



County of Yolo

Administrative Policies and Procedures Manual

TITLE: COVID-19 VACCINATION POLICY	DEPARTMENT: HUMAN RESOURCES
TYPE: POLICY & PROCEDURE	DATE: SEPTEMBER 24, 2021

INTRODUCTION:

Clinical trials, scientific research, and safety monitoring have demonstrated that the federally authorized COVID-19 vaccines are safe and are the most effective method of preventing people from getting and spreading the virus that causes COVID-19 and from becoming seriously ill, ending up hospitalized, or dying from COVID-19.

To protect County personnel and the community members with whom County personnel interact, the County will require all County personnel to be fully vaccinated subject to the limited exceptions below. County departments are responsible for ensuring their employees, interns, and volunteers who regularly work onsite for their department comply with this policy. This policy is issued as an emergency measure on the strong recommendation of the County Health Officer based on the significant rise of COVID-19 cases and hospitalizations among the unvaccinated due to the highly infectious Delta variant.

County personnel may obtain the COVID-19 vaccine through the County at no cost or through another provider of their choosing. In addition, County employees may receive the COVID-19 vaccine during compensable time without using accrued leave. Information on COVID-19 vaccines and how to obtain vaccination is available at www.yolocounty.org/coronavirus-vaccine.

A. DEFINITIONS:

“**County personnel**” means all County employees, interns and volunteers that enter County facilities or engage the public in any manner in the fulfillment of their work duties, whether fulltime, part-time or on a limited basis.

“**COVID-19 vaccine**” means a vaccine authorized to prevent COVID-19 by the federal Food and Drug Administration (FDA) or the World Health Organization (WHO), including by way of an emergency use authorization.

“**Fully vaccinated**” means (1) it has been at least two weeks since a person has completed the entire recommended series of a COVID-19 vaccine, and (2) the person has provided proof of vaccination to the County in a form consistent with the requirements for verification of vaccine status in the State of California’s July 26, 2021 Public Health Officer Order.¹

¹ Pursuant to the [CDPH Guidance for Vaccine Records Guidelines & Standards](#), proof of vaccination may be demonstrated only by: (1) COVID-19 Vaccination Record Card (issued by the Department of Health and Human Services Centers for Disease Control & Prevention or WHO Yellow Card) which includes name of person vaccinated, type of vaccine provided and date last dose administered); (2) a photo of a Vaccination Record Card as a separate document; (3) a photo of a Vaccination Record Card stored on a phone or electronic device; (4) documentation of COVID-19 vaccination from a health care provider; (5) digital record that includes a QR code that when scanned by a SMART Health Card reader displays to the reader client name, date of birth, vaccine dates and vaccine type. The QR code must also confirm the vaccine record as an official record of the state of California; or (6) documentation of vaccination from other contracted employers who follow these vaccination records guidelines and standards.



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“Partially vaccinated” means (1) a person has received: (i) one dose of a two-dose recommended series of a COVID-19 vaccine; or (ii) the complete recommended series of a COVID-19 vaccine but it has not been at least two weeks since the person has completed the entire recommended series, and (2) the person has provided proof of vaccination to the County in a form consistent with the requirements for verification of vaccine status in the State of California’s July 26, 2021 Public Health Officer Order.

B. REQUIRED VACCINATION:

- **By September 24, 2021 all County personnel must be partially or fully vaccinated or must have submitted a request for exemption.²**
- **By October 29, 2021 all County personnel must be fully vaccinated or have an approved or pending exemption request.**
- **Effective October 29, 2021** all newly hired County employees and any new volunteers or interns must be fully vaccinated or must submit a request for exemption.

Requests for exemption/accommodation must be submitted per Section C, below. If a person’s request for exemption/accommodation is not approved, they must be partially or fully vaccinated within 14 days and fully vaccinated within 8 weeks of when they were notified that the request was not approved.

County personnel who fail to comply with this policy are subject to discipline, up to and including release from County employment.

C. VACCINATION STATUS VERIFICATION:

During the week of September 20, 2021 (and no later than September 24, 2021), supervisors shall verify the vaccination status of all of their employees. The supervisor shall meet individually with their employees in a private setting to ascertain their employees’ vaccination status. As proof of being fully vaccinated, the employee shall provide to their supervisor a vaccination card, an image of their vaccination card, or a health care document showing their vaccination status. Supervisors shall notate their employees’ vaccination status in a confidential ledger. If a supervisor has already confirmed an employee is fully vaccinated, they do not need to do so again. Human Resources will provide an example of an acceptable ledger to all departments.

² If a person will not work for an extended period due to a leave of absence (such as for FMLA leave or pregnancy disability leave), they may contact their department head or designee to request a deferral of the vaccination requirements until they return to work. They must be fully vaccinated or have submitted a request for exemption by the time they return to work.



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D. EXEMPTIONS/ACCOMMODATIONS TO VACCINATION REQUIREMENT:

Exemptions/Accommodations. County personnel may request a reasonable accommodation to the vaccination requirement of this policy if they:

- Have a contraindication recognized by the U.S. Centers for Disease Control and Prevention (CDC) or by the vaccine's manufacturer to every authorized COVID-19 vaccine. A contraindication means a condition that makes vaccination inadvisable. County personnel shall provide medical provider verification;
- Have a disability and are requesting an exemption as a reasonable accommodation. County personnel shall provide medical provider verification; or
- Object to COVID-19 vaccination based on their sincerely-held religious belief, practice, or observance.

How to request exemption/accommodation. To seek a reasonable accommodation from the vaccination requirements of this policy, County personnel shall:

- Download the appropriate request form from [Inside Yolo](#).
- Complete and submit the applicable form to Human Resources via email at covid.hr@yolocounty.org.
- Human Resources shall inform Department Heads if one of their employees is granted an accommodation.

Requests for exemptions/accommodations will be handled in the same manner as any request for an accommodation under California's Fair Employment and Housing Act and the federal Americans with Disabilities Act and Title VII of the Civil Rights Act.

IN CLOSING:

Your timely attention to ensure compliance with these requirements is essential to the County's efforts to control the spread of COVID-19 and to comply with public health recommendations. County personnel may direct any questions to their department head or designee(s).