

## **Bainbridge Island Metro Park & Recreation District**

### **Vaccination and Testing Procedure for Employees**

*\*Volunteers will be addressed in a separate procedure.*

**Objective:** This procedure is designed to guide District staff in the implementation of the COVID-19 vaccination policy adopted by the Board of Commissioners on 12/2/2021 via Resolution 2021-08.

#### **Overview of Policy:**

Employees of the District are required to be vaccinated against or tested weekly for the COVID-19 virus. Employees that choose not to get vaccinated (or present proof of vaccination as detailed below) will need to present a negative COVID-19 test to the District at least once every 7 days.

#### **Procedure: Effective December 21, 2021**

##### **PROOF OF VACCINATION**

Employees must show proof of COVID-19 vaccination to their manager and allow the District to maintain a copy of the proof. This is required before the employee can begin work. Employees can email the proof to their Manager or give it directly to them. Faxing is not allowed because confidentiality cannot be guaranteed.

It is important that the Manager or their Division Director collect the vaccination record and record it so they are aware of who will need to be tested in their assigned area. Managers should keep a list of those employees that they have verified.

The Administrative Division Director will maintain the vaccination records and a master list of those that have turned in proof. The records will be kept in a secure location.

##### **Acceptable Proof of COVID-19 Vaccination**

- CDC or Doctors proof of vaccination card.
- Copies are acceptable but they must be clearly readable. If the person has a picture on their phone, the Manager will have it printed and give the copy to the Administrative Division Director.

##### **NEW HIRES**

All new employees must present proof of COVID-19 vaccination to begin work. *There is no testing option for new employees.* Documentation must be provided to the Manager and given to the Administrative Division Director for retention.

A new hire is anyone that has not worked for the District for at least three months.

Proof of vaccination will generally only be needed once, however employees must be willing to show it again if it is requested by a Manager or Division Director.

Re-hires that have already provided proof per this procedure generally will not need to show it again upon re-hire.

## **TESTING**

The cost of testing will be the employee's responsibility. The District will charge the employee if the testing is completed by the District. Test must be completed by a qualified organization. See the CDC website for list of organizations that can give testing. Testing at home is not an option.

*The District will reimburse employees that have received an exemption for the cost of testing. The employee will need to obtain approval from their Division Director before they incur any costs. Mileage and an employee's time are NOT eligible for reimbursement.*

Every Wednesday, before starting work the employee should present a negative COVID-19 test to their Manager. If the District has staff and supplies available, testing may be done by qualified staff at the Aquatic Center on Tuesdays. Employees must arrive between the posted times and be prepared to wait for the results. Employees may bring a test they purchased to the Aquatic Center at the scheduled time, but the taking of the test must be witnessed. The Executive Director will determine who is qualified to witness or administer the test at the District.

The day and time of testing may change at the discretion of the District.

Employees will not be paid for their time getting or waiting for their test results.

If testing shows a positive result, employees cannot work until they have quarantined for ten days and received a negative COVID-19 test (per this procedure). If the employee has accrued leave, they may use that leave while they are off work recovering from COVID-19.

Employees that are unwilling to get a COVID-19 test or obtain the vaccination will no longer be employed by the District. The employee will not be eligible to use accruals and any benefits will be discontinued. For payroll purposes, the employee will be treated as resigning from their job.

Employees that are having difficulty obtaining a COVID-19 test, will not be paid for time off work, but may use accrued leave for up to three days, while attempting to obtain a test. This option is only available up to two times per calendar year per employee. It is imperative that the employee plan accordingly so they can work their scheduled hours. Employees that habitually do not have their testing done on time may be terminated.

## **EXEMPTIONS**

Exemptions may be allowed for medical or religious reasons. Employees should complete the exemption form and turn it into the Executive Director. A Review Committee will be established to review and make recommendations to the Executive Director. The Executive Director has final approval authority. If approval is not given, the employee must either obtain a vaccination or follow the testing schedule.

If approval is given, the employee must follow the testing procedures.

## **EMPLOYEE RESPONSIBILITIES**

It is the employee's responsibility to know and understand the procedures and the deadlines established by the District.

Managers must read the policy and procedures and fully understand their responsibilities. Managers are responsible for informing their employees on this procedure and any updates associated with it.

Approved by the Executive Director on 12/08/2021 Updated 12/9/2021 Updated 12/22/21