

County Administrator

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County Administrator

Contra Costa County



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August 27, 2021

COVID 19 Update to Employees:

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.
2. No later than October 4, 2021, you must provide your departmental designee with one of the following:
 - A photocopy of the CDC Card or WHO Yellow Card. You should redact any other medical information that may appear, such as other vaccinations received; or
 - A photocopy of your COVID-19 Vaccine record, obtained through the following portal: <https://myvaccinerecord.cdph.ca.gov/>. You should redact any other medical information that may appear, such as other vaccinations received.

Employees should contact their supervisors or departmental personnel officer with questions on submitting proof of vaccination.

3. 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. Employees should consult their supervisors if they are unsure which standard applies to their position.

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. 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. 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). Employees with medical or religious exemptions should submit the exemption request form to their departmental personnel contact **as soon as possible** to ensure that the request is processed in a timely manner. Employees are still responsible for meeting the vaccination requirement by the established deadline if their request is denied.
6. Failure to comply with the terms of this Policy will result in discipline up to and including termination. It is the employee's responsibility to ensure they are following the requirements of this Policy by the October 4, 2021 deadline.
7. 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 your fellow employees and the community we serve by getting vaccinated. 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