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|  | Administrative Regulation COVID-19 Vaccine Verification | Policy # | 03-09.01 |
| | | Effective Date: | June 14, 2021 |
| | | Revision Date: | N/A |
| | | Owner: | Human Resources |

Purpose:

To establish a process by which employees can forgo: wearing face masks, face coverings or face shields, and complying with physical distancing requirements, in certain circumstances at work in alignment with lead agency guidelines, rules, and regulations.

Scope:

This policy applies to all regular, part time and limited duration employees of the City of Springfield.

Policy:

City of Springfield employees are expected to follow all current lead agency safety requirements including those related to using face masks, face coverings or face shields and physical distancing in response to the COVID-19 pandemic. Some workgroups may also be subject to sector specific requirements, which they are also expected to follow. The City of Springfield will allow employees to forgo wearing a face covering or face shield and complying with physical distancing requirements if the employee can provide sufficient vaccine verification consistent with this policy. The City is not requiring or requesting vaccination status for employees. All vaccination status disclosures will be voluntary.

Procedure:

1. Employees may have their vaccine status verified by showing proof of vaccination to their supervisor. If their supervisor is not on site, they may arrange to show their proof of vaccination status to their supervisor via Teams, Zoom, or other video conferencing application. Vaccination status documentation should not be transmitted via email or text.
2. Proof of vaccination means documentation provided by a tribal, federal, state or local government, or a health care provider, which includes an individual’s name, type of COVID-19 vaccination given, date or dates given, depending on whether it is a one-dose or two-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, COVID-19 vaccination record card, a printout from a health care provider with the information required herein, or a copy or digital picture of the vaccination record card.

3. Employees are required to keep proof of vaccination status reasonably accessible during the workday. This could be in a locker, personal vehicle, on a cell phone, etc. Employees may be asked by a supervisor or by enforcement personnel from a lead agency to show proof of vaccination status. If this happens, employees will be required to put on a face covering until the proof of vaccination status is reviewed.
4. Supervisors must keep a record of the employees with verified vaccination status and be able to produce the record of vaccine verification upon request.
5. Fully vaccinated employees who have provided sufficient vaccine verification consistent with this policy may remove their face covering and forgo physical distancing requirements when:
 - 5.1 Indoors and occupying indoor spaces not open to the public, or
 - 5.2 Occupying spaces that are open to the public when the public is not present.
6. Fully vaccinated employees who have provided sufficient vaccine verification consistent with administrative regulation must wear a face covering and observe physical distancing requirements when:
 - 6.1 Current sector specific guidance continues to require face coverings or physical distancing. Consult with your supervisor for more information.
 - 6.2 More than one occupant is in a vehicle, face coverings must be worn by all occupants regardless of vaccination status.

Definitions:

1. “Lead Agency” for the purpose of this regulation includes the Oregon Health Authority (OHA) and Oregon Occupational Safety and Health (Oregon-OSHA).
2. “Fully Vaccinated” for the purpose of this regulation employees are considered fully vaccinated when they have received both doses of a two dose COVID-19 vaccine or one dose of a single-dose vaccine and at least 14 days have passed since the individual’s final dose of COVID-19 vaccine.

Resources:

1. HRA Vaccine Contribution Administrative Regulation
2. [OR-OSHA Rule 437-001-0744 Addressing COVID-19 Workplace Risks](#)
3. [OR-OSHA Statement Regarding Vaccination Status in Relation to Oregon's Facial Covering and Social Distancing Requirements](#)

CREATION (Original):

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| This administrative regulation is in effect as of the date of my signature. I authorize the Human Resource Director to modify the history and resources sections and header, footer, and numbering without my reauthorization. The administrative regulation remains in effect should these revisions occur. | | | |
| Approved By: | Nancy Newton, City Manager | Dates: | June 11. 2021 |
| Author: | Mary Bridget Smith, City Attorney | | |
| Responsible Party: | Human Resources | | |
| Replaces: | N/A | | |

PERIODIC REVIEW:

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| Reviewer: | | Date: | |
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REVISIONS:

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| Version #2: | Responsible Party: | | | |
| | Revised By: | | | |
| | Approved By: | | Date: | |
| | Reason/Summary of Changes: | | | |