PURPOSE STATEMENT

The City and County of San Francisco (City) must provide a safe and healthy workplace, consistent with COVID-19 public health guidance and legal requirements, to protect its employees and the public as it reopens services and returns more employees to workplaces.

According to the federal Centers for Disease Control (CDC), the California Department of Public Health, and the San Francisco County Health Officer, COVID-19 continues to pose a risk, especially to individuals who are not fully vaccinated, and certain safety measures remain necessary to protect against COVID-19 cases and deaths. Vaccination is the most effective way to prevent transmission and limit COVID-19 hospitalizations and deaths.

On June 17, 2021, Governor Newsom issued Executive Order No. N-09-21, which implements new State Division of Occupational Safety and Health (Cal/OSHA) rules, effective June 17, 2021. These rules require employers to take specific measures to protect employees from COVID-19, including enforcing masking and quarantine requirements, and offering COVID-19 testing and time off, for employees who are unvaccinated or for whom the employer does not have documentation verifying they are fully vaccinated. Unvaccinated employees are at greater risk of contracting and spreading COVID-19 within the workplace and to the public that depends on City services.

To best protect its employees and fulfill its obligations to the public, effective June 28, 2021, the City’s policy is to require that all employees must, as a condition of employment: (1) report their vaccination status to the City; and (2) be fully vaccinated and report that vaccination status to the City no later than 10 weeks after the Federal Food & Drug Administration (FDA) gives final approval to at least one COVID-19 vaccine.

LEGAL REQUIREMENTS

Cal/OSHA’s COVID-19 Temporary Emergency Standard, revised June 17, 2021 and effective June 17, 2021 by Governor Newson’s Executive Order No. N-09-21, requires employers to verify and document that an employee is fully vaccinated before allowing that employee to discontinue masking indoors (except at certain worksites where a face covering remains required even for fully-vaccinated employees). For unvaccinated employees or employees for whom the City does not have documentation verifying fully vaccinated status, the City must enforce masking, provide COVID-19 testing for employees following a close contact in the workplace or anytime they have COVID-19 symptoms, and exclude these employees from the workplace for at least
10 days after a close contact. Upon request, the City also must provide non-vaccinated employees with respirators (N95 masks) and provide education about using that type of mask.

STATEMENT OF POLICY

To protect the City’s workforce and the public that it serves, all City employees must report their vaccination status to the City. The City will use this information to enforce the Cal/OSHA masking, testing, quarantine and other requirements and compliance with this Policy.

In addition, except as otherwise provided below, all City employees must be fully vaccinated no later than 10 weeks after the FDA gives final approval to at least one COVID-19 vaccine. Employees with a medical condition or other medical restriction that affects their eligibility for a vaccine, as verified by their medical provider, or those with a sincerely held religious belief that prohibits them from receiving a vaccine, may request a reasonable accommodation to be excused from this vaccination requirement. The City will review requests for accommodation on a case-by-case basis consistent with existing procedures for reasonable accommodation requests. Employees who previously reported that they were unvaccinated must update their status once they are fully vaccinated.

Failure to comply with this policy may result in discipline up to and including termination of employment.

Process for Reporting Vaccination Status

All City employees must report their vaccination status into People and Pay using the COVID-19 Vaccination Status Form no later than July 29, 2021, with the following information:

- The type of vaccine obtained (Moderna, Pfizer, or Johnson & Johnson);
- Date of first dose of vaccine;
- Date of second dose of vaccine for a 2-dose vaccine;
- Declaration under penalty of perjury that they have been fully vaccinated; and
- Uploaded documentation verifying proof of vaccination status. Proof of vaccination can include a copy of the CDC Covid-19 Vaccination Record Card, documentation of vaccine from the employee’s healthcare provider, or documentation issued by the State of California by going to: https://myvaccinerecord.cdph.ca.gov/

To be fully vaccinated, 14 days must have passed since an employee received the final dose of a two-shot vaccine or a dose of a one-shot vaccine. Employees who are not fully vaccinated but partially vaccinated as of July 29, 2021 shall provide that information. All unvaccinated employees must continue to comply with masking, testing, and other safety requirements until they are fully vaccinated and have reported and documented that status to the City consistent with this Policy.
COVID-19 Vaccination Policy
June 23, 2021

Unless excused through an approved reasonable accommodation request, all employees must comply with the requirement to be fully vaccinated and submit documentation of that status no later than 10 weeks after the FDA gives final approval to at least one COVID-19 vaccine.

**POLICY IMPLEMENTATION**

Employees must report their vaccination information and upload documentation verifying that status into the City’s People & Pay system using the Employee Portal. Only City employees authorized to access employee personnel information will have access to the medical portion of the file. The City will share information about an employee’s vaccination status only on a need-to-know basis, including to the employee’s department, managers, and supervisors for the purpose of enforcing masking and safety requirements.

The first date that a fully vaccinated employee who has provided verification and documentation of that status to the City is allowed to unmask at indoor work sites is July 6, 2021. Thereafter, Departments will receive updated information on a weekly basis. Fully vaccinated employees may not remove masks at work until their department has been provided with the information necessary to confirm their status and enforce these requirements.