



## New Vaccination and Face Covering Policy FAQ for CCSF Employees

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To protect the health and safety of all City employees and the public, the City has implemented a new Vaccination Policy. The policy requires that all City employees:

1. Report their vaccination status, including verification documents, by July 29, 2021.
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. Per the July 8, 2021 [Health Order](#), City employees working in high-risk settings are required to be fully vaccinated by September 15<sup>th</sup>, 2021, regardless of whether the FDA has given final approval to a vaccine by that date.

### **ABOUT THE VACCINE**

#### **Is the COVID-19 vaccine safe?**

Yes. COVID-19 vaccines have been thoroughly tested and are safe and effective. Before being authorized for use, all COVID-19 vaccines were tested in clinical trials involving tens of thousands of people of different ages, races, and ethnicities to make sure they meet all health and safety standards. Millions of people in the United States have now received COVID-19 vaccines and helped to slow the spread of the pandemic.

All 3 vaccines authorized and recommended in the United States offer very strong protection against COVID-19, especially against hospitalization and death:

- [Pfizer-BioNTech](#)
- [Moderna](#)
- [Johnson & Johnson / Janssen](#)

#### **How do I get the COVID-19 Vaccine?**

The City has created a webpage for people who live or work in San Francisco to find vaccination sites in San Francisco. Employees can schedule an appointment online at: <https://sf.gov/getvaccinated>.

The City has also set up a call center to provide assistance over the phone. The number is (628) 652-2700. Appointments are widely available throughout the City and many sites also offer drop-in availability.

To learn more about vaccination locations in other counties, visit <https://www.vaccines.gov/> or text your **zip code** to **438829** or call **1-800-232-0233** to find vaccine locations near you. Many local options available. Type COVID vaccine near me into a smart phone to see nearby options.

### **VACCINATION REPORTING**

#### **How do I upload my vaccination status?**

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

[Click here](#) for detailed instructions on how to submit your COVID-19 Vaccine status via the SF Employee Portal.

#### **I don't have my vaccine card, where can I get a copy?**

Employees can access their digital vaccine card here: [Digital COVID-19 Vaccine Record \(ca.gov\)](https://www.ca.gov/digital-covid-19-vaccine-record).

[Click here](#) for detailed vaccination reporting instructions for People and Pay.

**I don't have computer access, how do I report my vaccination status?**

Department human resource analysts can help employees without computer access input their vaccination status using a paper form. Speak with your department human resource professional for more information.

**I am only partially vaccinated when should I record my status?**

Employees have until July 29 to record their vaccine history and status. They will record the most updated information they have, even if their series is not complete.

**If I am not vaccinated do I still need to report my status in People & Pay?**

Yes, all employees must report, vaccinated or not, by July 29, 2021. Unvaccinated employees must continue to wear a mask indoors in the workplace.

**Who will have access to view my reported vaccination status?**

Department human resource professionals who are allowed to see confidential information in People and Pay will have access to employee vaccination status.

**Is my vaccination status HIPAA protected?**

Vaccination status is protected health information (PHI). The City will keep information about employee vaccination status confidential and it will be kept secure in the same manner as other confidential PHI that the City gathers and stores about its employees. Although vaccination information may be PHI, it is not a violation of the Health Insurance Portability and Accountability Act (HIPAA) for an employer to ask its employees to reveal their vaccination status or to ask employees to provide documentation showing their vaccination status. HIPAA's privacy rules only apply to HIPAA-covered entities, such as healthcare providers and health plans.

If an employer asks an employee to provide proof that they have been vaccinated in order to allow that individual to work without wearing a facemask or to protect the health and safety of their coworkers and the public, that is not a HIPAA violation. Reporting your own vaccination status to the City is also not a violation of the HIPAA.

The City and County of San Francisco uses PeopleSoft, one of the most secure and widely-used human resources database tools in the world, to collect and store confidential employee data. DHR takes employee privacy very seriously. Vaccination reporting data will only be seen by a small number of Human Resources professionals.

**VACCINATION REQUIREMENT**

[Read the full Employee Vaccination Policy here.](#)

**What does it mean to be fully vaccinated?**

For purposes of the Vaccination Policy and City employment, an employee is considered fully vaccinated when they have submitted documentation to the City verifying that it has been at least 14-days since their final dose of a COVID-19 vaccine, consistent with the City's Vaccination Policy. Employees who have not submitted proof of vaccination are considered unvaccinated.

**When will the vaccination requirement take effect?**

For most City employees the requirement to become vaccinated is not effective until 10 weeks after the FDA gives final approval to at least one COVID-19 vaccine. The vaccines have been approved under the [Emergency Use Authorization \(EUA\)](#). Any of the vaccines that have been approved under the EUA would fulfill the vaccination requirement, not only the one(s) that ultimately receive full approval. Employees who test negative or test positive for COVID-19 antibodies are still required to receive the vaccine.

Per the [Health Order No.C19-07y](#) ordered July 8, 2021, City employees working in high-risk settings are required to be fully vaccinated, with limited exemptions, by September 15<sup>th</sup>. “High-Risk Settings” means certain care or living settings, including many congregate settings, where employees have contact with vulnerable populations and where the risk of COVID-19 transmission is higher. “High-Risk Settings” are defined by the health order as general acute care hospitals, skilled nursing facilities, residential care facilities for the elderly, homeless shelters, and jails.

**What are the exceptions to the vaccination requirement?**

Reasons for not getting vaccinated are 1) a sincerely held religious belief that prevents the employee from receiving the vaccine, or 2) a qualifying medical reason, such as a disability, that interferes with the employee’s ability to receive the vaccine.

Employees with a medical condition or other medical restriction that affects their ability to receive 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. Those employees who work in high-risk settings (as defined in [Health Order No.C19-07y](#)) and who receive an exemption will be required to wear a well-fitted mask indoors in the workplace and undergo at least weekly surveillance testing. This is a requirement of the Health Order, and the City must comply with that order like other San Francisco employers.

The City will review requests for accommodation on a case-by-case basis consistent with existing procedures for reasonable accommodation. Except for employees working in high-risk settings defined above, vaccination exemptions will not be considered or approved until the FDA approves at least one vaccination.

**WORKPLACE SAFETY**

*[Read the full Face Covering Requirements at Work COVID-19 Prevention Policy here.](#)*

**If there is a mix of vaccinated and unvaccinated employees in an office space, does everyone need to wear a mask?**

Employees who have not completed the form or uploaded documentation onto the employee portal will be required to wear a mask.

**Can I still wear a mask even if I am vaccinated?**

Certainly. You are welcome to continue with facial covering if it provides a level of person confidence and safety, though it is not required.

**What qualifies as a face covering?**

A face covering means a surgical mask, a medical procedure mask, a voluntarily worn respirator, or a cloth covering that is two-layers, without holes, and that fits closely around and covers the nose, mouth, and surrounding areas of the lower face. Face coverings may not have a one-way valve. Bandanas, scarves, turtlenecks, ski masks, balaclavas, plastic face shields, or single-layer fabric coverings are not acceptable.

**Can individual offices require members of the public to wear a mask to receive services?**

As of Tuesday, July 6, face coverings are no longer required for fully vaccinated visitors entering City Hall and other City facilities, except for certain limited settings such as healthcare, long-term care, public transit, correctional and shelter facilities. [Read the full City Administrator memo here.](#)

**How will supervisors know who needs to be masked?**

Employees will use the self-service function in people and pay to record their status. A roster of employees who are able to unmask indoors will be distributed weekly.

### **ADDITIONAL RESOURCES**

- **Safety of COVID-19 Vaccines:** <https://www.cdc.gov/coronavirus/2019-ncov/vaccines/safety/safety-of-vaccines.html>
- **State's COVID webpage:** <https://covid19.ca.gov/vaccines/>
- **City's COVID webpage:** <https://sf.gov/covid-19-vaccine-san-francisco/>
- **Employee Assistance Program:** <https://sfhss.org/eap>