



EMPLOYMENT & HUMAN SERVICES

MEMORANDUM

Kathy Gallagher, Director

40 Douglas Drive, Martinez, CA 94553 • (925) 608-5000 • Fax (925) 313-9748 • www.ehsd.org

To: All Staff, Code 2A Date: August 31, 2021
From: Kathy Gallagher, EHSD Director
Subject: EHSD PROCEDURES TO IMPLEMENT COUNTY VACCINATION MANDATE

The County issued the COVID 19 Mandatory Policy requiring all employees to be vaccinated and verified by October 4, 2021. PLEASE READ THE ATTACHED POLICY CAREFULLY TO UNDERSTAND WHAT IS REQUIRED TO MEET THE MANDATE. (Attachment A) We highly encourage all EHSD employees to be vaccinated.

VACCINATION VERIFICATION

The Self Attestation Verification and forms are no longer required or valid. You must provide proof of vaccination by one of the three ways identified below:

- 1. A photocopy of the CDC Card, or
2. WHO Yellow Card.
The employee should be instructed to redact any other medical information that may appear, such as other vaccinations received. See Attachment B for an example.
3. A photocopy of the individual's COVID-19 Vaccine record, obtained through the portal: https://myvaccinerecord.cdph.ca.gov/. The employee should be instructed to redact any other medical information that may appear. See Attachment C for an example.

Scan and send a copy of the required information to your direct supervisor and include the following:

- 1. Copy Personnel Services at: EHSD Personnel Forms@ehsd.cccounty.us
2. 5-digit employee number

IF YOU ARE UNVACCINATED

You should immediately make plans to become vaccinated to meet the County Vaccination Mandate. There are multiple locations throughout the county that provide vaccinations. Please consider the amount of time needed in between the vaccinations to meet the October 4, 2021

deadline. Please visit the site below for more detailed information on the types of vaccines available, where you can get the vaccine and the timeframes associated with required doses. <http://www.coronavirus.cchealth.org/vaccine>

### **EXEMPTION REQUESTS**

If you qualify for an exemption to the vaccination mandate, please complete the attached Contra Costa County Mandatory COVID-19 Vaccination Exemption Request Form as soon as possible. The Exemption Request must be complete and detailed. The Medical Exemption requires a medical note from a licensed Medical Professional and the Religious Exemption requires details relating to your Religious Beliefs and how they are contrary to the COVID-19 vaccination requirements. Please send your Exemption Request by email to: [ever@ehsd.cccounty.us](mailto:ever@ehsd.cccounty.us).

We will review the Exemption Request immediately and respond as soon as possible to assist you with planning in meeting the mandate. Please note that you are still required to meet the October 4, 2021 deadline. If your exemption is approved, there is a requirement to wear your face masks at all times and submit to COVID testing at least weekly or as required by the law or health order.

**Please Note: There are no exceptions for time off such as vacations in meeting the October 4, 2021 deadline.**

If you have additional questions, please contact one of the following Personnel Staff:

**Lorie Rethage** [lrethage@ehsd.cccounty.us](mailto:lrethage@ehsd.cccounty.us)

**Marcie Clark** [mclark@ehsd.cccounty.us](mailto:mclark@ehsd.cccounty.us)

**Michelle Fregoso** [mfregoso@ehsd.cccounty.us](mailto:mfregoso@ehsd.cccounty.us)

## County Administrator

County Administration Building  
1025 Escobar Street, 4th Floor  
Martinez, California 94553-1229  
(925) 655-2075

**Monica Nino**  
County Administrator

# Contra Costa County



## Board of Supervisors

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1<sup>st</sup> District

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**Diane Burgis**  
3<sup>rd</sup> District

**Karen Mitchoff**  
4<sup>th</sup> District

**Federal D. Glover**  
5<sup>th</sup> District

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

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**Federal D. Glover**  
5<sup>th</sup> District

August 24, 2021

## **COVID-19 MANDATORY VACCINATION POLICY**

### **AUTHORITY:**

The Contra Costa County Board of Supervisors, acting in its capacity as the governing body of the County of Contra Costa, the Crockett-Carquinez Fire Protection District, the Contra Costa County Fire Protection District, and the In-Home Supportive Services Public Agency.

### **PURPOSE:**

Contra Costa County has a duty to provide a safe and healthy workplace, consistent with COVID-19 public health guidance and legal requirements, to protect its employees and the public as services reopen and more employees return to workplaces. According to the Centers for Disease Control (CDC), the California Department of Public Health (CDPH), and Contra Costa County's Health Officer, COVID-19 continues to pose a risk, especially to individuals who are not fully vaccinated. Therefore, certain safety measures are necessary to protect against COVID-19 cases and deaths.

On August 23, 2021, the Federal Food & Drug Administration (FDA), granted full approval to the Pfizer-BioNTech COVID-19 vaccine for people sixteen (16) and older.

Vaccination is the most effective way to prevent transmission and limit COVID-19 hospitalizations and deaths. Unvaccinated employees, interns, and volunteers are at greater risk of contracting and spreading COVID-19 within the workplace and County facilities, as well as the public that utilizes County services and facilities.

To best protect its employees and others in County facilities and utilizing County services, all employees who are not subject to a more stringent vaccination mandate by the California Public Health Officer or Contra Costa County Health Officer, must, as a condition of employment:

- (1) No later than October 4, 2021, receive their final dose (either the second dose in a two shot series or the first shot in a single shot series) of a COVID-19 vaccine; and
- (2) provide proof of their vaccination status to the County no later than October 4, 2021.

## **POLICY:**

### **Definition of “Employees”**

For the purposes of this vaccine requirement only, the term “employees” includes all full, part-time, and as-needed employees of the County and Special Districts under the administration of the Board of Supervisors regardless of appointment type, as well as paid or unpaid volunteers, interns, contractors, and student workers.

## **VACCINATION REQUIREMENT:**

### **Employees in Identified Healthcare Facilities**

On August 5, 2021, the California Department of Public Health (CDPH) issued an Order mandating that all workers who provide services or work in identified health care facilities to be fully vaccinated by September 30, 2021. County employees who work in those identified healthcare facilities are *still expected to be fully vaccinated by that date*. Affected employees must receive their first shot in a single-shot series or their second shot in a two-shot series no later than September 30, 2021.

Exemptions to this order are only granted on the basis of a sincerely held religious belief or due to a qualifying medical reason. Employees granted a qualifying exemption must wear a surgical mask or higher-level respirator approved by the National Institute of Occupational Safety and Health (NIOSH), and must test twice weekly for those working in acute healthcare and long-term care settings, and once weekly for those working in other healthcare settings.

### **All other Employees**

All other employees not covered under the CDPH Orders are expected to receive their final dose of a COVID-19 vaccine by October 4, 2021.

Exemptions will be granted only on the basis of a sincerely-held religious belief or due to a qualifying medical condition or restriction.

## **EXEMPTIONS:**

A medical or religious exemption from the vaccination requirements may only be granted if:

### **For Medical Reasons:**

The employee must provide a written statement signed by their licensed physician, licensed nurse practitioner, or other licensed medical professional acting 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 (or if the duration is unknown or permanent, so indicate).

**For Religious Reasons:**

The employee holds a sincere religious belief, practice, or observance that is contrary to the practice of vaccination, and the employee provides written documentation and information to support an exemption.

Requests for medical and religious exemptions will be processed by the employee's department personnel officer or by the County's Human Resources Department and maintained as confidential medical information. Requests for an exemption as a reasonable accommodation for a medical or religious reason will be determined on an individualized case-by-case basis.

Employees for whom a medical or religious exemption is granted must be tested for COVID-19 at least once a week (or more as required by the State's Public Health Order or the County Health Officer's Order, if applicable) and must wear a mask or other approved or required face covering at all times while working indoors with others. The County will continue to provide face coverings for employees.

**REPORTING REQUIREMENT:**

Employees must report their vaccination status to their department's personnel officer by October 4, 2021, which will be maintained in a confidential medical file. Access to employee's vaccination status is strictly limited only on a need-to-know basis, for the purposes of enforcing testing, masking, quarantining in the event of a close contact, and other safety requirements.

All employees must have received their final dose of a COVID-19 vaccine as a condition of employment by October 4, 2021, unless they have been approved for an exemption from the vaccination requirement as a reasonable accommodation for a medical condition or restriction or sincerely-held religious belief. Employees on an approved leave of absence as of October 4, 2021, must comply with the requirements of this Policy prior to returning to work. Failure to comply with the requirements of this policy will result in discipline up to and including termination of employment.

**CONFLICTS:**

Where a conflict exists between this Policy and more permissive or restrictive standards pertaining to mandatory vaccinations or testing set forth in the law, or between this Policy and any other Health Order applicable to Employees, or between this Policy and any State Public Health Officer order or CDPH guidance pertaining to mandatory vaccinations or testing in response to the COVID-19 pandemic, the more restrictive provision controls.

This policy is subject to change based on future developments as well as guidance or orders from governmental authorities, including but not limited to the CDC, CDPH, and the Contra Costa Health Officer.

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5<sup>th</sup> District

## Contra Costa County Mandatory COVID-19 Vaccination Exemption Request Form

I hereby acknowledge that Contra Costa County requires all employees to be vaccinated to stop the spread of the COVID-19 virus. **I understand that if my request for exemption is approved, I must have a qualifying exemption and I will be required to submit to weekly testing due to my unvaccinated status, or testing on a more frequent basis as required in any law or health order applicable to my position. I also understand that I must continue to wear a mask or other approved or required face covering at all times while working indoors with others.**

**I am requesting an exemption from the COVID-19 vaccination requirement due to the following qualifying reason:**

\_\_\_\_\_ Qualified Medical Reason. As required by Contra Costa County, I have attached a medical certification signed by my licensed physician, licensed nurse practitioner, or other licensed medical professional acting under the license of my physician affirming that I qualify for this exemption. This certification shall include the probable duration of my inability to receive the vaccine. (The medical certification should not describe the underlying medical condition or disability).

\_\_\_\_\_ Sincerely Held Religious Belief. My religious beliefs mandate that I decline vaccination because:

1. Identify your religion or religious belief system: \_\_\_\_\_  
\_\_\_\_\_
2. Describe the specific religious tenet, practice, or observation that conflict with the COVID-19 vaccination requirements and Explain how you adhere to it (Attach additional pages if necessary): \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**I declare under penalty of perjury that the foregoing is true and correct, and that this exemption request was executed on the date and at the location below.**

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Classification

\_\_\_\_\_  
Department

\_\_\_\_\_  
Date

Executed at: \_\_\_\_\_, CA  
City

A copy of this declination form and supporting documents must be given to your departmental personnel officer.

**If your request is approved, it is your responsibility to advise your direct supervisor that you have an approved exemption from the COVID-19 vaccination requirement and have provided the exemption request form to your departmental personnel officer.**




A photocopy of the CDC Card or WHO Yellow Card. The employee should be instructed to redact any other medical information that may appear, such as other vaccinations received.

## COVID-19 Vaccination Record Card

Please keep this record card, which includes medical information about the vaccines you have received.

Por favor, guarde esta tarjeta de registro, que incluye información médica sobre las vacunas que ha recibido.



Last Name: \_\_\_\_\_ Name: \_\_\_\_\_ MI: \_\_\_\_\_

MRN: \_\_\_\_\_

Date of birth: \_\_\_\_\_ DOB: \_\_\_\_\_

\* optional number (medical record or IIS record number)

Vaccine	Product Name/Manufacturer Lot Number	Date	Healthcare Professional or Clinic Site
1	Manuf: Pfizer/BioNTech Lot# ER8727 Exp: 7/31/21	03/25/21 <small>mm dd yy</small>	CCAMC
2		4/15/21 <small>mm dd yy</small>	CCRMIC
-	Manuf: Pfizer/BioNTech Lot# EW0158 Exp: 7/31/21	_/_/_/ <small>mm dd yy</small>	
-	Other	_/_/_/ <small>mm dd yy</small>	

A photocopy of the individual's COVID-19 Vaccine record, obtained through the portal: <https://myvaccinerecord.cdph.ca.gov/>. The employee should be instructed to redact any other medical information that may appear.

