County Administrator

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Monica Nino
County Administrator

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August 27, 2021

COVID 19 Update to Department Heads:

The County Board of Supervisors recognizes the continued threat to the health and safety of our staff and community posed by COVID-19. In light of the recent increase in cases and hospitalizations due to the Delta variant, and following the recent FDA approval of the Pfizer-BioNTech COVID-19 vaccine, the Board of Supervisors has deemed it necessary to establish the attached **Mandatory Vaccination Policy** to protect the health and safety of employees and the community.

1. The Policy requires all employees to receive their final COVID-19 vaccine shot (second shot in a two shot series or single shot in a single shot series) by October 4, 2021. Employees must provide proof of their vaccination status to the County by this date in accordance with the verification process set forth in the July 22, 2021 communication to Department Heads. (Copy attached)

2. Note that employees covered under the State Public Health Order from August 5, 2021 issued by the California Department of Public Health are still subject to the vaccination compliance deadline of September 30, 2021. Similar health orders or regulations requiring masking, testing, vaccination, or other measures still apply. Where any conflict exists between this Policy and another rule or regulation on the topic, the more restrictive measure applies.

3. Employees with a qualifying medical condition or disability or a sincerely held religious belief that prevents them from being vaccinated may apply for an exemption on the attached exemption request form. Employees should submit this form to their departmental personnel contacts, who will transmit the form to central Human Resources for processing, determination, and retention. Within one business day of receipt, Departmental Personnel shall submit the exemption request forms to ADA Manager Barbara Elliott at barbara.elliott@hrd.cccounty.us. Employees granted an exemption to the vaccination requirement will be required to undergo mandatory COVID-19 testing on a weekly basis (or twice weekly for employees subject to more restrictive requirements).

4. Employees should use their COVID Leave to get vaccinated during work time. Employees who wish to be vaccinated during their normal work time but have exhausted their COVID Leave shall be provided sufficient time needed to get vaccinated during their normal work hours.

5. Beginning Immediately: Departments should review the Policy with staff and ensure all employees understand the vaccination requirement, deadlines, and process for submitting exemption requests where needed. Staff should plan ahead to make arrangements to vaccinate. Staff seeking exemptions should allow sufficient time to submit their requests and for them to be processed. Staff are encouraged to submit their proof of vaccination and exemption requests as soon as possible in order to avoid non-compliance with the October 4 deadline. Departments

should work to identify staff that have not yet provided proof of vaccination and ensure they understand the process for doing so, along with the repercussions of noncompliance.

6. Over the coming weeks, the County will continue to meet and confer with its Labor Partners over the impacts of this Policy. As developments arise, some aspects of the policy may be subject to change.

Thank you for your continued work to support our employees and community. We look forward to continued collaboration with our departmental staff as we make the County a safer and healthier place.

Sincerely,

Monica Nino
County Administrator

Enclosures: Mandatory Vaccination Policy
                  Mandatory COVID-19 Vaccination Exemption Request Form
                  July 22, 2021, Department Head Memo

cc: Board of Supervisors