worked out.

The first decision for the council is to mandate or not a Covid Vaccine. If the answer is no, we will continue to follow the same protocols as we have been. If the answer is yes, we will have another work session to grind out the fine details of the policy. Then set another date for a work session.

Memo to Employees About Mandatory Vaccinations

Date:

To:

From:

Subject: Mandatory Vaccination Policy

[Company name] has implemented a mandatory vaccination policy effective [date] requiring [disease name(s)] vaccination(s) for all employees. In accordance with [Company name]'s duty to provide and maintain a workplace that is free of known hazards, we are adopting this policy to safeguard the health of our employees and their families, our customers and visitors, and the community at large from infectious diseases that may be reduced by vaccinations. In making this decision, the executive leadership team reviewed recommendations from [insert department names or other organizations consulted such as the Centers for Disease Control and Prevention, the Advisory Committee on Immunization Practices and local health officials].

All employees must receive the vaccination no later than [date]. Individuals seeking an exemption from this requirement for medical or religious reasons should complete a request for accommodation form and submit the form to the human resources department.

Vaccinations will be administered by [insert details regarding who will provide the vaccine and where employees must go to receive the vaccine].

[Company Name] will pay for all vaccinations and the time spent receiving the vaccinations.

Should you have any questions regarding this new policy, please contact [name and contact information].

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Memo to Employees About Voluntary Vaccinations

Date:

To:

From:

Subject: Voluntary Vaccination Policy

[Company name] is implementing a voluntary vaccination policy effective [date] regarding [disease name(s)] vaccination(s) for employees. In accordance with [Company name]'s duty to provide and maintain a workplace that is free of known hazards, we strongly encourage employees to receive this vaccination to minimize the risk of infectious disease in our workplace. In making this decision, the executive leadership team reviewed recommendations from [insert department names or other organizations consulted such as the Centers for Disease Control and Prevention, the Advisory Committee on Immunization Practices and local health officials].

Employees may obtain the vaccination wherever they choose; however, [Company name] is facilitating vaccinations through [insert details regarding who will provide the vaccine and where employees can go to receive the vaccine]. [Company Name] will pay for all vaccinations and the time spent receiving the vaccinations.

Should you have any questions regarding this new policy, please contact [name and contact information].

Vaccination Policy: Voluntary

Purpose

In accordance with [Company Name]'s duty to provide and maintain a workplace that is free of known hazards, we are adopting this policy to safeguard the health of our employees and their families; our customers and visitors; and the community at large from infectious diseases, such as COVID-19 or influenza, that may be reduced by vaccinations. This policy will comply with all applicable laws and is based on guidance from the Centers for Disease Control and Prevention and local health authorities, as applicable.

Scope

All employees are encouraged to receive vaccinations as determined by [*insert relevant department or safety committee*].

Procedures

Employees will be notified by the human resources department as to the type of vaccination(s) covered by this policy and the timeframe(s) for having it/them administered. [Company Name] will provide either onsite access to the vaccines or a list of locations to assist employees in receiving vaccines on their own.

[Company Name] will pay for all vaccinations covered by this policy. When not received in-house, vaccinations should be run through employees' health insurance where applicable and otherwise be submitted for reimbursement.

All employees will be paid for time taken to receive vaccinations. For offsite vaccinations, employees are to work with their managers to schedule appropriate time to comply with this policy.

Please direct any questions regarding this policy to the human resources department.



DATE: August 12, 2021

TO: All City of Bloomington Employees

FROM: Jamie Verbrugge, City Manager

RE: COVID-19 Vaccination Incentive Program

The City of Bloomington takes its responsibility to provide a safe and healthy environment for its employees and its customers seriously. Throughout the COVID-19 pandemic, the City has and will continue to take the necessary steps to ensure all employees and customers are safe and healthy while at work or while at City facilities.

Science tells us that unvaccinated employees have an increased risk of contracting COVID-19, even if they had a prior lab confirmed case of COVID-19. In recent weeks, as we have seen a resurgence in positive COVID-19 cases, the need for more employees to be absent due to contracting COVID-19 or needing to be quarantined due to potential exposures has also increased. If an employee is unvaccinated, they will be required to quarantine for 14 days following their potential exposure. Vaccinated employees are not required to quarantine unless they are experiencing symptoms.

Additionally, unvaccinated and vaccinated employees alike can carry and shed the virus. Vaccines are highly effective and safe. When comparing unvaccinated to vaccinated individuals, there is an eight-fold reduction in developing symptomatic illness, a 25-fold reduction in hospitalization and a 25-fold reduction in death for those who are fully vaccinated. We also see most of the breakthrough cases are asymptomatic or mild for fully vaccinated individuals. Vaccination is the best tool we have to protect our employees from COVID-19.

As such, unvaccinated employees place the City and its operations in the position of not being able to meet customer needs because employees are not able/allowed to come in to work, either due to their own illness or from a significant exposure.

COVID-19 VACCINATION INCENTIVE PROGRAM:

The City strongly encourages employees to become fully vaccinated for COVID-19. As an incentive to increase the numbers of vaccinated employees, the City is instituting a COVID-19 Vaccination Incentive Program ("Program"). The Program recognizes those employees who have done what they can do to slow the spread of this virus and to protect themselves and others by receiving the vaccine.

The Program will provide two incentives to **fully vaccinated** employees.

1. PAID COVID LEAVE

The City will provide a bank of paid COVID leave (up to 2 weeks). This bank may be used if the employee becomes ill with COVID-19 or they have a minor child who tests positive for COVID-19 and/or needs to quarantine due to exposure. This is an entirely new bank of COVID-19 leave and would not be a continuation of the prior COVID-19 leave bank.

To request paid COVID leave, the first step is to contact Human Resources Manager Becky Barham at BBarham@BloomingtonMN.gov or (952) 563-4906 as soon as you become aware of the need for leave time.

Unvaccinated employees will be required to use their own accrued paid leave in order to be paid during any time they are required to be off work.

2. PERSONAL TIME OR PAID TIME OFF

The City will provide eight hours of personal time to all full-time employees or four hours of paid time off (PTO) to all part-time employees.

All full-time and part-time fully vaccinated employees, even those who have already received a vaccination, are eligible to receive this award.

Qualifications to be eligible for the Incentive Program:

In order to qualify for the COVID-19 Vaccination Incentive Program, employees must be **fully vaccinated**. Fully vaccinated means two weeks following receipt of the final dose of the COVID-19 vaccine.

Employees are required to provide proof of vaccination from the [Minnesota Immunization Information Connection](#) (MIIC) and a signed [Tennessee warning](#) to Human Resources no later than October 31, 2021 (links to both the MIIC site and Tennessee warning form are also available [here](#) on CityBIZ.)

To request proof of vaccination from MIIC, employees must complete a [MIIC Immunization Record Request](#) on the MIIC website. Employees can choose to have the record sent via encrypted email (preferred method), mail or fax. The employee would then provide this information to Human Resources. A secure email address through which employees can submit their proof of vaccination will be provided in the near future. If the employee's vaccination is not recorded in MIIC, the employee should contact Human Resources for instructions on how to provide an acceptable proof of vaccination.

The City commends those employees that have already received the vaccine and strongly encourages its unvaccinated employees to become fully vaccinated. You can receive a vaccine through [Bloomington Public Health](#), or you can go to www.vaccines.gov to find a COVID-19 vaccine site near you.



TENNESSEN WARNING CITY OF BLOOMINGTON COVID-19 VACCINATION INCENTIVE PROGRAM

The City of Bloomington (“City”) is asking you to supply your immunization records (“records”) from the Minnesota Immunization Information Connection [website](#) or from your healthcare provider to determine your eligibility for its COVID-19 vaccination incentive program (“program”). The Minnesota Government Data Practices Act classifies this data as private data about you and requires the City to provide this Tennessee Warning or data privacy notice to you.

The law does not require you to provide your records and there are no legal consequences for refusing to provide them. However, if you do not provide your records, the City cannot determine if you are eligible for the program and you will not receive the incentives the City is offering to employees.

If you do provide your records, the following City employees and entities have a business or legal right to access this information:

- Human Resources, Finance, Legal, and other City personnel who need access to the records to determine your eligibility for the program and to implement the program;
- State and federal courts;
- State and federal enforcement agencies, including but not limited to the Federal Equal Employment Opportunity Commission and Minnesota Department of Human Rights;
- People or entities whom you authorize to receive copies of your immunization records; and
- Any other person or entity authorized by state or federal law or court order.

In addition, Human Resources will aggregate immunization status and provide it to Department Heads in summary form and in a way that does not identify the vaccination status of specific employees (“summary data”). The purpose of this is to provide Department Heads with sufficient information to make informed decisions that help create and ensure a safe working environment for all employees. The City may also use the records to determine compliance with other City COVID-19 policies, which may include mask or vaccination requirements.

I have reviewed and understand this Tennessee Warning and agree to submit my immunization records.

Print Name

Date

Signature



Administrative Regulations Office of the Mayor

Title: COVID-19 Public Health and Safety Precautions- Immunization/Vaccination

A.R. Number: 4.24 **Effective Date:** 08/04/2021 **Page:** 2 of 2

Supersedes: N/A **A.R.:** N/A **DATED:** N/A

I. PURPOSE

The purpose of this policy is to provide and maintain a workplace that is free of known hazards by adopting this policy to safeguard the health of our employees and their families; our citizens, customers and visitors; and the public at large from COVID-19. COVID-19 presents an ongoing risk to public health and safety in the City's workplaces. This policy is intended to comply with all federal, state and local laws.

II. POLICY

To ensure the health and safety of all members of the City of Richmond team and their families, as well as the comfort and well-being of residents, customers, visitors and the public at large, the city is requiring that all employees are vaccinated or be tested weekly for COVID-19 if the employee has a religious or medical exemption.

III. PROCEDURE

1. Employees are required to inform the City of their COVID-19 vaccination status by August 18, 2021. Employees are required to have received at least one COVID-19 vaccination by August 18, 2021 and submit documentary proof of vaccination or have submitted a request for a medical or religious exemption. Employees are required to be fully vaccinated and submit documentary proof by October 1, 2021 or have a medical or religious exemption. Employees who begin employment with the City after August 13, 2021 are required to (1) have received at least one COVID-19 vaccination by their start date and be Fully Vaccinated within 45 days of their start date and submit documentary proof or (2) have an approved medical or religious exemption by their start date.
2. To establish that they are fully vaccinated, employees must present a completed COVID-19 Vaccination Record Card or verification document from the Virginia Department of Health by uploading it to RAPIDS Self Service. The City will treat all such information as confidential. To facilitate employees' ability to receive the vaccination, the City will consider timely requests for appropriate schedule changes. The City will also pay non-exempt employees for time spent receiving the vaccination.
3. Employees seeking an exemption for a medical or religious reason should submit the medical or religious Vaccine Exemption Form using the process outlined on StarNet for uploading to RAPIDS or contact their Department's Human Resource Generalist by the immunization/vaccination deadline. You may request an accommodation without fear of retaliation.
4. Failure to provide vaccination status information or submit the required documentary proof of vaccination or be approved for an exemption by the required dates may result in disciplinary action up to and including termination or other appropriate actions.
5. Employees who have an approved exemption are required to be tested for COVID-19 weekly, report testing results to the employee's supervisor and continue to wear masks and practice physical distance while working. Failure to comply with safety, rules, policies, and directives, or COVID-19 weekly testing and reporting requirements may result in disciplinary action up to and including termination or other appropriate actions.



**Administrative Regulations
Office of the Mayor**

Title: COVID-19 Public Health and Safety Precautions- Immunization/Vaccination

A.R. Number: 4.24 Effective **Date:** 08/04/2021 **Page:** 2 of 2

Supersedes: N/A **A.R.:** N/A **DATED:** N/A

IV. DEFINITIONS

Fully Vaccinated: Individuals are considered Fully Vaccinated for COVID-19 two weeks after they have received the second dose in a two-dose series FDA-approved vaccine (Pfizer-BioNTech or Moderna), or two weeks after they have received a single-dose FDA-approved (Johnson & Johnson [J&J]/Janssen).

Unvaccinated: Individuals are considered Unvaccinated if they are not Fully Vaccinated or have not provided the City with documentary proof that they are Fully Vaccinated.

Workplaces: Any Property owned, leased, or controlled by City of Richmond.

V. RESPONSIBILITY

It is the responsibility of each Department/Agency Director to ensure that each employee is aware of and understands the content and effect of this policy. Particular attention should be given to communicating all aspects of this policy to new and prospective employees.

VI. REGULATION UPDATE

The Office of the Mayor, the Chief Administrative Officer, and the Department of Human Resources shall be responsible for modification to this policy.

RECOMMEND APPROVAL:

APPROVED:

CHIEF ADMINISTRATIVE OFFICER

MAYOR

POLICIES OF THE COLORADO STATE UNIVERSITY SYSTEM
ALL INSTITUTIONS POLICY

Policy Title: COVID-19 Vaccination Requirements	Effective Date: August 9, 2021
Contact: info@csusystem.edu	

POLICY SUMMARY

The Board of Governors of the Colorado State University System, the System, and the Institutions within the Colorado State University System, including CSU Fort Collins, CSU Global, and CSU Pueblo (the “Institutions”) strive to protect the health and safety of those students, faculty, and staff who work, live, or learn in any of the System or Institution’s locations. The Board, System, and the Institutions strongly recommend that all members of the community obtain the COVID-19 vaccine as soon as they are eligible. This policy requires all System and Institution students, faculty, and staff members who access System and Institution facilities in-person to receive the COVID-19 vaccine, subject to certain exceptions and exemptions. Enforcement of this policy and its requirements will be delayed until full FDA licensure (approval) and widespread accessibility of at least one approved vaccine or public health officials implement or recommend vaccine requirements. Those who do not receive a vaccine may be subject to additional safety measures in the event of an outbreak, in accordance with the direction of state and county public health officials. The Institutions are directed to adopt their own COVID-19 vaccination policies, procedures, or guidelines that are consistent with this policy.

PURPOSE OF THIS POLICY

As stated in the Board’s Public Health Emergency Response Policy, Colorado law vests the supervision and control of the System and the Institutions in the Board of Governors, and this System Policy sets forth additional rules and regulations for the health, safety, and welfare of students, faculty, and staff. This policy helps fulfill the Board, System, and Institutions’ responsibilities to manage and respond to the COVID-19 public health emergency. Medical and scientific data strongly support the use of vaccinations to prevent serious illness and death. Consistent with the Colorado Department of Public Health and Environment, the Board, System, and the Institutions strongly support vaccination in general as one of the easiest and most effective tools in preventing diseases that can cause serious illness or death.

In addition, for the control of infectious diseases on a university campus, the Board, System and Institutions follow the public health guidelines of the U.S. Centers for Disease Control and Prevention (“CDC”), the Colorado Department of Public Health and Environment, the

Larimer County Department of Health and Environment, the City and County of Denver Public Health and Environment, and the Pueblo Department of Health and Environment, as applicable. Throughout the COVID-19 pandemic, the Board, System, and the Institutions have carefully followed public health guidelines and mandates regarding testing, physical distancing, masking, cleaning, isolation, and quarantine. The availability of vaccines against COVID-19 offers the opportunity to help end the pandemic and return our facilities and campuses to an in-person, inclusive learning and work environment.

The requirement for all System and Institution employees and students to receive vaccination against COVID-19 is intended to meet important public health objectives, such as (a) increasing herd immunity, (b) decreasing the spread of COVID-19 and its potential serious health consequences, (c) protecting vulnerable employees and students, (d) protecting families and other contacts and local communities, (e) allowing a robust return of employees and students to campus and facilities and in-person learning, and (f) to help prevent future interruptions due to outbreaks.

APPLICATION OF THIS POLICY

This policy applies to all System and Institution employees and students who will be physically present at any System or Institution facility, such as classrooms, laboratories, residence halls, offices, or other System or Institution buildings. This policy applies to all employees, such as faculty and staff, regardless of appointment type. Implementation and enforcement of this policy and its requirements is delayed until full FDA approval (licensure) and widespread accessibility of at least one approved vaccine. Timing for implementation of this policy's COVID-19 vaccine requirements will depend upon FDA approval and the availability of vaccine from suppliers. As a general matter, the vaccine requirement will be effective on August 1, 2021, or when at least one COVID-19 vaccine is fully licensed by the FDA and available to anyone who wants it, whichever happens later. In addition, with the Chancellor's prior approval, this policy's COVID-19 requirements may be implemented by an Institution before full FDA approval (licensure) if local public health officials impose or recommend a COVID-19 vaccination requirement or campus safety or public health officials, with the endorsement of the President, recommend a COVID-19 vaccination or other public health requirement.

EXEMPTIONS FROM THE REQUIREMENTS OF THIS POLICY

This policy follows those vaccination exemptions that are established under Colorado law, including an exemption based on a medical condition, or a religious belief or personal belief that is opposed to immunizations, as described in more detail below.

POLICY STATEMENT

This policy is meant to supplement those emergency response and public health policies, procedures, and guidelines at the System and the Institutions. It does not replace existing

policies requiring persons to observe certain COVID-19 related requirements, such as the appropriate use of personal protective equipment, face coverings, social and physical distancing, handwashing, cleaning, and testing.

POLICY PROVISIONS

COVID-19 Vaccination is Required Unless an Exemption Applies

All System and Institution students and employees who access System and Institution facilities in-person are required to be fully vaccinated by receiving a COVID-19 vaccine, subject to the Exemptions provided in this policy. Enforcement of this COVID-19 vaccination requirement will be delayed until full FDA licensure (approval) and widespread accessibility of at least one approved vaccine. Alternatively, with the Chancellor's prior approval, this policy's COVID-19 requirements may be implemented by an Institution before full FDA approval (licensure) if local public health officials impose or recommend a COVID-19 vaccination requirement or campus safety or public health officials, with the endorsement of the President, recommend a COVID-19 vaccination or other public health requirement.

The U.S. Food and Drug Administration ("FDA") issued emergency use authorization ("EUA") for the Pfizer-BioNTech COVID-19 vaccine, the ModernaTX, Inc. COVID-19 vaccine, and the Janssen Biotech Inc./Johnson & Johnson COVID-19 vaccine. We anticipate that one or more such COVID-19 vaccines with EUA status will be fully approved and will be considered "approved" under this policy when the FDA issues a license for the vaccine, and the CDC has recommended its administration.

Being "fully vaccinated" means having received two doses of Pfizer or Moderna vaccine, plus two weeks, or having received one dose of the Janssen/Johnson & Johnson vaccine, plus two weeks, as well as having received any "booster" or supplemental vaccination doses as recommended by the Advisory Committee on Immunization Practices (ACIP).

Exceptions to COVID-19 Vaccination

System and Institution employees and students who do not physically access System or Institution facilities are not required to be fully vaccinated against COVID-19. System and Institution employees and students who physically access System or Institution facilities are not required to be fully vaccinated by receiving a COVID-19 vaccine if they notify the appropriate System or Institution personnel of the applicability of one of the following exemptions:

- (a) the COVID-19 vaccine would endanger an employee or student's life or health or is medically contraindicated due to another medical condition;
- (b) the employee or student adheres to a religious belief whose teachings are opposed to immunization; or
- (c) the employee or student has a personal belief that is opposed to immunization.

Those employees and students who qualify for an exemption may be required to follow additional public health requirements or precautions, such as isolation, quarantine, testing, or other measures, particularly if there is a COVID-19 outbreak, in accordance with the direction and guidance of public health officials.

Where an exemption from COVID-19 vaccination necessitates an accommodation for a disability or medical condition, or an accommodation based on a religious or personal belief or practice, the appropriate System or Institution will engage in an interactive process with the employee or student to determine which reasonable accommodations may be available.

This policy is primarily designed to facilitate a return to in-person learning within classrooms, laboratories and other such buildings, and access for students and staff to the full benefits and use of Institutional facilities and indoor meeting spaces. It does not apply to visitors to a campus who are solely accessing public spaces such as outdoor and event spaces. Visitors accessing indoor venues may be required to take other public health precautions, such as wearing a mask.

Proof of COVID-19 Vaccination or an Exemption

The Institutions may determine the most appropriate method of confirming compliance with the vaccination requirements of this policy and the related policy, procedures or guidelines at the Institution, and the methods of demonstrating compliance for students may be different than those for employees. The System will provide additional guidelines to System employees about compliance with this policy.

Failure to Comply

Compliance with this policy is required and the System and the Institutions may take appropriate action in response to non-compliance, including but not limited to prohibiting access to System or Institution facilities, programs, or events, as appropriate.

Institution Policies

The Institutions are directed to promptly adopt their own COVID-19 vaccination policies, procedures, or guidelines that are consistent with this policy. Each Institution should implement strategies for COVID-19 vaccine access, as appropriate.

APPROVALS

COLORADO STATE UNIVERSITY SYSTEM

By: _____/s/
Anthony A. Frank, Chancellor

LEGAL REVIEW

_____/s/
Jason L. Johnson, General Counsel

Employee Vaccine Certification

The University is asking you to supply vaccination status information about yourself to determine if you are complying with [the University's COVID-19 Vaccination and Testing Requirements](#). No federal or state law requires you to supply this information, but if you do not supply the information, you will not be in compliance with the University's protocols, and you may be subject to employment discipline.

Your personally identifiable information is private information but may be shared with University personnel who have a need to know the information to perform their jobs including campus health and safety, legal, and human resources personnel, other individuals or entities authorized by law, and in the event of a failure to complete the form, your employment supervisors.

Definitions

Fully Vaccinated means at least 14 days after a second dose in a 2-dose series COVID-19 Vaccine or 14 days after a single-dose COVID-19 Vaccine.

COVID-19 Vaccine means a U.S. Food and Drug Administration or World Health Organization authorized or approved vaccine to prevent Coronavirus Disease 2019 (COVID-19). These vaccines include AstraZeneca/Oxford (Vaxzevria), Pfizer-BioNTech (Comirnaty), Moderna (Spikevax), Sinopharm/Beijing (Covilo), Janssen/Johnson

& Johnson, Serum Institute of India/Covishield, and Sinovac/CoronaVac.

COVID-19 Vaccination Requirements means being Fully Vaccinated and maintaining any further required COVID-19 vaccinations, such as boosters, in the future.

COVID-19 Testing Requirements means the following, subject to changes imposed by the University in the future:

	Not Fully Vaccinated	Fully
Symptoms of COVID-19	Get tested immediately	Get t
Exposure to someone with COVID-19	Get tested immediately, and, if negative, get tested 3-5 days after exposure	Get t
Work with employees, students, or guests/visitors in person or remotely	Get tested every week	Not r
Domestic travel	Get tested 1-3 days prior to travel and 3-5 days after travel	Not r
International travel	Get tested 1-3 days prior to travel, 1-3 days prior to returning, and 3-5 days after travel	Get t and 3

Certification (select one option)

- I certify that I am Fully Vaccinated against COVID-19 and agree to comply with University COVID-19 Vaccination and Testing requirements while I am employed at the University of Minnesota.

- I decline to certify that I have been Fully Vaccinated against COVID-19 and I agree to comply with University COVID-19 Testing requirements while I am employed at the University of Minnesota. I understand that I may later submit a revised form in which I certify that I am Fully Vaccinated.

By clicking submit below, I am signing this Certification.

Vaccination Protocol

PURPOSE

The City of Baltimore (“City”) must provide a safe and healthy workplace, consistent with COVID-19 public health guidance and legal requirements, to protect its employees and the public as it reopens services and returns more employees to workplaces.

According to the Centers for Disease Control and Prevention (CDC), the Maryland Department of Health, and the Baltimore City Health Department, COVID-19 continues to pose a risk, especially to individuals who are not fully vaccinated, and certain safety measures remain necessary to protect against COVID-19 cases and deaths. Vaccination is the most effective way to prevent transmission and limit COVID-19 hospitalizations and deaths.

To best protect its employees and fulfill its obligations to the public, effective October 18, 2021, the City will require that all employees must, as a condition of employment: (1) report their vaccination status to the City; and (2) be fully vaccinated and report that vaccination status to the City; or (3) submit to weekly testing for COVID-19.

SCOPE

This SOP applies to all City employees.

DEFINITIONS

City employee: Any person employed by the City of Baltimore including any probationary, contractual, seasonal, part-time and temporary employee. This definition includes any sworn personnel employed by the Fire and the Police Departments.

Fully vaccinated employee: an employee is considered fully vaccinated: (1) two weeks after their second dose in a two-dose series, such as the Pfizer or Moderna vaccines and any required booster(s); or (2) two weeks after a single-dose vaccine, such as Johnson & Johnson’s Janssen vaccine and any required booster(s).

Unvaccinated employee: an employee is considered unvaccinated if either: (1) they have not received any dose of an FDA authorized vaccine; (2) they have received only one dose in a two-dose series; or (3) two weeks have not passed since they have received the final dose of an FDA authorized vaccine; or (4) they have not received any required vaccine booster(s)

Testing verification: An employee is considered to have been tested for COVID-19 if rapid antigen test is performed and resulted and/or COVID-19 PCR test is performed and resulted. Testing

verification must be submitted to employees' Agency HR Office on a weekly basis by close of business on the scheduled testing date.

VACCINATION PROTOCOL

Vaccination Status Notification Requirement

To protect the City's workforce and the public that it serves, all City employees must report their vaccination status to the City through the respective agency Human Resources (HR) Business Partner and uploading documentation verifying that status into the City's Workday system using the Employee Self-Service Portal. The City will use this information to enforce the testing, quarantine and other requirements and compliance with this Protocol.

Employees with a medical condition or other medical restriction that affects their eligibility for a vaccine, as verified by their medical provider, or those with a sincerely held religious belief that prohibits them from receiving a vaccine, may request a reasonable accommodation to be excused from this vaccination and/or testing requirement. The City will review requests for accommodation on a case-by-case basis consistent with existing procedures for reasonable accommodation requests. Employees who previously reported that they were unvaccinated must update their status once they are fully vaccinated.

Employees that provide proof of vaccination will receive any incentive offered by the City to vaccinated employees.

Employees that fail to either provide proof of vaccination, including any required booster(s) or submit to weekly testing as directed by the City will not be allowed on any City workplace and will be subject to discipline up to and including termination.

Process for Reporting Vaccination Status

All City employees must report their vaccination status into Workday using the Employee Self-Service Portal with the following information:

- The type of vaccine obtained (Moderna, Pfizer, or Johnson & Johnson);
- Date of first dose of vaccine;
- Date of second dose of vaccine for a 2-dose vaccine;
- Date of required booster(s);
- Declaration under penalty of perjury that they have been fully vaccinated; and
- Uploaded documentation verifying proof of vaccination status. Proof of vaccination can include a copy of the CDC Covid-19 Vaccination Record Card, documentation of vaccine from the employee's healthcare provider, or any documentation verifying vaccination issued by the State of Maryland.

To be fully vaccinated, 14 days must have passed since an employee received the final dose of a two-shot vaccine or a dose of a one-shot vaccine and any required booster(s). Employees who are not fully vaccinated but partially vaccinated as of the 30th day after receiving notice of this protocol, shall provide that information. All unvaccinated employees must continue to comply with weekly testing, and other safety requirements until they are fully vaccinated and have reported and documented that status to the City consistent with this Protocol.

IMPLEMENTATION

Employees must report their vaccination status and upload documentation verifying that status into the City's Workday system using the Employee Portal. Only City employees authorized to access employee personnel information will have access to the medical portion of the file. The City will share information about an employee's vaccination status only on a need-to-know basis, including to the employee's department, managers, and supervisors for the purpose of enforcing testing and other safety requirements.

For unvaccinated employees or employees for whom the City does not have documentation verifying fully vaccinated status, the City will provide COVID-19 weekly testing. The City will notify employees of the date and location for weekly testing. Employees who have a confirmed positive test must remain excluded from the workplace for at least 10 days after the positive test. Employees must use accrued sick, personal, vacation or compensatory leave for the required absence.

All employees, whether or not fully vaccinated, must continue to wear face coverings when working in indoor spaces where social distancing is not possible pursuant to the face-covering protocol.

The latest guidance as to City Policy can be found at:

<https://coronavirus.baltimorecity.gov/infographics-0>.

EMPLOYEE ACKNOWLEDGMENT

I acknowledge that I have received a copy of the City of Baltimore's SOP for Mandatory Vaccination. I have also been given the opportunity to read and ask questions about the protocol.

Employee Name (Print): _____

Employee Signature: _____

Date: _____

CITY OF OAKLAND

ADMINISTRATIVE INSTRUCTION



SUBJECT	Employee Mandatory Vaccination Policy	NUMBER	5XX
REFERENCE	None	EFFECTIVE	INSERT DATE
SUPERSEDE	None		

I. PURPOSE

The City of Oakland (City) must provide a safe and healthy workplace, consistent with COVID-19 public health guidance and legal requirements, to protect its employees and the public as it reopens services and returns more employees to workplaces. According to the federal Centers for Disease Control (CDC), the California Department of Public Health (CDPH), and the Alameda County Health Officer, COVID-19 continues to pose a risk, especially to individuals who are not fully vaccinated, and certain safety measures remain necessary to protect against COVID-19 cases and deaths. Vaccination is the most effective way to prevent transmission and limit COVID-19 hospitalizations and deaths.

Unvaccinated full and part-time employees, interns, and volunteers are at greater risk of contracting and spreading COVID-19 within the workplace and City facilities, and to the public that depends on City services. To best protect its employees and others in City facilities, and fulfill its obligations to the public, all employees must, as a condition of employment: (1) report their vaccination status to the City no later than October 15, 2021; and (2) be fully vaccinated and verify that vaccination status to the City not later than November 1, 2021, unless the employee has applied for an exemption, and unless stricter State or Federal legal requirements apply.

To be fully vaccinated, 14 days must have passed since an employee received the final dose of their chosen vaccine.

This policy applies to all employees, interns, and volunteers. It does not apply to vendors or visitors.

II. DEFINITIONS

Fully Vaccinated: Consistent with the Centers for Disease Control’s (CDC) current definition, which is subject to change, employees are considered fully vaccinated:

- 14 days after their second dose in a 2-dose series, such as the Pfizer or Moderna vaccines, or
- 14 days after a single-dose vaccine, such as Johnson & Johnson’s Janssen vaccine

Proof of Vaccination: Vaccination Record Card (CRC) issued from the CDC in either electronic or physical form.

Employee: For the purposes of this policy, the term “employee” includes all full-time, part-time temporary, and temporary agency employees. It also includes interns and volunteers.

III. POLICY

To protect the City’s workforce and the public that it serves, all City employees must report their vaccination status to the City. The City will use this information to enforce the Cal/OSHA masking, testing, quarantine, and other requirements and compliance with this Policy.

All City employees must report their vaccination status no later than by October 15, 2021, even if they are not yet fully vaccinated at that time. Employees with a medical condition or other medical restriction that affects their eligibility for a vaccine, as verified by their medical provider, or those with a sincerely held religious belief that prohibits them from receiving a vaccine, may request a reasonable accommodation to be excused from this vaccination requirement. Requests for accommodation must be submitted on or before October 15, 2021. The City will review requests for accommodation on a case-by-case basis consistent with existing procedures for reasonable accommodation requests. Among the accommodations, the City may consider mandatory periodic testing at least once per week.

Employees who previously reported that they were unvaccinated, and who have not applied for an exemption, and must be fully vaccinated and must update their status no later than November 1, 2021. Failure to comply with this policy may result in discharge for failure to meet a condition of employment.

The City of Oakland will provide either onsite access to the vaccines or a list of locations to assist employees in receiving the vaccine on their own. The COVID-19 vaccinations are free, whether an individual has health insurance or not. When not received in-house, vaccinations should be run through the employee’s health insurance and be submitted for reimbursement where applicable.

Unvaccinated employees requiring a vaccine to come into compliance with this policy will be paid for the time taken to receive vaccinations. For administrative leave requests, employees shall work with their managers to schedule an appropriate time to comply with this policy, but no more than two hours for each vaccine shall be granted.

The City of Oakland reserves the right to require that employees obtain periodic updated vaccinations (e.g. booster shots) and verification thereof under this policy. The City shall provide 10 weeks advanced notice of any such requirement.

IV. EMPLOYEE AND DEPARTMENT RESPONSIBILITIES

Individual employees are responsible for obtaining a COVID-19 vaccination and associated documentation. Additionally, employees must report their vaccination status and provide verification document(s) through the Oakland Vaccination Portal. Individual vaccine records are available electronically at <https://myvaccinerecord.cdph.ca.gov/>.

Department Directors are responsible for tracking their employees’ reporting statuses and providing both work time and computer access to employees as needed to enter information into the Oakland Vaccination Portal. Department Directors should remind employees of reporting cut-off dates and

encourage all employees to comply with the City's vaccination policy.

The Information Technology and Human Resources Management Departments are responsible for establishing and maintaining the Oakland Vaccination Portal. This portal will be user-friendly, collect and store employee information in a secure database, and include options for employees to request exemptions. Vaccination documents submitted by employees will be considered protected health information and will only be accessed by authorized City personnel to comply with applicable law and/or to promote workplace health and safety.

The City of Oakland Human Resources Department is responsible for tracking overall City compliance, evaluating vaccination exemptions through the interactive process, and processing suspension or discharge for those employees who fail to comply with the City's vaccination policy.

V. PROCESS FOR REPORTING VACCINATION STATUS

All City employees must report their vaccination status into the Oakland Vaccination Portal no later than October 15, 2021, with the following information:

- If completely unvaccinated, an employee must indicate accordingly.
- If an employee is fully or partially vaccinated, an employee must provide:
 - The type of vaccine obtained (Moderna, Pfizer, or Johnson & Johnson)
 - Date of the first dose of vaccine
 - Date of the second dose of vaccine for a 2-dose vaccine
 - Declaration under penalty of perjury that they have been fully vaccinated
 - Uploaded documentation verifying proof of vaccination status. Proof of vaccination can include a copy of the CDC Covid-19 Vaccination Record Card, documentation of vaccine from the employee's healthcare provider, or documentation issued by the State of California by going to: <https://myvaccinerecord.cdph.ca.gov/>
- If requesting a medical or religious exemption through the interactive process, complete and upload all required forms

Unless excused through an approved reasonable accommodation request, all employees must comply with the requirement to be fully vaccinated and submit documentation of that status no later than November 1, 2021.

To be fully vaccinated, 14 days must have passed since an employee received a single-dose vaccine or the second dose of a 2-dose vaccine. In other words, employees must plan ahead.

- Employees must receive the final dose of their chosen vaccine no later than October 18, 2021, to be fully vaccinated by November 1, 2021.
- Since the 2-dose vaccines require at least 14 days between the first and second doses, employees who wish to receive a 2-dose vaccine must receive their first dose no later than October 4, 2021, to receive their second dose by October 18, 2021.

VI. VACCINE EXEMPTION PROCESS

Employees seeking an exemption from the mandatory vaccine must indicate their exemption in the Oakland Vaccination Portal and upload associated documents by October 15, 2021. Employees seeking exemptions will be contacted and processed by the Human Resources Department. Each exemption will be evaluated individually through an interactive process between the City and the requesting employee.

Employees granted an exemption must still report their vaccination status by October 15, 2021, in the Oakland Vaccination Portal even though they may be exempt from taking a COVID-19 vaccine. Additionally, employees exempt from vaccination may be subject to additional workplace safety protocols such as frequent COVID-19 testing.

Limited individual exceptions include:

- A sincerely held religious belief that prevents the employee from receiving the vaccine.
- A qualifying medical reason, such as a disability, that interferes with the employee’s ability to receive the vaccine.

No employee will be discriminated against or retaliated against for seeking or obtaining a vaccination exemption.

VII. PROCEDURES

Responsible Party

Action

Employee

1. Read and understand the Employee Mandatory Vaccination Policy
2. Provide vaccine status in the Oakland Vaccination Portal by October 15, 2021
3. If seeking an exemption, complete and submit all required forms by October 15, 2021, and fully engage in the interactive process.
4. If not seeking an exemption, provide and upload verification of “fully vaccinated” status by November 1, 2021.

Supervisor

1. Read the Employee Mandatory Vaccination Policy
2. Provide vaccine status as indicated above
3. Approve administrative leave requests for employees to receive vaccinations, but no more than two hours for each vaccine shall be granted

Department Head or Designee

1. Read the Employee Mandatory Vaccination Policy
2. Provide vaccine status as indicated above
3. Approve administrative leave requests for employees to receive vaccinations, but no more than two hours for each vaccine shall be granted
4. Track departmental employees’ reporting status with assistance from HRM
5. Provide for work time and computer access to departmental employees as needed to enter information into the Oakland Vaccination Portal
6. Communicate regularly to employees about reporting dates and compliance with the Employee Vaccination Policy

7. Initiate the process of discharge for those employees who fail to comply with the City's Mandatory Vaccination Policy

Department of Information
Technology

1. Establish and maintain the Oakland Employee Vaccination Portal

Department of Human Resources
Management

1. Establish and administer the Employee Mandatory Vaccination Program and issue additional department requirements, guidelines, or procedures that are consistent with this policy
2. Develop the Oakland Vaccination Portal with the Department of Information Technology
3. Track and maintain employee vaccination records
4. Evaluate and administer vaccination exemptions through the interactive process
5. Advise and guide departments regarding processing discharge for those employees who fail to comply with the City's Mandatory Vaccination Policy



EMPLOYEE REQUEST FOR REASONABLE ACCOMMODATION - MEDICAL
(COVID-19 Vaccination Exemption)

Employee Name	Employee ID#
Job Code and Title	Department
Division/Unit	Supervisor/Manager

The City of Oakland will provide reasonable accommodations to qualified individuals with disabilities in accordance with the federal Americans with Disabilities Act and the California Fair Employment and Housing Act. Employees may be required to provide documentation which supports a request for reasonable accommodation.

EMPLOYEE CERTIFICATION

I have a disability or medical condition that prevents me from receiving any COVID-19 vaccine. To be eligible for this exemption, I understand that I must provide to the City a written medical certification signed by a physician, nurse practitioner, or other licensed medical professional practicing under the license of a physician, stating that I qualify for the exemption and indicating the probable duration of my inability to receive the vaccine (or if the duration is unknown or permanent). The written medical certification should **not** identify the underlying medical condition or disability.

I received and reviewed information regarding the City’s policy requiring COVID-19 vaccination. I understand that a detailed review of my disability status may be required, and I agree to cooperate fully in this process. I further understand that if my request is approved, I am obligated to report any changes in my disability status which may require a re-evaluation of this request. Granting of this request does not signify approval of any future reasonable accommodation request for any other position within the City of Oakland.

I hereby certify that I make this request based on my belief that I have a disability or medical condition that prevents me from complying with COVID-19 vaccination requirements. I understand that any falsified information can lead to disciplinary action, up to and including termination of employment. I further understand that the City is not required to provide this exemption accommodation if doing so would pose a direct threat to myself or others in the workplace or would create an undue hardship.

Employee Signature

Date

Date Received: ___/___/20___ Medical Certification Received <input type="checkbox"/> Yes <input type="checkbox"/> No Date Medical Certification Received: ___/___/20___

For HR use only:



EMPLOYEE REQUEST FOR RELIGIOUS ACCOMMODATION
(COVID-19 Vaccination Exemption)

Employee Name	Employee ID#
Job Code and Title	Department
Division/Unit	Supervisor/Manager

The City of Oakland is committed to equal employment opportunities for all employees and a work environment that is free of unlawful harassment, discrimination, and retaliation. Consistent with this commitment, the City complies with all laws protecting employees' religious beliefs, practices, and observances. When requested, the City will provide an exemption or reasonable accommodation for employees' sincere religious beliefs, practices, and observances, which prohibit the employee from receiving a COVID-19 vaccination, provided the requested accommodation is reasonable and does not create an undue hardship for the City or pose a direct threat to the health and/or safety of the employee or others in the workplace.

The City of Oakland requires all persons working for the City to be fully vaccinated against COVID-19. However, a religious exemption may be granted to City employees who: (1) hold a sincere religious belief that conflicts with the vaccination requirement, (2) complete this request form, and (3) provide any information needed to support the exemption request.

EMPLOYEE CERTIFICATION

I request an exemption from the City of Oakland's requirement that I be fully vaccinated against COVID-19. I make this request based on my sincere religious belief(s), practice(s), or observance(s). My beliefs conflict with the vaccination requirement, and I certify the following is true:

1. My religion or belief system is (enter name or description): _____
2. I have held this belief(s) system, or practiced and observed this religion since (enter date or year): _____
3. My religion, belief system, or practice requires me to abstain from the COVID-19 vaccination because (describe the specific tenet, practice, or observation that conflicts with the COVID-19 vaccination requirement and/or explain how you follow it):

4. If your religion, belief system, or practice requires you to abstain from the COVID-19 vaccination, but not other types of vaccinations, please describe the specific tenet, practice, or observation that expressly conflicts with the COVID-19 vaccination (attach a separate sheet if needed).

5. If requested, I can provide a written statement, an affidavit or other documents from a religious leader, or other person describing my beliefs and practices, including information regarding when I embraced the belief or practice, as well as when, where, and how I have adhered to the belief, practice, observance. YES NO

I hereby certify that I make this request based on my sincerely held religious beliefs that prevent me from complying with COVID-19 vaccination requirements. I understand that any falsified information can lead to disciplinary action, up to and including termination of employment. I also understand that my request for an accommodation may not be approved if it is not reasonable, if it poses a direct threat to the health and/or safety of others in the workplace and/or me, or if it creates an undue hardship for the City.

Employee Signature

Date

For HR use only:

Date Received: ___/___/20___ Supporting Documents Received Yes No

Date Supporting Documents Received: ___/___/20___