

# County of Alameda COVID-19 Workforce Vaccination Policy Frequently Asked Questions

Under the County's COVID-19 Workforce Vaccination Policy ("Policy"), all County of Alameda ("County") workforce members are required to receive their final dosage of a COVID-19 vaccine and provide proof of vaccination by or before November 19, 2021.

This document includes several frequently asked questions and answers related to the Policy. If you need further clarification, please contact your Agency/Department Human Resources Officer.

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## **1. To whom does this Policy apply?**

This Policy applies to **all** County workforce members, which includes full-time, part-time, Temporary Assignment Pool ("TAP"), services-as-needed ("SAN"), other temporary employees (regardless of appointment type), retired annuitants, volunteers, and interns. This Policy applies regardless of work location, including County workforce members who telework or work remotely.

## **2. How do County workforce members submit their proof of vaccination?**

County workforce members must enter their vaccination information and upload proof of their vaccination into the Alcolink Human Resources Management System ("HRMS") Employee Self-Service, COVID-19 Tracking portal.

Those who do not have access to Alcolink HRMS must complete the County's COVID-19 Vaccination Policy Disclosure Form and attach a copy of their proof of vaccination and submit to their Agency/Department Human Resources Office.

## **3. What is considered acceptable proof of vaccination?**

Acceptable proof of vaccination includes: a copy of the individual's Center for Disease Control and Prevention ("CDC") vaccination card or non-U.S. equivalent; official documentation issued by a State vaccine registry; or an official medical record.

## **4. Will my uploaded vaccination information be safely stored in HRMS?**

Yes. The County's Alcolink HRMS system is HIPAA compliant and fully encrypted. Employees who save their proof of vaccination on their work/shared computer for uploading to Alcolink HRMS should delete the file thereafter.

## **5. Who has access to the provided confidential medical information?**

Only designated confidential Human Resources personnel will have access to vaccination information, proof of vaccination, and any confidential medical information provided in support of a request for reasonable accommodation. However, the County may be required to disclose a workforce member's COVID-19 vaccination status for one or more of the following reasons: (a) preventing, managing, and responding to COVID-19 infections among County employees, (b) managing workers' compensation claims, (c) contact tracing of COVID-19 infections, and (d) compliance with federal, state, and local laws and regulations, including health officer orders.

**6. How can County workforce members get a COVID-19 vaccine?**

COVID-19 vaccines are free and readily available and may be obtained through either a health care provider or local pharmacy (CVS, Walgreens, Rite Aid, etc.). Appointments are also available online at <https://covid-19.acgov.org/vaccines> or [myturn.ca.gov](http://myturn.ca.gov) or by phone 1-833-422-4255 Monday through Friday from 8 am to 8 pm or Saturday and Sunday from 8 am to 5 pm.

**7. Will employees receive County paid time off to receive the COVID-19 vaccine?**

Yes, employees may take up to two (2) hours of paid time (using Time Reporting Code ERR) during their normal work schedule unless otherwise authorized to obtain each dose of the COVID-19 vaccine. Employees must provide advance notice and obtain approval from their supervisor.

**8. When does this Policy end?**

Currently, there is no end date for this Policy.

**9. What does “fully vaccinated” mean?**

Currently, “fully vaccinated” means that at least two (2) weeks have passed since receiving the final dosage of a COVID-19 vaccine which has either been: 1) approved or authorized for emergency use by the Food and Drug Administration (“FDA”), (e.g., a single dose of a one-dose Johnson & Johnson/Janssen vaccine; the second dose of a two-dose Moderna or Pfizer vaccine), as listed: <https://www.fda.gov/emergency-preparedness-and-response/coronavirus-disease-2019-covid-19/covid-19-vaccines>; or 2) listed for emergency use by the World Health Organization (“WHO”), as listed: <https://www.who.int/teams/regulation-prequalification/eul/covid-19>.

**10. Are there any exemptions to the vaccination requirement?**

Yes. County workforce members may request an exemption from the vaccination requirement as a reasonable accommodation (“RA”) based on: 1) a qualified medical reason; or 2) a sincerely held religious beliefs.

Those whose exemption request is a) approved/granted or b) undetermined (pending) will be required to undergo regular (weekly) COVID-19 testing and continue to adhere to all workplace safety protocols, including wearing a face covering and social distancing, etc. Additional safety measures may be required if deemed necessary by Cal/OSHA, CDPH, State Public Health Officer or local Public Health Officer.

Those whose exemption request is denied shall be required to complete the final dosage within 50 calendar days of decision issuance.

**11. Will County paid leave be provided to workforce members for the weekly COVID-19 testing?**

Yes. Employees, retired annuitants, and paid interns with approved exemptions will be on work paid for time for testing during their normal scheduled work day.

**12. Who schedules the weekly COVID-19 testing?**

County workforce members will be directed to schedule their own COVID-19 test, based on specific guidance provided by the workforce member’s immediate supervisor, or the Agency/Department may schedule the workforce member’s COVID-19 test at a designated time and location, based on the needs of the work unit.

### 13. How do County workforce members apply for an exemption?

County workforce members must submit a completed request for RA [form](#) as outlined below.

Type of RA	Form	Submit To
Qualified Medical Reason	Request for RA for COVID-19 Requirements (C19R) Form	Agency/Department Human Resources (decentralized departments) <u>or</u> Medical Leaves and Accommodation Services Unit (“MLAS”) (centralized departments)
Sincerely Held Religious Belief	Request for Religious Accommodation Form	Agency/Department Human Resources

### 14. What happens if a County workforce member experiences an adverse reaction as a result of the vaccine and cannot work/telework?

Employees should notify their supervisors or Human Resources and may use accrued sick leave or other accrued leave for time off as needed. Employees may also consult with their Human Resources Department about Workers’ Compensation benefits.

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## Resources

- CDPH: <https://www.cdph.ca.gov/Programs/CID/DCDC/pages/immunization/ncov2019.aspx>
- CDC: <https://www.cdc.gov/vaccines/index.html>
- Vaccinate 58: <https://www.vaccinateall58.com/>
- California Vaccination Signup: <https://myturn.ca.gov/>
- Alameda County Vaccination Signup: <https://covid-19.acgov.org/vaccines>