



# ADMINISTRATIVE PROCEDURE

<b>SECTION:</b> 300	<b>PROCEDURE #:</b> 317-A
<b>TITLE:</b> COVID-19 Vaccination Mandate for Health Care Workers	<b>IMPLEMENTS POLICY #:</b> 317
<b>SPONSORING DEPARTMENT/DIV:</b> County Administrative Office/Human Resources	
<b>EFFECTIVE DATE:</b> 9-7-2021	<b>REVIEWED:</b>

**OBJECTIVE:** To establish procedures for Policy 317: COVID-19 Vaccination Mandate for Health Care Workers.

## DEFINITIONS:

**COVID-19:** A respiratory disease caused by a novel (new) coronavirus. The virus has been named “SARS-CoV-2” and the disease it causes has been named “coronavirus disease 2019” (abbreviated “COVID-19”).

**Employee:** Any person employed by Washington County in a regular, limited duration, variable hour or temporary position, or an intern or volunteer. ‘Employee’ does not include elected officials or members of a volunteer Board, Commission, or Committee.

**Fully Vaccinated:** An employee is fully vaccinated 14 days after receiving the final dose of a COVID-19 vaccine.

**Health Care Worker:** A Health Care Worker is defined by the Oregon Health Authority administrative rules and guidelines.

**Mask:** A medical grade, cloth, polypropylene, paper or other face covering that covers the nose and the mouth and that rests snugly above the nose, below the mouth, and on the sides of the face. Masks are not a covering that incorporates a valve that is designed to facilitate easy exhalation, other coverings with openings, holes, visible gaps in the design or material, or vents.

**Medical Exemption:** A diagnosed physical or mental condition that prevents an individual from receiving the COVID-19 vaccination, as certified by a medical provider.

**On-site Contractor:** Individuals performing work that is not 100% remote and is paid through a Washington County contract.

**Proof of Vaccination:** Documentation provided by a tribal, federal, state or local government, or a health care provider that includes an individual's name, date of birth, type of COVID-19 vaccination given, date or dates given, depending on whether it is a one--dose or multi-dose

vaccine, and the name/location of the health care provider or site where the vaccine was administered. Documentation may include but is not limited to a COVID-19 vaccination record card, a copy or digital picture of the vaccination record card, or a print-out from the Oregon Health Authority's immunization registry.

**Religious Exemption:** An exemption from receiving the COVID-19 vaccination on the basis of a sincerely held religious belief that prevents the individual from receiving a COVID-19 vaccination.

## **PROCEDURE:**

1. All Employees and on-site contractors who meet the definition of a Health Care Worker in Policy 317 are required to be fully vaccinated against COVID-19 or have a documented and accepted medical or religious exemption on file with the County on or before October 18, 2021.
  - 1.1. Refer to the Definitions Section above for the definitions of a Health Care Worker, Medical Exemption, Religious Exemption, and Proof of Vaccination.
2. Providing Proof of Vaccination
  - 2.1. Proof of Vaccination, Medical Exemptions and Religious Exemptions should be provided to Human Resources by uploading the documentation in a secure portal in the County's Oracle (Wisard) Employee HR and Payroll Information System. See Attachment A for instructions.
  - 2.2. Proof can also be submitted via email at [EmployeeVaccineDocumentation@co.washington.or.us](mailto:EmployeeVaccineDocumentation@co.washington.or.us) for volunteers and interns who do not have access to the County's HR Information System. Documentation will be stored in a confidential medical file in Human Resources.
  - 2.3. An employee's vaccination status will be stored in their confidential medical file in Human Resources.
  - 2.4. An employee's vaccination status or exemption will be tracked in order to comply with Policy 317 and should only be provided if required under Policy 317.
  - 2.5. Applicants who receive an offer letter for a position that falls under the definition of Health Care Worker will be given up to a maximum of 45 days to become fully vaccinated or complete a medical or religious exemption form.
    - 2.5.1. Prior to interviewing for a position, the Hiring Manager or Talent Acquisition Team Business Partner will inform applicants of the vaccination requirement for the position.
    - 2.5.2. New employees who fall under the definition of Health Care Worker cannot begin employment without showing proof of full vaccination or have an accepted exemption on file on their first day of work.

3. Medical or Religious Accommodation Exemption Requests
  - 3.1. Employees requesting an accommodation exemption from Policy 317 for medical or religious reasons must complete a Request for COVID-19 Vaccine Exemption Request Form.
  - 3.2. A fully completed Vaccine Exemption Request Form can be provided to Human Resources by uploading the documentation in a secure portal in the County's Oracle (Wisard) Employee HR and Payroll Information System.
  - 3.3. Proof can also be submitted via email at [EmployeeVaccineDocumentation@co.washington.or.us](mailto:EmployeeVaccineDocumentation@co.washington.or.us) for volunteers and interns who do not have access to the County's HR Information System.
  - 3.4. Employees may be asked for additional clarification or documentation in order for the County to fully consider the exemption request.
  - 3.5. Washington County is not required to provide a medical or religious exemption accommodation if doing so would pose a direct threat to the exempted individual or others in the workplace or would create an undue hardship.
  - 3.6. Any exemption must be approved by the Chief Human Resources Officer or the County Administrator in consultation with County Counsel in order to be valid.
  - 3.7. An employee's Exemption Request Form and all related documentation will be stored in their confidential medical file in Human Resources and will be provided to appropriate state authorities upon request.
  - 3.8. Employees who are given a medical or religious exemption will be required to wear a mask when interacting with other employees or community members while performing their work as long as the County requires unvaccinated employees to wear face covering.
  - 3.9. Supervisors will be notified of any employee who is required to wear a mask.
4. Policy Compliance
  - 4.1. Employees who meet the definition of a Health Care Worker and fail to comply with Policy 317 will have consequences up to and including separation from employment.
  - 4.2. If an employee submits proof of receiving at least one dose of a two-dose vaccine by 8 AM on Friday, October 15, 2021, the employee will be granted a temporary extension to become fully vaccinated.
    - 4.2.1. Employees who have documentation of receiving one dose of a two-dose vaccine per 4.2 above may either utilize their vacation, compensatory time, time in lieu of holiday or MAPPS leave to account for their absence from work, or the employee may take Leave without Pay. Sick leave accruals will not be available for this type of absence until the employees meets the requirement of 2.2.2 below.
      - 4.2.1.1. Employees who received a temporary extension under 4.2.1 must receive their second dose of the vaccine as scheduled by the vaccine provider and submit proof of the second dose to the County within 24 hours.

- 4.2.1.2. Noncompliance with receiving the second dose can result in the employee losing the temporary extension and being placed on Medical Layoff.
      - 4.2.1.3. Once the employee receives the second dose they will follow 4.2.2 of this Procedure.
    - 4.2.2. Employees who have provided documentation of receiving both doses of a two-dose vaccine or one dose of a single dose vaccine but are not yet fully vaccinated per 4.2 above may return to on-site work and wear a medical grade N95 or KN95 mask or be allowed to telecommute if their position allows for telecommuting and is approved by their supervisor.
      - 4.2.2.1. The temporary extension under 4.2.2 ends when the employee meets the definition of being fully vaccinated.
  - 4.3. Policy 317 extends the definition of a Medical Layoff under the County [Personnel Rules and Regulations](#) Article 14.2.11
    - 4.3.1. Medical Layoff applies to current employees who are not fully vaccinated or have an accepted exemption from COVID-19 on October 18, 2021 and do not qualify for a temporary extension.
  - 4.4. Only employees who are currently employed on the date Policy 317 is adopted are eligible for a Medical Layoff under the extension granted through Policy 317.
  - 4.5. Supervisors will be notified by Human Resources no later than Friday, October 15, 2021 of any employee who meets the definition of a Health Care Worker has not submitted proof of full vaccination for COVID-19 or does not have an accepted medical or religious accommodation exemption, or if an employee qualifies for a temporary extension.
  - 4.6. Employees who separate from County employment under a Medical Layoff are entitled to recall rights following the [Personnel Rules and Regulations](#) Article 4.2.12 Recall.
  - 4.7. Employees on Medical Layoff granted by Policy 317 will be eligible for recall per 4.6 above when they provide documentation of full COVID-19 vaccination status or are granted a medical or religious accommodation exemption.
  - 4.8. Order of Recall: Per Article 4.2.12, the Recall list shall be referred to any department (used in filling vacant positions) before any of the other hiring lists may be used. The Recall list shall be referred in the order of seniority. Where Layoff has occurred within a specialty area as designated in the adopted classification specification, Recall will take place within that specialty area.
5. Employee Notification
- 5.1. Employees who are impacted by Policy 317 will be notified by their Department Director and given the opportunity to discuss it with the Director and/or Human Resources.

5.2. Employees who are Health Care Workers and are on any type of Leave approved by the County when Policy 317 is adopted will be notified in writing of the policy requirements and must comply with the policy.

6. On-site Contractors

6.1. Individuals who meet the definition of Health Care Worker and are performing work physically inside or outside of a County facility, come in direct contact with other people and are paid through a Washington County contract must show proof of being fully vaccinated or a valid medical or religious exemption to their employer.

6.2. Washington County can, and should, communicate with the Contractor's main contact to verify that each person performing work for the County under a contract has met the State mandate.

6.3. Washington County will refuse to have work done by contracted Health Care Workers who have not met the State mandate.

References:

1. COVID-19 Vaccine Medical Exemption Request Form
2. COVID-19 Vaccine Religious Exemption Request Form



# EMPLOYEE SELF SELF-SERVICE

## Documents of Record

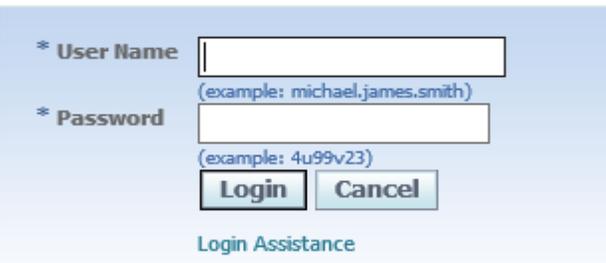
### Purpose:

Secure employee self-service portal to record documents of record

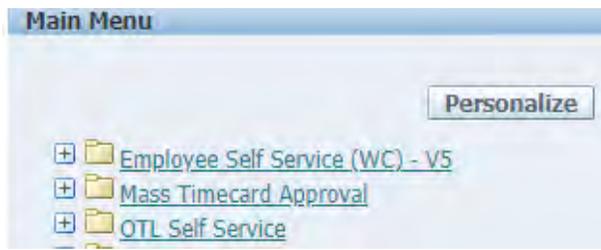
### Documents of Record Types:

- *Driver's License*
- *COVID 19 Vaccination Record*
- *COVID 19 Booster Record*
- *Medical Exemption*
- *Religious Exemption*

### How to enter documents of record:

 A screenshot of the HORIZONS portal navigation menu. The menu includes options for DIRECTORY, DEPARTMENTS, HR CORNER, and WISARD. A red arrow points to the WISARD option. Below the menu, there are links for "Sign in to WISARD" and "Sign in to Questica". A red arrow points to the "Sign in to WISARD" link. The text "Password Resets" and "WISARD password resets can be done" is also visible.	<ul style="list-style-type: none"><li>• Log in to WISARD</li></ul>
 A screenshot of the WISARD login form. It features two input fields: "* User Name" with an example "(example: michael.james.smith)" and "* Password" with an example "(example: 4u99v23)". Below the fields are "Login" and "Cancel" buttons. A "Login Assistance" link is located at the bottom of the form.	<ul style="list-style-type: none"><li>• Enter User name and password</li></ul>

Attachment A



- Navigate to Employee Self Service (WC) – V5



- Expand Employee Self Service by clicking the “+”
- Choose Documents of Record

Documents of Record for Person

Name  
Worker Number  
Email

Show Search Options

- Choose “Create Document of Record”

Attachment A

1. Enter **exact title** for the acceptable document type
2. Valid from date **Moderna/Pfizer** date of 2<sup>nd</sup> vaccination  
**Johnson & Johnson** vaccination date of vaccination  
**Exemptions** today's date

- Complete the Vaccination Information Section  
  
Affirm **ONE** option  
  
Vaccination Disclaimer  
**OR**  
Exemption Disclaimer

- Attach the document

- Click "Apply" to finish submission

Need Assistance?

Human Resources Business Systems (HRBS)  
(503) 846-8324  
[HRPersonnelAdministration@co.washington.or.us](mailto:HRPersonnelAdministration@co.washington.or.us)