

HUMAN RESOURCES INTERDEPARTMENTAL MEMORANDUM

TO: City of San Rafael Employees **DATE:** 06/25/2021

FROM: Carmen Valdez, HR Interim Director

SUBJECT: Vaccination Waiver Form

As expected there have been some changes to the rules around wearing face coverings in the workplace. On June 17, 2021, the <u>Occupational Safety and Health Standards Board</u> voted to end social distancing and face covering requirements for vaccinated employees in the workplace. On this same day, Governor Newsom signed an <u>executive order</u> enabling the revisions to take effect immediately. Employees are considered fully vaccinated if it has been at least 14-days since the second dose in a two-dose COVID-19 vaccine series was received or the single-dose COVID-19 vaccine.

<u>Authorization to Disclose Vaccination Status</u>

Effective June 17, 2021, Cal/OSHA's COVID-19 Emergency Temporary Standard (ETS) (T8 CCR 3205) permits employers to allow fully vaccinated employees to work indoors without wearing a face covering.

Effective Monday, June 28, 2021, the City will be implementing a disclosure of vaccination status for all employees before allowing employees to work without a face covering. If you've been fully vaccinated, please fill out the "Vaccination Waiver Form" https://employees.cityofsanrafael.org/covid-19-employee-vaccination-waiver/. Once you completed the form, you are no longer required to wear a face covering at work.

Process for Fully Vaccinated Employees

For employees who self-attest that they are fully vaccinated:

- Face coverings are not required at any time.
- Face coverings may be voluntarily worn at any time at the employee's discretion.
- Physical distancing is not required.

Employees are not obligated to disclose vaccination status.

UNVACCINATED AND EMPLOYEES WHO DECLINE TO VERIFY VACCINATION STATUS

Employees who are not yet fully vaccinated or who decline to complete the Vaccination Waiver Form.

- must wear a face covering/mask at all times when they are not at their desk/workstation and are also required to wear a face covering while in common areas, including restrooms, hallways, public areas, public service counters and when interacting with others in an office or conference room.
- Masks do not need to be worn outdoors; however, we recommend that masks be worn when 6 ft distancing cannot be maintained while at work.

NON-DISCRIMINATION/NON HARRASSMENT/ANTI BULLYING

The City encourages all employees to receive a COVID-19 vaccination to minimize spread of transmission, protect the health of employees and to reduce the chances of severe illness or death. It is ultimately each individual employee's personal choice as to whether they receive a vaccination and whether they disclose their vaccination status. Discrimination, harassment, and bullying based on an employee's known or perceived vaccination status will not be tolerated and will be subject to the current City's policies.

MASKS FOR MEMBERS OF THE PUBLIC

As of June 17 the City will follow <u>CDPH guidance</u> for fully vaccinated members of the public. The guidance states that members of the public who are fully vaccinated no longer need to wear face coverings when entering indoor public settings and businesses, including in state and local government offices. Members of the public will be on the honor system regarding their use of face coverings relative to their vaccination status. Signage will be updated to reflect this change.

FRIENDLY REMINDER: Employees should not come to work when they are experiencing signs of the flu, infectious disease, or other communicable disease, such as a fever, cough, and/or shortness of breath.

Thank you again!