


POLICY NUMBER: Year-Number	POLICY TITLE: County Employee Vaccination and Testing Policy	
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RELATED DOCUMENTS:	RELATED POLICIES:	

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SECTION I – PURPOSE

Clinical trials, scientific research, and safety monitoring have demonstrated that the federally approved COVID-19 vaccines are safe and are the most effective method of preventing people from getting and spreading the virus that causes COVID-19 and from getting seriously ill, ending up hospitalized, or dying, even if they do get COVID-19. Furthermore, when vaccination is not possible, regular testing for COVID-19 serves an invaluable tool for early detection of the virus, and prevention of further spread and/or outbreak of COVID-19.

This policy is issued as an emergency measure to further protect County workers and the community we serve, and thereby, all residents of Humboldt County. All County workers are expected to comply with these requirements, and County departments will be responsible for ensuring their workers act in accordance with such.

SECTION II – APPLICABILITY

1. This policy applies to all County workers not bound to other state, federal or local mandates, or departmental specific policies authorized by the County.
 - a. By this policy, County workers bound to other such mandates will be expected to comply with those.
 - b. Failure to comply with this policy, or other state, federal or local mandates, or departmental specific policies authorized by the County will result in progressive attempts to bring employees into compliance, and further failures to do so can lead to more formal corrective actions, up to and including dismissal from employment.
2. For the purpose of this policy “County workers” or “worker(s)” includes, but is not limited to regular staff, extra help, elected and appointed officials, contractors on payroll, interns, volunteers, and all other workers who regularly perform services for the County onsite and interact with other individuals in person as part of their services for the County.
 - a. This is inclusive of “remote” workers who, as designated disaster service workers, may be required to report in-person and/or onsite as needed.
3. This policy may be updated at any time to remain in conformance with state, federal and local guidance, but will remain in effect until the local declared emergency regarding COVID-19 is no longer in effect as determined by the Board of Supervisors, or as may be earlier revoked by the Board.
 - a. The policy will be reviewed on a semi-annual basis, and will include discussions with appropriate employee representative organizations as

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applicable.

SECTION III – DEFINITIONS

Fully Vaccinated: Definition for “Fully Vaccinated” shall follow guidance issued by the Centers for Disease Control (CDC). As of January, 2022, “Fully Vaccinated” means it has been at least 2 weeks since a County worker has received one dose of a one-dose regimen, or two doses of a two-dose regiment of a federally authorized COVID-19 vaccine. This definition is subject to change as the CDC changes.

Partially Vaccinated: Means a County worker has received one dose of a two-dose regimen, OR it has not been 2 weeks since receiving one dose of a one-dose regimen or two doses of a two-dose regiment of a federally authorized COVID-19 vaccine.

SECTION IV – POLICY

A. Verification of Vaccination Status

All County workers are required to provide verification of vaccination status one month after adoption by the Board of Supervisors, or immediately upon hire thereafter.

1. Fully Vaccinated or Partially Vaccinated workers must provide one of the following forms of verification:
 - a. COVID-19 Vaccination Record Card (issued by the Centers for Disease Control & Prevention – Department of Health and Human Services, or the World Health Organization (WHO) Yellow Card), which includes the name of the person vaccinated, type of vaccine provided and date doses administered; OR
 - b. A photo of a vaccination card as a separate document; OR
 - c. A photo of the County worker’s vaccination card stored on a phone or electronic device; OR
 - d. Documentation of vaccination from a healthcare provider; OR
 - e. [Digital record](#) that includes a QR code that when scanned by a SMART Health Card reader displays to the reader the County worker’s name, date of birth, vaccine dates and vaccine type; OR
 - f. Documentation of vaccination from other contracted employers who follow these vaccination records guidelines and standards.

2. Partially Vaccinated workers will still need to provide updated vaccination

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status, via one of the above forms, once Fully Vaccinated status is achieved.

3. Employees who do not provide verification of vaccination status by the timelines stated in this policy are assumed to be not Fully Vaccinated and will be required to comply with the Testing Requirements as outlined in this policy.

B. Testing Requirements

1. Effective 30 days after the policy is adopted by the Board, or immediately upon hire thereafter, all County workers who are not Fully Vaccinated will be required to:
 - a. Undergo diagnostic screening testing at least once weekly with either PCR testing or antigen testing;
 - i. Employees should test as close to the day prior to the beginning of their work week as possible. AND
 - b. Provide proof of each test result.
 - c. For purposes of this policy, a week shall be measured from midnight Sunday to 11:59 pm on Saturday.
 - d. Departments shall determine each employee's testing regimen, but shall be administered no more than 7 days apart unless permitted by another section of this policy.
2. Departments are expected to follow the county's plan for receiving and tracking vaccination status of their employees, tracking test results within their facilities, conducting workplace contact tracing as needed, and reporting positive test results to the Human Resources Department, Department of Health & Human Services – Public Health and with any county-sponsored system.
 - a. The expectation for tracking vaccination status and test results could change depending on vendor capability. The County Administrative Officer will notify departments of any change to this section of the policy.
3. The County will establish and provide for testing necessary to satisfy the requirements of this policy, including training that may be necessary for staff, such as medical confidentiality training.
 - a. County-provided testing will be at no cost to County workers.
 - i. Testing will take place at home, or otherwise away from county facilities.
 - ii. Employees may test and submit test results at their normal work location upon approval from their supervisor.
 - iii. Testing is considered normal work time and employees will not need to use leave banks for testing.
 - b. Alternatively, County workers may choose to get tested on their own time

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- and cost by a healthcare provider or testing facility of their choice.
- i. The test used under this option must be either a PCR or antigen test.
 - ii. Any PCR (molecular) or antigen test must have either 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.
 - iii. Workers who choose this option must provide documentation from their healthcare provider indicating the individual was tested for COVID-19, the date of the test and the results.
- c. Should a worker test positive for COVID-19 at any time, the worker must notify their supervisor immediately, and remain out of the work environment, until receiving direction on next steps, including but not limited to current state and/or federal guidance on return-to-work requirements.
4. Workers must still observe all other infection control requirements, and are not exempted from the testing requirements, even if they have a medical contraindication to vaccination, since they are still potentially able to spread the virus.
- a. If an employee tests positive for COVID-19, they are exempted from testing requirements for 90 days following the date of they took the test that returned a positive test result.
 - i. After 90 days (which includes the day they tested), employees must resume testing if they have submitted proof of vaccination.
 - b. Employees who tested positive 90 days ago or more, or employees with a previous positive antibody test for COVID-19 must still test per this policy.
 - c. The 90-day time frames in this section are based on guidance from the CDC and shall follow any future changes in guidance issued therefrom.
5. If a worker misses a test for any reason, they will be expected to take immediate, reasonable action to schedule a new test as soon as reasonably practicable.
- a. The county will consider the reasons for a missed test, actions taken by an employee to remediate the issue (where possible), and determine if the worker can continue to work until such time as they are able to provide the required documentation, depending on the circumstances of each case.
 - b. Workers who miss a test and are unable to continue working until they comply with the testing requirement, may be considered non-compliant with this policy, depending on the circumstances of each case, and subject to the actions outlined in the Non-Compliance with Policy section of this policy.

C. Confidentiality of Vaccination Status and Test Results

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1. The county will take reasonable measures to maintain the confidentiality of information regarding COVID-19 vaccination or testing status of County workers.
 - a. Any information the County stores regarding the COVID-19 status of an employee will be maintained separate from the employee personnel file.
 - b. The results from COVID-19 testing will only be used consistent with guidance from CDC, CDPH, CA Civil Code 56.10 et seq (CMIA) and other public health or occupational safety authorities for purposes related to preserving the health and safety of employees, patients, clients, inmates and the community, and will not be used for any other purpose.
 - c. Any worker who has tested positive for COVID-19 and who believes they were exposed to COVID-19 while working on-site or in the field for the County should file a County incident report, and Worker's Compensation claim as soon as reasonably practicable.

D. Disclosure of Test Results

1. Where possible, if the facility conducting COVID-19 testing is able to transmit a worker's results by electronic means directly to the worker's departmental testing coordinator, the worker may be required to authorize the vendor to disclose such results to the County and acknowledge receipt of testing disclosures from the County or testing vendor.

SECTION V – NON-COMPLIANCE WITH POLICY

1. If a worker is unable to comply with vaccination or testing requirements based on a Qualified Disability or Medical Reason, they may request an ADA accommodation by contacting Human Resources.
 - a. Workers who are unable to comply with the vaccination or testing requirements for any other reason must submit a written request for exemption consideration.
 - b. To be eligible for a Qualified Disability or Medical Reason exemption the worker must also provide to the county a written statement signed by a physician, nurse practitioner, or other licensed medical professional practicing under the license of a physician stating that the individual qualifies for the exemption (but the statement should not describe the underlying medical condition or disability) and indicating the probable duration of the worker's inability to receive the vaccine and/or submit to testing (or if the duration is unknown or permanent, so indicate).
2. County workers who do not comply with this policy are not automatically afforded the privilege of teleworking and cannot enter any County facility or conduct County business.

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- a. If entrance to a County facility is part of the worker's regular job duties, the worker may be precluded from entering until such time that they become compliant, or until issues causing non-compliance can be resolved.
- 3. County workers who continue to not comply with this policy may be subject to corrective action up to and including dismissal from employment.
 - a. County workers who are not in compliance with this policy will be required to use personal leave banks, not including sick time, or may elect to go on unpaid leave until such time the County worker comes into compliance with this policy, or the corrective action up to and including dismissal is resolved, whichever comes first.

Board Approved:

Appropriate Board Chair Name, Board Chairperson

Date

Pursuant to Board Order _____ Dated _____

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