

# COUNTY OF ALAMEDA

## COVID-19 WORKFORCE VACCINATION

### POLICY

Issue Date: October 19, 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 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: (1) report their vaccination status to the County **starting on October 19, 2021**; and (2) receive the final dosage of a COVID-19 vaccine and provide proof of their vaccination to the County **no later than November 19, 2021**, unless they have been granted an exemption from the vaccination requirement as outlined in Section III (Exemptions from the Vaccination Requirement) of this Policy. County workforce members who are subject to CDPH State Public Health Officer ("SPHO") Order(s) or other legal vaccine mandates may be required to report their vaccination status or to be vaccinated sooner than the dates outlined above.

All new County workforce members commencing employment/service after November 19, 2021, must be fully vaccinated and provide proof of their vaccination prior to commencing County employment/service, unless they are eligible for an exemption from the vaccination requirement as outlined in Section III (Exemptions from the Vaccination Requirement) of this Policy.

County of Alameda  
COVID-19 WORKFORCE VACCINATION POLICY

## 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.
- **Fully vaccinated** - at least two (2) weeks passed since receiving the “Final Dosage of a COVID-19 Vaccine”. This definition is subject to change and may be revised in accordance with CDC and CDPH guidelines.
- **Final Dosage of a COVID-19 vaccine** -
  - The final dosage of a COVID-19 vaccine that has been 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
  - the final dosage of a COVID-19 vaccine that has been listed for emergency use by the World Health Organization (“WHO”), as listed: <https://www.who.int/teams/regulation-prequalification/eul/covid-19>.
- **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 Requirement

1. **By November 19, 2021**, unless granted an exemption from the vaccination requirement as outlined in Section III (Exemptions from the Vaccination Requirement) of this Policy, all existing County workforce members must have received the final dosage of a COVID-19 vaccine. All new County workforce members (including former County workforce members who return after a break in service) commencing County employment/service after November 19, 2021 must be fully vaccinated and provide proof of vaccination before they commence employment/service.
2. COVID-19 vaccination (including related reporting and documentation requirements) is

County of Alameda  
**COVID-19 WORKFORCE VACCINATION POLICY**

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considered:

- a. a condition of continued County employment for all County employees and a requirement as part of the conditional job offer for all newly hired County employees.
  - b. a condition of new or continued service with the County, including serving as a volunteer or an intern.
3. Fully vaccinated County workforce members may be required to receive 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 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, and must receive their first dose in a one-dose vaccination regimen or second dose in a two-dose regimen by September 30, 2021 and October 14, 2021, respectively. County workforce members who are subject to state or local health officer orders with earlier compliance dates or additional requirements will receive notice of the additional requirements.

## II. Reporting Requirements

1. **Between October 19, 2021 and November 19, 2021**, all County workforce members must report their vaccination status to the County by updating their status in the County's Alcolink Human Resources Management System ("HRMS") or by submitting a "COVID-19 Workforce Vaccination Policy Disclosure Form" ("Vaccination Disclosure Form") to their Agency/Department Human Resources ("HR") as follows:
  - a. **"Fully vaccinated or have received the final dosage of a COVID-19 vaccine"** must enter their vaccination information and upload their proof of COVID-19 vaccination in the County's Alcolink HRMS (or for those who are unable to access or upload documents to the County's Alcolink HRMS, are required to attach proof of their COVID-19 vaccination and submit it to their Agency/Department HR).
  - b. **"Incompletely (partially vaccinated) or not vaccinated"** will receive information describing how to receive their vaccination on County time (up to two (2) hours). When they become vaccinated with the final dosage of a COVID-19 vaccine, they must report their updated vaccination status in the County's Alcolink HRMS and upload their proof of COVID-19 vaccination (or for those who are unable to access or upload documents to the County's Alcolink HRMS, are required to submit an updated "Vaccination Disclosure Form" and proof of vaccination to their Agency/Department HR).
  - c. **"Not vaccinated and will request a reasonable accommodation"** must submit the required documents to their Agency/Department HR as outlined in III.2. below.

New County workforce members commencing service after November 19, 2021, must be fully vaccinated and provide proof of vaccination prior to commencing County employment/service.

County of Alameda  
**COVID-19 WORKFORCE VACCINATION POLICY**

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2. **By November 19, 2021**, all County workforce members must have both reported that they have received the final dosage of a COVID-19 vaccine and submitted proof of vaccination in the County's Alcolink HRMS or submit the completed "Vaccination Disclosure Form" and proof of vaccination to their Agency/Department HR as outlined in Section II.1 above, unless they are eligible for and have applied for an exemption from the vaccination requirement.
3. **After November 19, 2021**, County workforce members who are approved for an exemption from the vaccination requirement must undergo regular weekly COVID-19 testing on County time (up to two (2) hours per test) and report the test results to their Agency/Department HR, unless or until they become vaccinated with the final dosage of a COVID-19 vaccine.

### III. Exemptions from the Vaccination Requirement

1. County workforce members seeking an exemption from this Policy's COVID-19 vaccination requirement may request a reasonable accommodation due to one (1) of the following reasons:
  - a. a **qualified medical reason** or disability that prevents them from being vaccinated, such as medical condition or other medical restriction that affects their eligibility for a COVID-19 vaccine, as verified by their licensed medical provider; or
  - b. a **sincerely held religious belief** that prevents them from receiving a vaccine. Personal or philosophical objections to a COVID-19 vaccine are not sufficient justification for granting an exemption from the vaccination requirement under this Policy.
2. County workforce members who believe they are eligible for an exemption from the vaccination requirement as outlined in Section III.1. must submit a completed request for reasonable accommodation (with all required documentation as listed below) **by November 19, 2021**. If seeking a reasonable accommodation due to:
  - a. a **qualified medical condition/disability** (Medical/Disability Accommodation), complete and submit to their Agency/Department HR a **Request for a Reasonable Accommodation C19R Form** (Request for Reasonable Accommodation for COVID-19 Requirements) and a **medical certification** consisting of a written statement signed by a physician, nurse practitioner, or other licensed medical professional practicing under the license of a physician stating that they qualify for the exemption (without describing the underlying medical condition or disability) and indicating the probable duration of their inability to receive the vaccine (or that the duration is unknown or permanent).
  - b. a **sincerely held religious belief** (Religious Belief Accommodation), complete and submit to their Agency/Department HR a **Request for Religious Accommodation Form** (Request for Religious Accommodation for COVID-19 Requirements).
3. The County will review all requests for accommodation on a case-by-case basis and may request additional documentation, as needed.
4. **Commencing November 19, 2021**, a County workforce member whose vaccination exemption

**County of Alameda**  
**COVID-19 WORKFORCE VACCINATION POLICY**

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request is:

- a. **Approved/Granted**, will be provided a reasonable accommodation, which may include but is not limited to undergoing regular weekly COVID-19 testing on County time (up to two (2) hours per test) and complying with Section II.3. as outlined above. If the reasonable accommodation granted is for a limited duration, full vaccination will be required at a future date consistent with the medical certification.
- b. **Undetermined**, must undergo weekly COVID-19 testing on County time (up to two (2) hours per test) and report the test results to their Agency/Department HR until such time as a determination is made.
- c. **Not Approved/Denied**, must obtain the final dosage within fifty (50) calendar days from receipt of denial. The County workforce member will be subject to mandatory weekly COVID-19 testing on County time for up to fifty (50) calendar days until the final dosage is completed.

**IV. Timeline**

County Workforce Member Action	Deadline
Report Vaccination Status by uploading proof of vaccination to HRMS or submitting COVID-19 Status Vaccination Disclosure Form	10/19/2021 to 11/19/2021
If unvaccinated:	
<ul style="list-style-type: none"> <li>• County workforce member seeking an exemption as a reasonable accommodation must submit a completed:               <ul style="list-style-type: none"> <li>○ Request for Reasonable Accommodation Form (including required documentation).</li> </ul> </li> </ul>	10/19/2021 to 11/19/2021
<ul style="list-style-type: none"> <li>• If electing to vaccinate with a two (2) dose vaccine; deadline for first dose in order to receive final dose by 11/19/2021:               <ul style="list-style-type: none"> <li>○ Moderna – requires 28 days between doses</li> <li>○ Pfizer/BioNTech – requires 21 days between doses</li> </ul> </li> </ul>	10/22/2021 10/29/2021
<ul style="list-style-type: none"> <li>• If electing to vaccinate with a one (1) dose vaccine</li> </ul>	11/19/2021
<ul style="list-style-type: none"> <li>• Report updated vaccination status and upload proof of vaccination to HRMS</li> </ul>	11/19/2021
If fully vaccinated: enter vaccination information in and upload proof of vaccination to HRMS.	11/19/2021
If exemption request from the vaccination requirement is not approved, deadline to receive final dosage of a COVID-19 vaccine.	Within 50 days of decision issuance.

**V. 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 a directive to either a) report vaccination status; b) comply with the vaccination notification/completion requirement; or c) submit to COVID-19 testing for County workforce members who receive an exemption as a reasonable accommodation, will

**County of Alameda**  
**COVID-19 WORKFORCE VACCINATION POLICY**

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result in the County workforce member being issued a written warning and directive to comply with the specific requirement.

2. County workforce members provided with a written warning and directive to provide proof of vaccination will be required to comply with the directive within ten (10) calendar days. In an effort to continue to encourage vaccination, County workforce members shall also be provided with information on the efficacy of the vaccine as well as other available vaccine resources and be allowed up to two (2) hours of County time to receive the COVID-19 vaccine.
3. County workforce members who are not in compliance with the directive will be directed to undergo weekly COVID-19 testing (allowed up to two (2) hours of County time for each weekly test) during the time the employee is non-compliant with the directive, and the Agency/Department will move to terminate the employee from County employment/service.
4. If the County determines that a County workforce member submitted a falsified vaccination card as their proof of vaccination or provided false information on a Vaccination Disclosure Form or any other supporting documentation in an attempt to bypass the requirements of this Policy, the appointing Agency/Department will move to terminate the County workforce member from County employment/service and may take additional actions as appropriate.

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**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.