

COUNTY OF ALAMEDA

COVID-19 WORKFORCE VACCINATION

POLICY

Issue Date: December 21, 2021

PURPOSE

The County of Alameda (“County”) is dedicated to continuing to provide a safe and healthy workplace, consistent with public health guidance and legal requirements, to protect its employees and the public from COVID-19.

Guidance from the federal Centers for Disease Control and Prevention (“CDC”), the California Department of Public Health (“CDPH”), and the County’s Health Officer uniformly cite vaccination as the most effective way to reduce COVID-19 transmission and limit COVID-19 hospitalizations and deaths. Unvaccinated County workforce members are at greater risk of contracting and spreading COVID-19 within the workplace and County facilities, and to/from members of the public who depend on County services.

Therefore, the County is adopting this COVID-19 Workforce Vaccination Policy (“Policy”) to protect County workforce members and others in County facilities to fulfill our shared obligation to serve the public.

POLICY

All existing County workforce members must, as a condition of continued employment/service with the County, disclose their vaccination status and, if vaccinated, provide proof of such vaccination to the County **no later than December 30, 2021**.

All new County workforce members commencing employment/service after December 30, 2021, must disclose their vaccination status and, if vaccinated, provide proof of their vaccination **prior to commencing County employment/service**.

Workforce members who disclose that they are unvaccinated (as defined below) must undergo weekly COVID-19 testing in addition to complying with other requirements (e.g., face covering, quarantining, etc.) **until they are fully vaccinated** (as defined below). County workforce members who are subject to CDPH State Public Health Officer (“SPHO”) Order(s) or other legal vaccine mandates are required to report their vaccination status or to be fully vaccinated in accordance with those requirements.

DEFINITIONS

As used in this Policy:

- **County Workforce Members** – all employees (full-time, part-time, Temporary Assignment Pool (“TAP”), services-as-needed (“SAN”), other temporary employees, regardless of appointment type),

retired annuitants, volunteers, and interns.

- **COVID-19 Testing** – Testing for COVID-19 must be completed using a PCR (molecular) test or antigen test, which must either have Emergency Use Authorization by the U.S. Food and Drug Administration or be operating per the Laboratory Developed Test requirements by the U.S. Centers for Medicare and Medicaid Services.
- **Fully vaccinated** – at least two (2) weeks passed since receiving the final dosage of a COVID-19 vaccine that has been either:
 - approved or authorized for emergency use by the Food and Drug Administration (“FDA”) (e.g., a single dose of a one-dose Johnson & Johnson/Janssen vaccine; the second dose of a two-dose Moderna or Pfizer vaccine), as listed: <https://www.fda.gov/emergency-preparedness-and-response/coronavirus-disease-2019-covid-19/covid-19-vaccines>; or
 - listed for emergency use by the World Health Organization (“WHO”), as listed: <https://www.who.int/teams/regulation-prequalification/eul/covid-19>.

This definition is subject to change and may be revised in accordance with CDC and CDPH guidelines.

- **Proof of Vaccination** – one (1) of the following:
 - COVID-19 Vaccination Record Card (issued by the Department of Health and Human Services, CDC or WHO Yellow Card) which includes name of person vaccinated, type of vaccine, and date final dose administered); or
 - Documentation of COVID-19 vaccination from a licensed health care provider; or
 - Digital record that includes a QR code that when scanned by a SMART Health Card reader displays to the reader client name, date of birth, vaccine dates, and vaccine type, which can be obtained at the following site: <https://myvaccinerecord.cdph.ca.gov/>.
- **Unvaccinated** – not vaccinated, incompletely vaccinated, or not fully vaccinated.

REQUIREMENTS AND PROCEDURES

I. Vaccination Disclosure Requirement

1. **By December 30, 2021**, all existing County workforce members must have disclosed their COVID-19 vaccination status and, for those who disclosed that they are vaccinated, provide proof of vaccination. All new County workforce members (including former County workforce members who return to work after a break in service) commencing County employment/service after December 30, 2021 must disclose their vaccination status and, for those workforce members who disclose that they are fully vaccinated, provide related proof of vaccination before they commence employment/service.
2. COVID-19 vaccination disclosure (including related reporting and documentation requirements for workforce members who disclose that they are vaccinated) and weekly COVID-19 testing for unvaccinated workforce members is considered a condition of:
 - a. continued County employment/service for all County workforce members and a requirement as part of the conditional job offer for all newly hired County workforce members.

- b. new or continued employment/service with the County, including serving as a volunteer or an intern.
- 3. Fully vaccinated County workforce members may be required to disclose and provide proof of updated vaccination upon notification of such requirement by the County.
- 4. Some County workforce members may be subject to CDPH Order(s) or other legal vaccine mandates with earlier vaccination deadlines, vaccination requirements, and/or additional testing or reporting requirements. For example, some County employees, due to their job duties, are subject to the August 5, 2021 CDPH SPHO Health Care Worker Requirement Order or the August 19, 2021 CDPH SPHO Health Care Worker in Correctional Facilities Order, requiring mandatory vaccination. County workforce members who are subject to state or local health officer orders with earlier compliance dates, additional requirements, or other legal vaccine mandates may be required to report their vaccination status or be fully vaccinated in accordance with those requirements.

II. Reporting Requirements

1. **By December 30, 2021**, all County workforce members must disclose their vaccination status to the County by updating their status in the County's Alcolink Human Resources Management System ("HRMS") (or if unable to access the County's Alcolink HRMS, submitting a "COVID-19 Workforce Vaccination Policy Disclosure Form" ("Vaccination Disclosure Form") to their Agency/Department Human Resources ("HR")). Employees who disclose they are:
 - a. **"Fully vaccinated or have received the final dosage of a COVID-19 vaccine"** must enter their vaccination information and upload their proof of vaccination in the County's Alcolink HRMS (or if unable to access the County's Alcolink HRMS, must attach their proof of vaccination and submit it to their Agency/Department HR).
 - b. **"Unvaccinated" or "Incompletely (partially vaccinated)"** will receive information describing how to receive their vaccination on County time (up to two (2) hours per dosage). When they become vaccinated, they must report their updated vaccination status and upload their proof of vaccination in the County's Alcolink HRMS (or if unable to access the County's Alcolink HRMS, must submit an updated "Vaccination Disclosure Form" and proof of vaccination to their Agency/Department HR). Incompletely (partially vaccinated) or not vaccinated workforce members will also receive information regarding their obligation to undergo weekly testing and other additional requirements (e.g., face covering, quarantining, etc.).
2. **After December 30, 2021**, County workforce members who disclosed that they are unvaccinated, including those who are incompletely (partially vaccinated), as defined in this Policy or have not provided proof that they are fully vaccinated must undergo regular weekly COVID-19 testing on County time (up to two (2) hours per test), at a testing location near the worksite that minimizes the impact to the operation of the work unit, as determined/approved by management, and report the test results to their Agency/Department HR, until they become fully vaccinated.

III. Failure to Comply with Policy/Disciplinary Action

Failure to comply with this Policy will result in disciplinary action, up to and including termination of employment or service to the County.

1. The first offense for failing to comply with the requirements of this Policy to: a) disclose vaccination status; b) provide proof of vaccination, if vaccinated; or c) submit to and provide proof of weekly COVID-19 testing, will result in the County workforce member being issued a written warning and directive to comply with the specific requirement within ten (10) calendar days.
2. If a County workforce member does not comply with the directive as noted above, the Agency/Department shall move to terminate the County workforce member from County employment/service for failure to meet a condition of continued County employment/service.
3. If the County determines that a County workforce member submitted a falsified vaccination card as their proof of vaccination, provided false information on a Vaccination Disclosure Form or any other supporting documentation, or falsified COVID-19 test results, the appointing Agency/Department shall move to terminate the County workforce member from County employment/service and may take additional actions as appropriate.

CONFIDENTIALITY OF RECORDS

Records pertaining to a County workforce member's vaccination status and COVID-19 tests are considered confidential health records for purposes of the County's employee records and privacy policies. Said records will only be accessible to authorized staff and will only be disclosed to individuals who have a legitimate need to know such information.