

**CLINTON COMMUNITY SCHOOL DISTRICT
EMPLOYEE MANDATORY VACCINATION/TESTING FOR COVID-19**

This policy is intended to comply with the federal Occupational Safety and Health Administration (“OSHA”) Emergency Temporary Standard on Vaccination and Testing (29 CFR 1910.501) (“ETS”). The terms of this policy shall be effective January 10, 2022 and shall remain in effect for so long as the ETS is in effect and enforceable as a matter of law.

Vaccination

This Mandatory COVID-19 Vaccination Policy applies to all employees, except for those employees who are entitled to reasonable accommodations as set forth below. Full vaccination occurs when an employee has received both primary COVID-19 vaccination doses, or one single dose if the vaccine only requires one dose, and have waited two weeks following the last dose administered. This vaccine mandate is effective January 10, 2022. All employees are required to report their vaccination status and to provide proof of vaccination no later than February 2, 2022. Employees who have received full vaccination against COVID-19 must submit proof of vaccination no later than February 9, 2022 to be exempt from face covering requirements. Employees who have not received both (if a vaccine requires a 2-dose regimen) primary doses of a COVID-19 vaccine will be required to comply with the testing and face covering requirements of the section below. Employees who have received both primary doses of the COVID-19 vaccine on or before February 9, 2022 (if a vaccine requires a 2-dose regiment), but who have not yet passed the two-week waiting period for full vaccination efficacy are not required to comply with the testing requirements of the section below but are required to comply with the face covering requirement until the two-week waiting period for full vaccination efficacy is completed.

Face Coverings and Testing

Beginning February 2, 2022, employees who do not wish to obtain vaccination against COVID-19, must wear face coverings at all times while indoors, in a vehicle, or in another enclosed space for work purposes, as described in the procedures and information section below. Beginning February 9, 2022, employees who are not fully vaccinated must also provide proof of negative COVID-19 test results every 7 days as described in the Procedures and Information section below.

Reasonable Accommodations

Employees may request an exception from this mandatory vaccination policy if: The vaccine is medically contraindicated for them or medical necessity requires a delay in vaccination. Employees also may be legally entitled to a reasonable accommodation if they cannot be vaccinated and/or wear a face covering (as otherwise required by this policy) because of a disability, of if the provisions of this policy for vaccination, and/or testing for COVID-19, and/or wearing a face covering conflict with a sincerely held religious belief, practice, or observance. If an employee requires accommodation from any other part of the policy for medical or religious reasons, the employee may request one by submitting either of the following to the Superintendent:

1. A statement that receiving the vaccine would be injurious to the health and well-being of the employee or an individual residing with the employee.
2. A statement that receiving the vaccine would conflict with the tenets and practices of a religion of which the employee is an adherent or member.

Disciplinary Action

Employees who fail to abide by the requirements of this policy may face disciplinary action up to and including termination. It is the obligation of the Superintendent to establish appropriate procedures necessary to enforce this policy.

Procedures and Information:

Overview and General Information

All District employees must be fully vaccinated no later than February 9, 2022 or be subject to the face coverings and testing requirements of the policy.

To be fully vaccinated by February 9, an employee must:

- Obtain the second dose no later than January 26, 2022; or
- Obtain one dose of a single dose vaccine no later than January 26, 2022.

Employees will be considered fully vaccinated two weeks after receiving the requisite number of doses of a COVID-19 vaccine. An employee will be considered partially vaccinated if they have received only one dose of a two-dose vaccine.

Vaccination Status and Acceptable Forms of Proof of Vaccination

All vaccinated employees are required to provide proof of COVID-19 vaccination, regardless of where they received vaccination.

Acceptable proof of vaccination status is:

1. The record of immunization from a healthcare provider or pharmacy;
2. A copy of the COVID-19 Vaccination Record Card;
3. A copy of medical records documenting the vaccination;
4. A copy of immunization records from a public health, state, or tribal immunization information system; or
5. A copy of any other official documentation that contains the type of vaccine administered, date(s) of administration, and the name of the healthcare professional(s) or clinic site(s) administering the vaccine(s).

Proof of vaccination generally should include the employee's name, the type of vaccine administered, the date(s) of administration, and the name of the healthcare professional(s) or clinic site(s) that administered the vaccine. In some cases, state immunization records may not include one or more of these data fields, such as clinic site; in those circumstances CCSD will still accept the state immunization record as acceptable proof of vaccination.

If an employee is unable to produce one of these acceptable forms of proof of vaccination, despite attempts to do so (e.g., by trying to contact the vaccine administrator or state health department), the employee can provide a signed and dated statement attesting to their vaccination status (fully vaccinated or partially vaccinated); attesting that they have lost and are otherwise unable to produce one of the other forms of acceptable proof; and including the following language:

“I declare (or certify, verify, or state) that this statement about my vaccination status is true and accurate. I understand that knowingly providing false information regarding my vaccination status on this form may subject me to criminal penalties.”

All employees must inform CCSD of their vaccination status. The following table outlines the requirements for submitting vaccination status documentation.

Vaccination Status	Instructions	Deadline
Employees who are fully vaccinated.	Submit proof of vaccination that indicates full vaccination.	February 2, 2022.
Employees who are partially vaccinated (i.e., one dose of a two dose vaccine series).	Submit proof of vaccination that indicates when the first dose of vaccination was received, followed by proof of the second dose when it is obtained.	February 2, 2022
Employees who have not yet been vaccinated.	Submit statement that you are unvaccinated.	February 2, 2022

Supporting COVID- 19 Vaccination

An employee may take up to four hours of duty time per dose to travel to the vaccination site, receive a vaccination, and return to work. This means a maximum of eight hours of duty time for employees receiving two doses. If an employee spends less time getting the vaccine, only the necessary amount of duty time will be granted. Employees who take longer than four hours to get the vaccine must send the Superintendent an email documenting the reason for the additional time (e.g., they may need to travel long distances to get the vaccine). Any additional time requested will be granted, if reasonable, but will not be paid; in that situation, the employee can elect to use accrued leave, e.g., sick leave, to cover the additional time. If an employee is vaccinated outside of their approved duty time they will not be compensated. Employees may utilize up to two workdays of sick leave immediately following each dose if they have side effects from the COVID-19 vaccination that prevent them from working. Employees who have no sick leave will be granted up to two days of additional sick leave immediately following each dose if necessary.

Employee Notification of COVID-19

CCSD will require employees to promptly notify the superintendent when they have tested positive for COVID-19 or have been diagnosed with COVID-19 by a licensed healthcare provider.

Medical Removal from the Workplace

CCSD has also implemented a policy for keeping COVID-19 positive employees from the workplace. CCSD will immediately have an employee removed from the workplace if they have received a positive COVID-19 test or have been diagnosed with COVID-19 by a licensed healthcare provider (i.e., immediately send them home or to seek medical care, as appropriate).

Return to Work Criteria

For any employee removed because they are COVID-19 positive, CCSD will keep them removed from the workplace until the employee receives a negative result on a COVID-19 nucleic acid amplification test (NAAT) following a positive result on a COVID-19 antigen test if the employee chooses to seek a NAAT test for confirmatory testing; meets the return-to-work criteria in CDC's "Isolation Guidance"; or receives a recommendation to return to work from a licensed healthcare provider.

Under CDC's "Isolation Guidance" asymptomatic employees may return to work once 5 days have passed since the positive test, and symptomatic employees may return to work after all the following are true:

- At least 5 days have passed since symptoms first appeared, and
- At least 24 hours have passed with no fever without fever-reducing medication, and
- Other symptoms of COVID-19 are improving (loss of taste and smell may persist for weeks or months and need not delay the end of isolation).

Employees who return to work shall be required to wear a mask until 10 days have passed since the positive test or since symptoms first appeared. If an employee has severe COVID-19 or an immune disease, CCSD will follow the guidance of a licensed healthcare provider regarding return to work.

COVID-19 Testing

If an employee covered by this policy is not fully vaccinated the employee will be required to comply with this policy for testing (except for those employees who have received both primary doses of a COVID-19 vaccine or the single dose if the vaccine only requires one dose, on or before February 9, 2022.).

Employees who report to the workplace at least once every seven days:

(A) must be tested for COVID-19 at least once every seven days; and

(B) must provide documentation of the most recent COVID-19 test result to the Superintendent no later than the seventh day following the date on which the employee last provided a test result.

Any employee who does not report to the workplace during a period of seven or more days:

(A) must be tested for COVID-19 within seven days prior to returning to the workplace; and

(B) must provide documentation of that test result to the Superintendent upon return to the workplace.

If an employee does not provide documentation of a COVID-19 test result as required by this policy, they will be removed from the workplace until they provide a test result.

Employees who have received a positive COVID-19 test, or have been diagnosed with COVID-19 by a licensed healthcare provider, are not required to undergo COVID-19 testing for 90 days following the date of their positive test or diagnosis.

Face Coverings

If an employee covered by this policy is not fully vaccinated, CCSD will require the employee to wear a face covering. Face coverings must: (i) completely cover the nose and mouth; (ii) be made with two or more layers of a breathable fabric that is tightly woven (i.e., fabrics that do not let light pass through when held up to a light source); (iii) be secured to the head with ties, ear loops, or elastic bands that go behind the head. If gaiters are worn, they should have two layers of fabric or be folded to make two layers; (iv) fit snugly over the nose, mouth, and chin with no large gaps on the outside of the face; and (v) be a solid piece of material without slits, exhalation valves, visible holes, punctures, or other openings. Acceptable face coverings include clear face coverings or cloth face coverings with a clear plastic panel that, despite the non-cloth material allowing light to pass through, otherwise meet these criteria and which may be used to facilitate communication with people who are deaf or hard-of-hearing or others who need to see a speaker's mouth or facial expressions to understand speech or sign language respectively.

Employees who are not fully vaccinated must wear face coverings over the nose and mouth when indoors and when occupying a vehicle with another person for work purposes. Policies and procedures for face coverings will be implemented, along with the other provisions required by OSHA's COVID-19 Vaccination and Testing ETS, as part of a multi-layered infection control approach for unvaccinated workers.

Employees shall be responsible for providing their own face coverings.

The following are exceptions to CCSD's requirements for face coverings:

1. When an employee is alone in a room with floor to ceiling walls and a closed door.
2. For a limited time, while an employee is eating or drinking at the workplace or for identification purposes in compliance with safety and security requirements.
3. When an employee is wearing a respirator or facemask.
4. Where CCSD has determined that the use of face coverings is infeasible or creates a greater hazard (e.g., when it is important to see the employee's mouth for reasons related to their job duties, when the work requires the use of the employee's uncovered mouth, or when the use of a face covering presents a risk of serious injury or death to the employee).

New Hires

All new employees are required to comply with the vaccination requirements outlined in this policy as soon as practicable and as a condition of employment. Potential candidates for employment will be notified of the requirements of this policy prior to the start of employment.

Confidentiality

All medical information collected from individuals, including vaccination information, test results, and any other information obtained as a result of testing, will be treated in accordance with applicable laws and policies on confidentiality and privacy.

Modification of Policy

This policy may be amended by the Superintendent to comply with any changes or modification of the ETS requirements made by OSHA.

Legal Reference: 29 C.F.R Part 1910.501
 42 U.S.C. 12101
 42 U.S.C. 2000e
 34 C.F.R. pt. 100
 34 C.F.R. pt. 104
 Iowa Code ch. 216
 H. F. 902 – Iowa Code 94.1

Cross Reference: 403.3 Communicable Diseases

Approved 1/3/22

Reviewed _____

Revised _____