

Vaccination Protocol

PURPOSE

The City of Baltimore (“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 Centers for Disease Control and Prevention (CDC), the Maryland Department of Health, and the Baltimore City Health Department, 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.

To best protect its employees and fulfill its obligations to the public, effective October 18, 2021, the City will 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; or (3) submit to weekly testing for COVID-19.

SCOPE

This SOP applies to all City employees.

DEFINITIONS

City employee: Any person employed by the City of Baltimore including any probationary, contractual, seasonal, part-time and temporary employee. This definition includes any sworn personnel employed by the Fire and the Police Departments.

Fully vaccinated employee: an employee is considered fully vaccinated: (1) two weeks after their second dose in a two-dose series, such as the Pfizer or Moderna vaccines and any required booster(s); or (2) two weeks after a single-dose vaccine, such as Johnson & Johnson’s Janssen vaccine and any required booster(s).

Unvaccinated employee: an employee is considered unvaccinated if either: (1) they have not received any dose of an FDA authorized vaccine; (2) they have received only one dose in a two-dose series; or (3) two weeks have not passed since they have received the final dose of an FDA authorized vaccine; or (4) they have not received any required vaccine booster(s)

Testing verification: An employee is considered to have been tested for COVID-19 if rapid antigen test is performed and resulted and/or COVID-19 PCR test is performed and resulted. Testing

verification must be submitted to employees' Agency HR Office on a weekly basis by close of business on the scheduled testing date.

VACCINATION PROTOCOL

Vaccination Status Notification Requirement

To protect the City's workforce and the public that it serves, all City employees must report their vaccination status to the City through the respective agency Human Resources (HR) Business Partner and uploading documentation verifying that status into the City's Workday system using the Employee Self-Service Portal. The City will use this information to enforce the testing, quarantine and other requirements and compliance with this Protocol.

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 and/or testing 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.

Employees that provide proof of vaccination will receive any incentive offered by the City to vaccinated employees.

Employees that fail to either provide proof of vaccination, including any required booster(s) or submit to weekly testing as directed by the City will not be allowed on any City workplace and will be subject to discipline up to and including termination.

Process for Reporting Vaccination Status

All City employees must report their vaccination status into Workday using the Employee Self-Service Portal 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;
- Date of required booster(s);
- 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 any documentation verifying vaccination issued by the State of Maryland.

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 and any required booster(s). Employees who are not fully vaccinated but partially vaccinated as of the 30th day after receiving notice of this protocol, shall provide that information. All unvaccinated employees must continue to comply with weekly testing, and other safety requirements until they are fully vaccinated and have reported and documented that status to the City consistent with this Protocol.

IMPLEMENTATION

Employees must report their vaccination status and upload documentation verifying that status into the City's Workday 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 testing and other safety requirements.

For unvaccinated employees or employees for whom the City does not have documentation verifying fully vaccinated status, the City will provide COVID-19 weekly testing. The City will notify employees of the date and location for weekly testing. Employees who have a confirmed positive test must remain excluded from the workplace for at least 10 days after the positive test. Employees must use accrued sick, personal, vacation or compensatory leave for the required absence.

All employees, whether or not fully vaccinated, must continue to wear face coverings when working in indoor spaces where social distancing is not possible pursuant to the face-covering protocol.

The latest guidance as to City Policy can be found at:

<https://coronavirus.baltimorecity.gov/infographics-0>.

EMPLOYEE ACKNOWLEDGMENT

I acknowledge that I have received a copy of the City of Baltimore's SOP for Mandatory Vaccination. I have also been given the opportunity to read and ask questions about the protocol.

Employee Name (Print): _____

Employee Signature: _____

Date: _____