



Policy: City of Olympia COVID-19 Vaccination or Testing Effective: December 1, 2021

Expires: This policy shall remain in effect until further notice

Approved by Jay Burney, City Manager

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#### A. Purpose

This policy is adopted to provide and maintain a healthy and safe workplace, to safeguard the health of City employees and the community we serve, to meet the operational needs of the City, and maintain continuity of city operations.

#### B. Scope

This policy applies to City employees who do not fall under a separate COVID-19 vaccination mandate by nature of their position (e.g. Washington State Governor's Proclamation, Superior Court or District Court mandates).

Public health guidance, restrictions and safety best practices regarding COVID-19 and related vaccines are changing rapidly as new information becomes available and further research is conducted. The City reserves the right to modify this policy at any time to adapt to changing circumstances and business needs, consistent with its commitment to maintaining a safe and healthy workplace.

#### C. Policy and Procedures

All City Employees shall be fully vaccinated by November 30, 2021 OR, in lieu of vaccination, will be required to submit a negative COVID-19 test result every week after November 30, 2021.

1. **Proof of Vaccination Status:** Employees must provide proof they are fully vaccinated. Fully vaccinated means two weeks after the second dose of a two-dose COVID-19 vaccine (Pfizer-NBioNtech, Moderna) or two weeks after one dose of a single-dose vaccine (Johnson & Johnson). A personal attestation must be submitted to Human Resources after an acceptable proof of vaccination has been shown to your direct supervisor. Acceptable proof of vaccination includes:

- CDC COVID-19 Vaccination Record Card or photo of the card; or
- Documentation of vaccination from a healthcare provider or electronic health record;

or

- State immunization information system record

2. **Current Employees:** Active employees must be fully vaccinated by November 30, 2021.

a. Employees are authorized to use up to 1-hour of paid work time to obtain each dose of their preferred vaccination.

b. Work time includes reasonable travel time to and from the vaccination site when the travel time occurs during the employee's regular work hours.

- c. Employees must arrange use of this time with their supervisor. The employer may require time under this provision be supported by documentation.
- d. Employees are authorized to use one-work shift of paid time off after a second dose for recovery from side effects, if applicable. Employees must request and use this leave within 72 hours of receiving the second shot.
- 3. New Employees: Upon starting employment, a new employee must be fully vaccinated and provide proof of vaccination. Exemption may be granted for religious or medical purposes; however, accommodations will be subject to approval based on the essential functions required of the position.
- 4. Weekly COVID-19 Testing: Unvaccinated employees are required to provide a weekly test result each workweek in which they work any hours.
  - a. City-sponsored testing for unvaccinated employees. Testing will be administered by a third-party testing company selected by the City, subject to the following conditions:
    - i. Unvaccinated employees will be required to use the City-sponsored testing program.
    - ii. Work time. To provide the weekly test result, unvaccinated employees may access the City-sponsored test site on work time, including reasonable travel time. This time must be pre-arranged with the employee's supervisor.
    - iii. Test cost. The employee will pay for the full amount of an Antigen COVID test through the City-sponsored program through a payroll deduction.
    - iv. The department director or designee may grant an exception to using the City provided testing program, on a case-by-case basis if, for example, an employee is on leave when the City-sponsored test site is available. In case of an exception, only test results from a verifiable source such a pharmacy, community-based test site, or medical provider will be accepted. Out-of-pocket costs for testing performed outside of the City-sponsored program, if any, will be the employee's sole responsibility.
    - v. Offices and Departments have discretionary authority to decide what time, based on operational needs, employees will report to the City-sponsored site to get tested for COVID-19.
    - vi. Employees who become fully vaccinated after November 30, 2021, and provide proof of their vaccination record, will no longer be required to submit to weekly COVID-19 testing.

COVID-19 testing.

5. Test Results

a. Negative Results

- i. Employees whose tests results are negative may report to work.

b. Positive Results

- i. Employees who receive notification of a positive COVID-19 test result are required to notify their supervisor immediately upon receiving notice if during a work shift, or prior to the start of their next shift if they are notified when off duty.
- ii. An employee who receives a positive test result shall not report to a City work site until approved by their supervisor. An employee who had prior authorization to work remotely and is asymptomatic may work while in isolation at their remote work site, unless instructed otherwise by their supervisor, or may use accrued leave. All other employees must receive approval from their supervisor to resume work.
- iii. In considering work conditions and return to work for employees testing positive, supervisors will follow public health protocols, including requirements for isolation or further testing, as recommend by the CDC and state and local public health officials. Any out-of-pocket costs for this test will be paid by the employee. Considerations will include whether the employee is symptomatic for COVID-19 and whether the employee has been fully vaccinated. Individuals who test positive for COVID-19 may continue to experience positive test results for 90 days after infection and may be required to sign an attestation once per week that they are free of COVID-19 symptoms in lieu of weekly testing.
- iv. Any case investigation and contact tracing will be performed by Public Health staff.

#### D. Vaccination Incentives

Unrepresented, benefits eligible employees and employees covered by an incentive agreement between their union and the City, who provide proof of full vaccination status by December 31, 2021 will be provided the following incentives:

- a. Additional Floating Holiday. One (1) additional floating holiday for use during calendar year 2022, subject to the rules on the use of a floating holiday.
- b. COVID-19 Leave. Up to forty (40) hours of "COVID-19" leave (prorated by FTE) available for use when the employee is unable to work, including unable to telework, for one of the following COVID-19 related reasons:
  1. the employee is quarantined (pursuant to Federal, State, or local government order or advice of a health care provider) and/or experiencing COVID-19 symptoms and seeking a medical diagnosis;
  2. the employee must care for an individual subject to a COVID-19 quarantine (pursuant to Federal, State, or local government order or advice of a health care provider); or
  3. the employee's child's school or childcare provider is unavailable for reasons related to COVID-19. Documentation of closure may be required.

Employees must request use of this leave through their supervisor. The supervisor may require the time be supported by documentation. This leave will be available effective December 1, 2021. Any unused portion will expire on December 31, 2022. COVID-19 leave has no cash-out value.

#### E. Failure to Comply with this Policy

Employees who are non-compliant with this policy will be subject to disciplinary action, up to and including separation.

F. Confidentiality

The testing third-party company will share an employee's COVID-19 test results with Human Resources and with the employee tested. Testing results will otherwise be held confidential by the City's testing third-party company except as required to be disclosed by law (i.e. with the applicable public health authority). Information about an employee who tests positive for COVID-19 may otherwise only be disclosed to the extent required by applicable law (i.e. ESSB 5115 notifications).

Records pertaining to an employee's vaccination status shall be maintained by the Human Resources Department and kept separate from an employee's personnel file. Because Human Resources will receive testing results directly from RMI, employees will not be required to upload their results.

## City of Olympia Vaccination or Weekly Testing Requirement FAQs

On August 26, 2021, Cit Manager Jay Burney sent an email to City employees informing them of the requirement that City requires County employees to get fully vaccinated against COVID-19 or submit a negative test result every week. This requirement does not apply to City employees subject to another mandate (Governor's Proclamation No. 21-14, Superior Court, or District Court). Employees covered under a Collective Bargaining Agreement (CBA) should consult with their union representatives. These provisions do not yet apply to employees who are covered under a CBA that has not completed impacts bargaining.

### SECTION 1 – VACCINATED EMPLOYEES

#### ***1. What are the protocols for getting vaccinated?***

Employees who are not fully vaccinated are authorized to use up to 1-hour of paid work time to obtain each of their first two doses of their preferred vaccination (Pfizer-BioNtech, Moderna, Johnson & Johnson). Work time includes reasonable travel time to and from the vaccination site when the travel time occurs during the employee's regular work hours. Employees must arrange use of this time with their supervisor. The supervisor may require time under this provision be supported by documentation. Employees who experience side effects will be provided 1-work shift of paid time off after a 2<sup>nd</sup> dose, if applicable, for recovery. Employees must request and use this leave within seventy-two (72) hours of receiving the 2<sup>nd</sup> shot.

#### ***2. How do I submit proof that I am fully vaccinated?***

Fully vaccinated employees must submitted a signed attestation (**include link to form here**) form to human resources. Forms can be uploaded to the following secure email \_\_\_\_\_. **YOU ONLY HAVE TO FOLLOW THIS PROCESS IF YOU ARE VACCINATED.**

**3. What documentation is acceptable proof of vaccination?**

Documents that show proof of vaccination include:

- CDC COVID-19 Vaccination Record Card or photo of the card.
- Documentation of vaccination from a healthcare provider or electronic health record; or
- Record from the State immunization information system.

**4. Is the City offering incentives for employees to get fully vaccinated?**

Yes. Employees who provide proof of full vaccination status by November 30, 2021, will receive the following incentives:

- a. **Additional Floating Holiday.** One (1) additional floating holiday for use during calendar year 2022, subject to the rules on the use of a floating holiday.
- b. **COVID-19 Leave.** Up to forty (40) hours of “COVID-19” leave (prorated by FTE) available for use when the employee is unable to work, including unable to telework, for one of the following COVID-19 related reasons:
  - the employee is quarantined (pursuant to Federal, State, or local government order or advice of a health care provider) and/or experiencing COVID-19 symptoms and seeking a medical diagnosis;
  - the employee must care for an individual subject to a COVID-19 quarantine (pursuant to Federal, State, or local government order or advice of a health care provider); or
  - the employee’s child’s school or childcare provider is unavailable for reasons related to COVID-19.

Employees must request use of this leave through their supervisor. The supervisor may require the time be supported by documentation. This leave will be available effective December 1, 2021. Any unused portion will expire on December 31, 2022. COVID-19 leave has no cash-out value.

**6. I previously provided my supervisor with verification that I am fully vaccinated. Am I eligible for the incentives?**

Yes, all employees that provide a signed attestation form to HR will receive the vaccination incentives.

## SECTION 2 – UNVACCINATED EMPLOYEES – COVID-19 WEEKLY TESTING

### **7. Who is conducting weekly COVID-19 testing?**

The City selected Remote Medical International (RMI) to provide onsite testing services. RMI will be providing rapid antigen tests. RMI is providing rapid antigen tests that will be visually observed by their trained staff. Onsite testing is only available to non-vaccinated employees.

### **8. How will I receive my test results?**

You will be emailed when your test results are ready. Estimated time to process the test, once collected, is approximately 15 minutes. Once the test is processed, the results are logged into a database. Only authorized staff from RMI and City Human Resources are able to access this data. Because Human Resources will receive testing results directly from RMI, employees will not be required to upload their results.

### **9. What happens if I get a positive test result?**

If you receive notification that you tested positive for COVID-19, you must notify supervisor immediately and leave the worksite. Returning to work will be based local public health or CDC guidance regarding isolation requirements. You will be responsible for any out of pocket costs for additional testing, if recommend by a medical provider.

If you are not experiencing symptoms, you may consult with your supervisor about whether temporary telework is possible or you may use applicable leave for any period of isolation.

### **10. I'm a supervisor. What action do I need to take when an employee informs me that they tested positive for COVID?**

- 1) Contact your designated Human Resources Analyst immediately with the following information:
  - a. Employee Name
  - b. Date of positive test
  - c. Last day worked
  - d. Date of symptom onset, if known

### **11. I am unvaccinated and already had COVID-19. Do I still need to test?**

If you are unvaccinated and have had COVID-19 in the last 90 days, there is a form you can complete where you attest you are free of COVID-19 symptoms in lieu of weekly testing. Please contact Human Resources at [humanresources@ci.olympia.wa.us](mailto:humanresources@ci.olympia.wa.us) for additional details.

### **12. How will I pay for my testing cost?**

**The testing cost to employees is \$31.00 per week.** For a variety of reasons, RMI does not accept payment at the testing sites and does not do direct billing to employees. Therefore, employees who opt for weekly testing, will have to complete a payroll deduction form that must be submitted to HR Payroll at the time you decide to participate in testing but no later than the end of the pay period in which you get your first test. You may scan and email the payroll deduction form to [ci.olympia.wa.us](mailto:ci.olympia.wa.us) or send to ? via campus mail.

### **13. I have other questions not addressed in this FAQ. Who should I contact?**

You can submit your questions to HR [Humanresources@ci.olympia.wa.us](mailto:Humanresources@ci.olympia.wa.us) or call HR at 360-753-8442.