



## **COVID-19 Vaccination, Testing, and Face Covering Policy for City of Bloomington Employees**

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## I. Summary

### **Purpose:**

Vaccination is a vital tool to reduce the presence and severity of COVID-19 cases in the workplace, in communities, and in the nation as a whole. The City of Bloomington encourages all employees to receive a COVID-19 vaccination to protect themselves and other employees. However, should an employee choose not to be vaccinated, this policy's sections on testing and additional face coverings requirements will apply. This policy complies with OSHA's Emergency Temporary Standard on Vaccination and Testing (29 CFR 1910.501).

### **Scope:**

This COVID-19 Policy on vaccination, testing, and face covering use applies to all City of Bloomington employees.

All employees are encouraged to be fully vaccinated. Employees are considered fully vaccinated two weeks after completing primary vaccination with a COVID-19 vaccine with, if applicable, at least the minimum recommended interval between doses. For example, this includes two weeks after a second dose in a two-dose series, such as the Pfizer or Moderna vaccines, two weeks after a single-dose vaccine, such as Johnson & Johnson's vaccine, or two weeks after the second dose of any combination of two doses of different COVID-19 vaccines as part of one primary vaccination series. Employees who are not fully vaccinated will be required to provide proof of weekly COVID-19 testing and wear a face covering when indoors at the workplace.

Vaccinated employees may voluntarily submit proof of vaccination. Employees who do not submit proof are considered unvaccinated and are subject to more restrictive face covering requirements and weekly COVID-19 testing. Employees who choose to provide proof of vaccination must provide truthful and accurate information about their COVID-19 vaccination status. Employees who have not provided proof of vaccination must provide truthful and accurate information about their weekly testing results. Employees not in compliance with this policy will be subject to discipline.

Employees may be legally entitled to a reasonable accommodation if they cannot wear a face covering (as required by this policy) because of a disability, or if the provisions in this policy for testing for COVID-19 and/or wearing a face covering conflict with a sincerely held religious belief, practice, or observance. To request an exception and reasonable accommodation, submit your reasons for an exception in writing to Human Resources. All such requests will be handled in accordance with applicable laws and regulations.

### **Procedures:**

#### **Vaccination**

Any City of Bloomington employee not fully vaccinated by January 4, 2022 will be subject to weekly testing.



To be fully vaccinated by January 4, 2021, an employee must:

- o Obtain the first dose of a two dose vaccine no later than November 23<sup>rd</sup> if receiving the Moderna vaccine and November 30<sup>th</sup> if receiving the Pfizer vaccine and the second dose no later than December 21<sup>st</sup>; or
- o Obtain one dose of a single dose vaccine no later than December 21<sup>st</sup>.

Employees will be considered fully vaccinated two weeks after receiving the requisite number of doses of a COVID-19 vaccine as stated above. An employee will be considered partially vaccinated if they have received only one dose of a two dose vaccine.

Employees may schedule their vaccine through their medical provider or through the state health department at <http://vaccine.coronavirus.in.gov> or by dialing 211.

### **Testing and Face Coverings**

Beginning December 6, 2022, unvaccinated employees must wear an acceptable face covering when in the workplace even if they are more than six feet from others with limited exceptions. Beginning January 4<sup>th</sup>, 2022, all employees who are not fully vaccinated will be required to undergo weekly COVID-19 testing. Policies and procedures for testing and face coverings are described in the relevant sections of this policy.

## **II. Vaccination Status and Acceptable Forms of Proof of Vaccination**

Proof of vaccination status can be submitted to Human Resources or through the [electronic form](#) that may be found on the Knowledgebase HR homepage.

Acceptable proof of vaccination status is:

- The record of immunization from a health care provider or pharmacy;
- A copy of the COVID-19 Vaccination Record Card;
- A copy of medical records documenting the vaccination;
- A copy of immunization records from a public health, state, or tribal immunization information system; or
- A copy of any other official documentation that contains the type of vaccine administered, date(s) of administration, and the name of the healthcare professional(s) or clinic site(s) administering the vaccine(s).

Proof of vaccination generally should include the employee's name, the type of vaccine administered, the date(s) of administration, and the name of the healthcare professional(s) or clinic site(s) that administered the vaccine. In some cases, state immunization records may not include one or more of these data fields, such as clinic site; in those circumstances the City of Bloomington will still accept the state immunization record as acceptable proof of vaccination.

If an employee is unable to produce one of these acceptable forms of proof of vaccination, despite attempts to do so (e.g., by trying to contact the vaccine administrator or state health department), the employee should complete the Vaccine Attestation form (Appendix A).



If employees have already submitted proof of vaccination in order to receive the \$100 wellness incentive and the \$600 insurance premium discount, they need not re-submit proof.

**Those who do not submit proof of vaccination or an acceptable alternative as outlined in this policy are considered unvaccinated.**

### **III. Supporting COVID-19 Vaccination**

An employee may take up to four hours of work time per vaccine dose to travel to the vaccination site, receive a vaccination, and return to work. This means employees may receive a maximum of eight hours of paid time to receive two doses, if they are vaccinated during work hours. If an employee spends less time getting the vaccine, only the necessary amount of work time will be granted. Employees who take longer than four hours to get the vaccine must send their department head and human resources an email documenting the reason for the additional time (e.g., they may need to travel long distances to get the vaccine). Any additional time requested will be granted, if reasonable, but will not be paid; in that situation, the employee may elect to use accrued leave, e.g., sick leave, to cover the additional time. If an employee is vaccinated outside of their approved work time, they will not be compensated.

Employees may use their paid time off or sick leave immediately following each dose if they experience side effects from the vaccine that prevent them from working. Employees who have no paid time off or sick leave will be granted up to two work days of additional paid leave immediately following each dose, if necessary.

The following procedures apply for requesting and granting work time to obtain the COVID-19 vaccine or paid leave to recover from side effects:

- Employees must get approval from their supervisor to leave work to receive their COVID-19 vaccine dose or doses.
- They should code the time spent during their shift to get vaccinated on their timesheet using the designated time code EL\_Vax.
- Following vaccination, they should adhere to established procedures for notifying their supervisor of leave, if they need to be absent due to adverse effects. If they do not have paid time off or sick leave available, they should code the hours missed due to adverse effects on their timesheet with the designated time code EL\_Vax.
- They must submit proof of vaccination within 72 hours of receiving their vaccine dose.

The paid leave provisions listed above do not apply to employees who receive a booster vaccine dose nor to employees who received their vaccine prior to January 4, 2021. However, if it is a burden for an employee to receive a booster dose or be absent due to side effects from a booster dose because they do not have any paid leave, they may request pay to cover their absence(s) by emailing [hmail@bloomington.in.gov](mailto:hmail@bloomington.in.gov).

### **IV. Employee Notification of COVID-19 and Removal from the Workplace**

An employee is required to call the City's Risk Manager before coming to work if any of the following apply: they have a symptom or symptoms of COVID-19; they are identified as a close contact, as defined by the Centers of Disease Control and Prevention (CDC), of someone who has tested positive for COVID-19; or they have had a healthcare provider tell them to self-isolate or quarantine.



Symptomatic employees should stay home until Risk Management clears them to return to work. Employees who develop symptoms at work should isolate themselves from others and call the Risk Manager for further instructions.

The City of Bloomington requires employees to promptly notify the City's Risk Manager when they have tested positive for COVID-19 or have been diagnosed with COVID-19 by a licensed healthcare provider even if they had previously reported their symptoms to the Risk Manager prior to testing positive.

The City of Bloomington will immediately remove an employee from the workplace if they have received a positive COVID-19 test or have been diagnosed with COVID-19 by a licensed healthcare provider (i.e., immediately send them home or to seek medical care, as appropriate).

Employees may choose to be unpaid or use their own benefit leave when the Risk Manager requires them to be out due to COVID-19 protocols.

In the event that an employee is required by the Risk Manager to get tested for COVID-19, they may designate the time that it takes to get tested as work hours, as long as the test is during their regular hours of work and is not on the day of their scheduled, weekly test in the case of unvaccinated employees.

#### Return to Work Criteria

The City of Bloomington uses guidance from the CDC to determine when an individual should return to work after having been out due to COVID-19 reasons.

For any employee removed from work because they are COVID-19 positive, City of Bloomington will keep them removed from the workplace until the employee receives a negative result on a COVID-19 nucleic acid amplification test (NAAT) following a positive result on a COVID-19 antigen test if the employee chooses to seek a NAAT test for confirmatory testing; meets the return to work criteria in CDC's "Isolation Guidance"; or receives a recommendation to return to work from a licensed healthcare provider.

Under CDC's "[Isolation Guidance](#)," asymptomatic employees may return to work once 10 days have passed since the positive test, and symptomatic employees may return to work after all the following are true:

- At least 10 days have passed since symptoms first appeared, and
- At least 24 hours have passed with no fever without fever-reducing medication, and
- Other symptoms of COVID-19 are improving (loss of taste and smell may persist for weeks or months and need not delay the end of isolation).

If an employee has severe COVID-19 or an immune disease, City of Bloomington will follow the guidance of a licensed healthcare provider regarding return to work.

Employees who are able to work remotely may do so without a formal Telecommuting Agreement during their initial quarantine or isolation period at the approval of their supervisor and department head.

Employees who have questions about whether or not they should come to work or return to work after being exposed to COVID-19 or having COVID-19, should contact Risk Management at 812-349-3553.

## **V. COVID-19 Testing for Unvaccinated Employees**

All employees who are not fully vaccinated will be required to comply with this policy for testing.



Employees who report to the workplace at least once every seven days must do the following:

- (A) Be tested for COVID-19 at least once every seven days; and
- (B) Provide documentation of the most recent COVID-19 test result to their supervisor no later than the seventh day following the date on which the employee last provided a test result.

Any employee who does not report to the workplace during a period of seven or more days (e.g., if they were teleworking for two weeks prior to reporting to the workplace) must do the following:

- (A) Be tested for COVID-19 within seven days prior to returning to the workplace; and
- (B) Provide documentation of that test result to their supervisor upon return to the workplace.

Results will only be accepted from COVID-19 tests with the following characteristics:

- (A) Cleared, approved, or authorized, including in an Emergency Use Authorization (EUA), by the FDA to detect current infection with the SARS-CoV-2 virus (e.g., a viral test);
- (B) Administered in accordance with the authorized instructions; and
- (C) Not both self-administered and self-read unless observed by the employer or an authorized telehealth proctor. Examples of tests that satisfy this requirement include tests with specimens that are processed by a laboratory (including home or on-site collected specimens which are processed either individually or as pooled specimens), proctored over-the-counter tests, point of care tests, and tests where specimen collection and processing is either done or observed by an employer.

If an employee does not provide documentation of a COVID-19 test result as required by this policy, they will be removed from the workplace until they provide a test result. They will not be allowed to use benefit time to cover their absences; the absence will be unpaid.

Employees who have received a positive COVID-19 test or have been diagnosed with COVID-19 by a licensed healthcare provider, are not required to undergo COVID-19 testing for 90 days following the date of their positive test or diagnosis.

Employees should schedule their test outside of work hours.

The City may choose to provide and/or sell self-administered tests to employees.

## VI. Face Coverings

All City employees have been and continue to be required to wear a face covering over their nose and mouth at their workplace. This requirement applies whether the workplace is inside a building or in an outdoor setting, whether the employee is at a stationary workspace or in a space where he/she may encounter other employees or the public, and in hallways, restrooms, and other shared spaces. It also applies to any employee who rides in a vehicle with one or more other people. The following exceptions exist:

1. Employees working outside do not have to wear a face covering as long as they are able to maintain a distance of six feet from others.
2. Employees who are **vaccinated** and who are alone in a room, such as an office, or in a work-space and physically distanced from all other co-workers, or are making a public presentation and are able to maintain a minimum distance of six feet away from others.



3. Employees, whether they are vaccinated or unvaccinated, who are alone in a room with floor to ceiling walls and a closed door.
4. For a limited time, while an employee is eating or drinking at the workplace or for identification purposes in compliance with safety and security requirements.
5. When an employee is wearing a respirator or medical procedure mask.
6. Where the Human Resources Department has determined that the use of face coverings is infeasible or creates a greater hazard (e.g., when it is important to see the employee's mouth for reasons related to their job duties, when the work requires the use of the employee's uncovered mouth, or when the use of a face covering presents a risk of serious injury or death to the employee).

Face coverings must: (i) completely cover the nose and mouth; (ii) be made with two or more layers of a breathable fabric that is tightly woven (i.e., fabrics that do not let light pass through when held up to a light source); (iii) be secured to the head with ties, ear loops, or elastic bands that go behind the head. If gaiters are worn, they should have two layers of fabric or be folded to make two layers; (iv) fit snugly over the nose, mouth, and chin with no large gaps on the outside of the face; and (v) be a solid piece of material without slits, exhalation valves, visible holes, punctures, or other openings. Acceptable face coverings include clear face coverings or cloth face coverings with a clear plastic panel that, despite the non-cloth material allowing light to pass through, otherwise meet these criteria and which may be used to facilitate communication with people who are deaf or hard-of-hearing or others who need to see a speaker's mouth or facial expressions to understand speech or sign language respectively.

Individuals who are in need of a cloth face covering should speak to their supervisor and/or department head.

Policies and procedures for face coverings will be implemented, along with the other provisions required by OSHA's COVID-19 Vaccination and Testing ETS, as part of a multi-layered infection control approach for unvaccinated workers.

Answers to frequently asked questions regarding the City's Face Covering Policy are in Appendix B.

## **VII. New Hires**

All new employees are required to comply with the vaccination, testing, and face covering requirements outlined in this policy as soon as practicable and as a condition of employment. Potential candidates for employment will be notified of the requirements of this policy prior to the start of employment.

New hires who do not voluntarily submit proof of vaccination on their first day of work may submit on their first day a negative COVID-19 test results from a non-self administered test performed within 24 hours prior to the start of their first shift. If they do not submit either, the new hire will be removed from the workplace and may return when they have submitted vaccination proof or a negative COVID-19 test result.

## **VIII. Confidentiality and Privacy**

All medical information collected from individuals, including vaccination information, test results, and any other information obtained as a result of testing, will be treated in accordance with applicable laws and policies on confidentiality and privacy.



## Questions

Please direct any questions regarding this policy to Human Resources at [hmail@bloomington.in.gov](mailto:hmail@bloomington.in.gov) or 812-349-3404.

Employees who have questions about whether or not they should come to work or return to work after being exposed to COVID-19 or having COVID-19, should contact Risk Management at 812-349-3553.





## APPENDIX A Vaccine Attestation

### VACCINE ATTESTATION

*If a City of Bloomington employee who has been vaccinated for COVID-19 is unable to produce an acceptable form of proof of vaccination, despite attempts to do so (e.g., by trying to contact the vaccine administrator or state health department), the employee should complete this Vaccine Attestation.*

Employee: \_\_\_\_\_

Department: \_\_\_\_\_

When did you receive your first and second dose of the COVID-19 vaccine? (Estimate the dates if you do not remember exact dates)

Which vaccine did you receive?

What was the name of the healthcare professional(s) or clinic site(s) that administered the vaccine?

- I am fully vaccinated from COVID-19. *Employees are considered fully vaccinated two weeks after receiving the requisite number of doses of a COVID-19 vaccine.*
- I have attempted to obtain proof of vaccination in the following ways:
- I am unable to obtain proof due to the following reasons:
- I certify that this statement about my vaccination status is true and accurate. I understand that knowingly providing false information regarding my vaccination status on this form may subject me to the City's disciplinary policy, up to and including termination, and/or criminal penalties.

\_\_\_\_\_  
Employee's Signature

\_\_\_\_\_  
Date



## APPENDIX B Face Covering FAQs

### Frequently Asked Questions: City of Bloomington Face Covering Requirement

**Are all City employees required to wear a mask or only those working outside of an office setting?** All City employees are required to wear a mask when required.

**Do employees need to wear a mask in their private office?** Vaccinated employees may go without a mask as long as they are alone. Unvaccinated employees must wear a mask unless they are alone, their door is shut, and their office has floor to ceiling walls.

**Do employees need to wear a mask in their cubicle?** Vaccinated employees may take off their masks if their personal workstation is six feet or more from others. Unvaccinated employees must wear their masks in their cubicle.

**Do employees need to wear a mask in a meeting room if alone?** If they are vaccinated, then no, but they should have a mask handy in case another employee enters the meeting room. If they are unvaccinated, they may only take off their mask if the room has floor to ceiling walls and the door is shut.

**Do employees need to wear a mask in a meeting room with other people?** Yes, unless they are vaccinated, giving a presentation, and are six feet from others.

**Do employees need to wear a mask in the hallway?** Yes.

**Do employees need to wear a mask in the bathroom?** Yes.

**Do employees need to wear a mask entering or exiting the building?** Yes.

**Do employees need to wear a mask when off duty?** Employees are not required to wear a mask when off duty. However, wearing a mask is a way of protecting those you come into contact with -- it is a show of care and respect. As City employees, it is important to model behavior that we want our community to demonstrate. Wearing a mask in public, even when we're off the clock, will help create a culture of caring in Bloomington.



**Do employees need to wear a mask walking outside in open areas?** No, but they should have a mask handy in case they encounter others.

**Do employees need to wear a mask walking on the sidewalk?** Yes, if it is a busy sidewalk. If not, they should have a mask handy in case they encounter others.

**Do employees need to wear a mask working outside alone?** No, but they should have a mask handy in case they encounter others.

**Do employees need to wear a mask when working outside with others?** Yes, if others in the work area are within 6 feet of the employee.

**Do employees need to wear a mask in a vehicle alone?** No.

**Do employees need to wear a mask in a vehicle with others?** Yes.

**Do employees need to wear a mask if interacting with the public in their job?** Yes.

**What is the appropriate action an employee should take when observing a colleague not wearing a mask when they should be?** Ask your fellow employee to wear their mask as a way to protect you. Tell them that you are wearing your mask to protect them. If they do not comply, let your supervisor know.

**How will the mask policy be enforced? What if employees don't comply?** Supervisors will use reminders, education, and warnings to obtain compliance with the face mask requirements in this policy. However, where circumstances warrant it, an employee's repeated failure to comply with this policy may result in progressive discipline as set forth in the Personnel Manual.

**What if I don't own a mask, or lost the one I was issued?** Employees who do not own a cloth face mask should request one from their supervisor.

**What if my health condition makes wearing a mask challenging?** Employees who have a health condition that may interfere with their ability to wear a cloth face mask should notify their supervisor, who will refer them to Human Resources.



**Are police officers and firefighters required to wear a mask? If not at all times, in which situations should they do so?** Very limited exceptions to this policy may apply to police officers during encounters with the public and to firefighters on emergency calls. An exception will also apply if the employee is wearing equipment (such as a respirator) that provides a higher level of protection than a cloth face mask.