




**CITY OF CHARLOTTESVILLE  
STANDARD OPERATING PROCEDURE**

Type of Procedure: Human Resources	
Subject: Administration of COVID-19 Vaccine for City Employees to Promote Infectious Disease Prevention	
Authorization: Chip Boyles, City Manager	Date: February <u>17</u> , 2021
Signature of City Manager: 	Effective Date: February <u>17</u> , 2021

**1.0 PURPOSE**

The purpose of this policy is to minimize transmission of the COVID-19 virus in the workplace by providing occupational protection to employees and preventing transmission to members of the City of Charlottesville community. COVID-19 vaccination is recommended by the Centers for Disease Control and Prevention (CDC) and the Virginia Department of Health as being both a safe and effective means of reducing the risk of COVID-19 community spread in the Blue Ridge Health District (BRHD).

City employees are responsible for the continuing operation of essential governmental services in the health district and, as such, should be vaccinated to the greatest extent feasible to protect public health and safety and prevent community related transmission. This policy is intended to expedite the distribution of the vaccine, maximize the protection offered to our employees, the citizens of Charlottesville and the larger community.

**2.0 POLICY**

The City of Charlottesville recognizes that the decision to vaccinate is an individual's private choice. All employees of the City of Charlottesville shall be provided access to the COVID-19 vaccine during the BRHD Covid-19 vaccination campaign. Vaccination is not mandatory. Employees will be asked, via a survey, to indicate their interest in obtaining vaccination or indicate their declination of this opportunity. The vaccine will be offered free of charge at various times and locations. Records will be maintained documenting vaccinations and/or an individual employee's declination form in each employees' Department under the direction of the Department Director.

If vaccine shortages occur or if CDC recommendations are altered, the City Manager may suspend or revoke all or part of this policy.

### **3.0 DEFINITIONS**

- 3.1 COVID-19: a mild to severe respiratory illness that is caused by a coronavirus, is transmitted chiefly by contact with infectious material such as respiratory droplets or with objects or surfaces contaminated by the causative virus, and is characterized especially by fever, cough, and shortness of breath.
- 3.2 COVID-19 Vaccine: is a vaccine intended to provide acquired immunity against COVID-19 by introducing a preparation which will stimulate the production of specific antibodies when introduced to the body. These antibodies provide protection against the virus infection.
- 3.3 Declination: is a legal document that signals an individual's intent to refuse the vaccination , e.g. a requirement for vaccination of workers against a virus.
- 3.4 Employee: any person that receives financial compensation through the City's payroll system for work performed whether full time, part time, regular or temporary and seasonal. Although temporary or seasonal workers are not considered regular employees by definition, for the purpose of this policy, all City staff will be included as Employees for the vaccination effort.
- 3.5 VOSH Risk Assessment Level: Virginia mandatory administrative regulations to respond to COVID-19 workplace safety. These rules went into effect on July 27, 2020 and require the City to determine employees' level of exposure risk hazards – very high, high, medium, or lower exposure risk.

### **4.0 Vaccination Goals and Priority:**

Whether shortages occur at the national level or agency/facility level, the vaccination campaign will depend on vaccine availability. The City of Charlottesville will follow the priority system developed by the BRHD

As vaccine availability increases, vaccination recommendations will expand to include more priority groups. The City of Charlottesville's goal is for employees to be able to easily get a COVID-19 vaccination as soon as possible to prevent continuing community spread of the virus.

## **5.0 PROCEDURES**

5.1 GENERAL REQUIREMENTS: All employees will be required to obtain the COVID-19 vaccine or sign the declination on the COVID-19 Vaccination. See Employee Declination Form incorporated to this policy herein by reference. (Attachment 1).

### **5.2 IMPLEMENTATION:**

5.2.1 The BRHD will provide the COVID-19 vaccination to City of Charlottesville employees at a designated place and time centrally located and to be determined by BRHD on a regular basis and as resources permit, until City employees are vaccinated or until there are no more available vaccinations.

5.2.2 The BRHD will determine the appropriate vaccine to be administered to employees based on vaccine availability and published CDC guidelines. Any individual, personal and confidential health information related to the vaccination process will be provided to and assessed exclusively through BRHD. The City of Charlottesville will not obtain or maintain any personal health information related to the employees' decision to be vaccinated or the decision to sign the declination form. The City will maintain a copy of the declination form without any other underlying personal health information.

### **5.3 RESPONSIBILITIES OF CITY EMPLOYEES**

5.3.1 Employees shall be responsible for: familiarizing themselves with this Administrative Policy and Procedure and signing and returning the acknowledgement of Receipt to their Department.

5.3.2 Employees are responsible for showing up for their designated vaccination appointment or declining vaccination and providing their vaccination Declination Form to their Department. Employees are responsible for returning the attached Declination form before the date they are notified of their pending appointment.

5.3.3 If an employee is experiencing symptoms or has been required to quarantine, the employee is responsible for reporting this to their Department Infection Control Officer 24 hours before the vaccination and to notify the BRHD so the vaccination can be allocated to the next person eligible individual.

### **5.4 RESPONSIBILITY OF CITY SUPERVISORS AND MANAGERS**

5.4.1 Department Managers and Supervisors shall allow employees time to attend a vaccination clinic with the BRHD. The attendance at the Vaccination appointments shall be considered regular hours worked.

5.4.2 Department Directors shall make sure that employees comply with this Administrative Policy and Procedure including signing a form indicating receipt

of this policy. This also includes, but is not limited to, working in conjunction with Human Resources to set their priority list and having their Department preserve a record of all vaccinations and/or declinations. The Department Director shall provide a copy of any declination form to Human Resources to be added to the employee's personnel file located within that Department.

5.5 RESPONSIBILITIES FOR OFFICE OF HUMAN RESOURCES

5.5.1 Human Resources shall be responsible for: 1) Providing copies of this Administrative Policy and Procedure to employees and maintaining copies of the Acknowledgement of Receipt in the employees' personnel file.

5.5.2 Maintaining any records of declination in the employees personnel file.

5.5.3 Maintaining electronic records of employees who have received or declined the COVID-19 vaccination upon notification from the Department Director or their designee.

SEEN: AND ACKNOWLEDGED:

DATE:

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_

# CITY OF CHARLOTTESVILLE



## COVID-19 VACCINATION DECLINATION FORM 2021

I have been offered the COVID-19 vaccination by the City of Charlottesville as an employee. I understand that due to my occupational exposure, I may be at risk, and in addition, I may spread COVID-19 to citizens, co-workers, and my family, even if I have no symptoms. This can result in serious infection and could have life-threatening consequences, particularly in persons at high risk for COVID-19 complications.

I have received, and understand, information given to me about the risks and benefits of the vaccine. I have reviewed the City of Charlottesville COVID-19 vaccination policy and signed this document.

In declining a COVID-19 vaccination, I am aware that:

- **The vaccine does not cause COVID-19 infection.**
- **Strains of COVID-19 virus may change and, even if they don't change, my immunity declines over time. This is why vaccination is recommended regardless of whether I previously tested positive for COVID-19.**
- **I will be required to wear a mask whenever entering any City facility even after mask requirements are lifted, if I did not receive the COVID-19 vaccination. A mask will be worn anytime I come into contact with the general public and/or other employees during this public health emergency.**
- **I have been given the opportunity to be vaccinated with COVID-19 vaccine, at no charge to myself. However, I decline COVID-19 vaccination at this time. I understand that by declining this vaccine, I continue to be at risk of acquiring COVID-19 and spreading it to other people. If in the future I want to be vaccinated with COVID-19 vaccine, I can receive the vaccine at no charge by request to the City of Charlottesville and revoke this Declination form.**
- **I also agree and understand that declining the COVID-19 vaccine may result in limits to my eligibility for performing my essential and non-essential duties and/or training opportunities because of the City's ongoing efforts to prevent the spread of COVID-19 to other employees and/or the general public.**

Despite the facts I have read above, I am choosing to decline COVID-19 vaccination and I elect to accept all the terms and conditions listed above on page 1 herein. I have read and fully understand the information on this declination form. I understand that I can change my mind at any time and receive vaccination, if vaccine is still available.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Name (print): \_\_\_\_\_