COVID-19
TEMPORARY POLICY & PROCEDURE
EFFECTIVE 06/01/2021

Vaccination and Mask Policy

Effective Date: 06/01/2021
Revision Date:

Kittitas County will follow the orders, proclamations, and guidance provided by local, state, and federal agencies with regard to COVID-19.

Background

On May 13, 2021 the Centers for Disease Control (CDC) issued interim Public Health Recommendations for fully vaccinated people and updated their guidance on May 16, 2021. This guidance states, in part: You can resume activities without wearing a mask or staying 6 feet apart, except where required by federal, state, local, tribal, or territorial laws, rules, and regulations, including local business and workplace guidance.

On May 15, 2021 Washington State Secretary of Health Umair A. Shah, MD, MPH, issued Order 20-03.2 (20-03 et. Seq.), which states: “People exempt from General Face Covering Requirement...People who are fully vaccinated against COVID-19, except when in health care settings, correctional facilities, homeless shelters, or schools”.

On May 21, 2021 Governor Inslee issued Proclamation 20-25.13 (amending 20-25 et seq), which further supports the guidance issued by the CDC and Secretary of Health Shah. It states: “Employees: Unless additional restrictions are imposed by the employer or a state or local authority or the worksite is an exception under the CDC guidance, a fully vaccinated employee may work at the employee’s worksite without wearing a face covering only after the employee has either provided (a) proof of vaccination to the employer; or (b) a signed document attesting to the employee’s fully vaccinated status. The option to provide a signed self-attestation may be done in hard copy or electronically.”

On May 21, 2021, the Washington Department of Labor & Industries issued their guidance, “Mask and Distancing Requirements Are Changing: Key COVID-19 Updates for Fully Vaccinated Workers (May 21, 2021)”. This guidance is attached to this policy for reference. It states that “fully vaccinated employees do not have to wear a mask or socially distance at work, unless their employer or local public health agency still requires it.” It further states that “employers must confirm workers are fully vaccinated – by having the worker either sign a document attesting to their status or provide proof of vaccination.”
On May 25, 2021, the Board of County Commissioners determined that the mask requirements would be amended for County facilities to in accordance with the guidance described above and on June 1, 2021, adopt the following:

Mask Requirements for Employees

Employees of Kittitas County who are fully vaccinated*, and who have completed and signed a Kittitas County Employee Attestation for Exemption from Mandatory Mask Requirement, do not have to wear a mask or socially distance while in County facilities, with the exception for those who work in a Correctional Facility, or those who perform work in a healthcare setting. Should any local/state/federal requirements be amended or rescinded, rendering any portion of this policy non-compliant, the County shall adhere to said requirements.

Employees who elect not to, or who are unable to, be vaccinated must continue to properly wear a mask and socially distance while in County facilities, including vehicles, for as long as required by local/state/federal regulations and guidance. Each Department Head/Elected Official (DH/EO) is responsible for ensuring employee compliance with this policy for their Department/Office.

Accommodations will be considered on a case-by-case basis for any employee with a medical condition that prevents proper mask use and/or vaccination eligibility. Employees who wish to request accommodation should notify their supervisor or Human Resources.

*According to the CDC, an individual is considered fully vaccinated two weeks after receiving their second dose of Pfizer or Moderna, or two weeks after a single-dose vaccine, such as the Johnson & Johnson Janssen vaccine.

Proof of Vaccination Status

Employees of Kittitas County who are fully vaccinated and wish to work in County facilities without wearing a mask or social distancing must complete and sign a Kittitas County Employee Attestation for Exemption from Mandatory Mask Requirement form. This form will be available on CAMAS, from Human Resources, or from the employee’s supervisor.

The employee will include their name, department, date of series completion, and sign the statement attesting that they have received the complete vaccination series against COVID-19. The attestation forms will be maintained in HR, separate from the employee’s personnel file, and are protected from disclosure (RCW 42.56.050; RCW 42.56.230(3); RCW 42.56.360(2); RCW 70.02.005(4); RCW 70.02.050(1)(b)).

As a reminder, it is a violation of County Policy to falsify records (4.1 Employee Conduct & Work Rules), and could result in disciplinary action, up to and including termination.

If a DH/EO has reason to question the validity of the employee’s attestation, they should contact HR to determine next steps. The employee may be required to provide additional documentation, which could include their completed vaccination card, a printout from the
State’s immunization records website (MylR.net), or a doctor’s note verifying their vaccination status.

Procedure

1) A fully vaccinated employee must complete the Kittitas County Employee Attestation for Exemption from Mandatory Mask Requirement form to work in a County Facility without a mask.

2) The completed form will be maintained in Human Resources. The employee may submit the form to HR directly, or the employee may submit the form to their DH/EO, or designee, who will then route it to HR.

3) HR will maintain a master log of employees who have submitted their attestation. This information will only be provided to the DH/EO, or designee, for the purpose of verifying which employees are approved to work without a mask. It is important that these documents be kept confidential. It is up to the employee to decide who they share their vaccination status with.

4) Any DH/EO who wishes to maintain a secondary or “shadow” file or log, must ensure the information is protected. If a Public Records Request is received regarding vaccination records, the DH/EO (or designated Public Records Officer) is required to provide notice to the employee (see RCW 42.56.250(12)). The DH/EO should contact HR and their assigned DPA for assistance.

5) Any employee who has a medical condition that prevents them from wearing a mask or receiving a vaccination, and believes this limitation may affect their ability to perform their essential functions, may request reasonable accommodation through their supervisor or HR.

Be Kind

It is important to remember that while some employees may be eligible and even eager to become vaccinated, some may have personal or medical reasons for not obtaining vaccinations. Similarly, there might be those who are not ready to remove their mask. Employees should practice compassion and refrain from joking or making statements that could be interpreted as bullying or harassment. Any concerns should be reported to the employee’s supervisor or HR immediately.

Resources


Department of Health Order 20-03.02 - https://www.doh.wa.gov/Portals/1/Documents/1600/coronavirus/Secretary_of_Health_Order_20-03_Statewide_Face_Coverings.pdf
Governor’s Proclamation 20-25.13 -  


Kittitas County Personnel Policy 4.1 – Employee Conduct and Work Rules - https://camas-wiki.co.kittitas.wa.us/policy/wiki/Personnel_Policy_4.1_Employee_Conduct_and_Work_Rules
Kittitas County Employee Attestation for Exemption from Mandatory Mask Requirement

**INSTRUCTIONS**

In accordance with the local/state/federal guidelines and Kittitas County Policy, employees who are fully vaccinated and wish to work in County facilities without a mask or social distancing are required to complete this attestation form. By completing this form, the employee attests that they are fully vaccinated (meaning, at least two weeks have passed since completing the course of COVID-19 vaccination).

The employee further attests that they understand that falsification of a County record is against County policy (4-1 Employee Conduct and Work Rules) and is subject to disciplinary action. If a Department Head/Elected Official has reason to question the validity of the employee’s attestation, the employee may be required to provide additional documentation, which may include their completed vaccination card, a printout from the State’s immunization records website (MyIR.net), or a doctor’s note verifying their vaccination status. Falsification could also result in disciplinary action.

Lastly, the employee should be sensitive to the varying health needs, opinions, and beliefs of others regarding COVID-19 vaccinations and should refrain from making jokes or comments in the workplace that could be perceived as bullying or harassment.

**EMPLOYEE ATTESTATION**

I attest that I am fully vaccinated against COVID-19, that I understand falsification of this form could require me to provide additional documentation and could result in disciplinary action, and that I should refrain from making jokes or statements in the workplace regarding COVID-19 vaccinations that could be perceived as bullying or harassment.

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<th>Employee Printed Name</th>
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<th>Signature of Employee</th>
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**HUMAN RESOURCES**

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