



Mandatory COVID-19 Vaccination Policy

Purpose

The California Department of Public Health has issued a public health order mandating employers of health care and home care workers who work in or routinely visit high-risk or residential care settings to document their fully vaccinated status for COVID-19. For those with approved medical or religious exemptions, they must submit documentation weekly to demonstrate regular testing for COVID-19.

Policy

All workers who provide home care settings under home care organizations or work in center-based programs must have their first dose of a one-dose regimen or their second dose of a two-dose regimen by **November 30, 2021**.

- Two-dose vaccines include: Pfizer-BioNTech or Moderna or vaccine authorized by the World Health Organization. The one-dose vaccine is: Johnson and Johnson [J&J]/Janssen. **Attached is the Public Health Order that provides links to all COVID-19 vaccines that are currently authorized for emergency use.**

Exemptions

Workers may be exempt from the vaccination requirement, only upon submitting a declination form to Human Resources, signed by the individual stating either of the following:

1. Religious beliefs
2. Qualifying Medical Reasons
 - a. To be eligible for a Qualified Medical Reasons exemption the worker must also provide to their employer a written statement signed by a physician, nurse practitioner, or other licensed medical professional practicing under the license of a physician stating that the individual qualifies for the exemption (but the statement should not describe the underlying medical condition or disability) and indicating the probable duration of the worker's inability to receive the vaccine (or if the duration is unknown or permanent, so indicate).

Exemption Granted

If Human Resources deems a worker to have met the requirements of an exemption, the unvaccinated exempt worker must meet the following requirement before going to work:

1. Test for COVID-19 with either polymerase chain reaction (PCR) or antigen test that either has Emergency Use Authorization (EUA) by the U.S. Food and Drug Administration or be operating per the Laboratory Developed Test requirements by the U.S. Centers for Medicare and Medicaid Services. Testing must occur once a week for home care settings.

Record Keeping Purpose

Consistent with applicable privacy laws and regulations, the Human Resources department will maintain records of workers' vaccination or exemption status. The purpose of keeping records is to provide such records to the California Department of Public Health or their designee promptly upon request. Workers will need to send Human Resources a copy of their vaccination card (only the front of the card needs to be sent) to vrecord@lifestepsfoundation.org

Record Keeping Procedure for Vaccinated

The following procedure will be conducted to maintain records pursuant to the CDPH Guidance for Vaccine Record Guidelines & Standards with the following information from **All workers**:

1. Full Name & Date of Birth
2. Vaccine Manufacture (i.e. Pfizer, Moderna, or J&J)
3. Date of Vaccine Administration (for first dose and, if applicable, second dose)

Record Keeping Procedure for Unvaccinated

The following procedure will be conducted to maintain records for unvaccinated workers:

1. Signed declination forms with written health care provider's statement, as described under Exemptions (2a).
2. Testing records, as described Exemption Granted (1) must be maintained.
3. Weekly testing records, need to be forwarded to trecord@lifestepsfoundation.org
4. Free test sites can be found at: <https://covid19.ca.gov/get-tested/>

Failure to comply with the Mandatory Vaccination policy by November 30, 2021, will lead to immediate discharge from employment should no approved exemption be granted.

Mandatory Booster COVID-19 Vaccination Policy Addendum

Purpose

The California Department of Public Health states that staff who do not have a religious or medical exemption must receive a booster dose when eligible:

- 6 months from second Pfizer or Moderna dose
- 2 months following Johnson and Johnson vaccine

Policy

Staff must comply by **February 1, 2022, or within 15 days of becoming eligible for a booster**, if after that date:

- **Beginning Tuesday, February 1, 2022; employees with either an approved exemption to vaccination OR who are eligible for a booster but have not yet received it, must test for COVID-19 weekly AND wear a surgical mask or higher-level respirator at all times.**