**Vaccination Policy**

**Approved by Board of Trustees:** 2/15/22

**Last Updated:** 2/15/22

**Last Review:** 11/15/21

The COVID-19 Vaccination is a vital tool to reduce the presence and severity of COVID-19 cases in the workplace, in communities, and in the nation as a whole. The Dauphin County Library System has adopted this policy to encourage the COVID vaccination to safeguard the health of our employees from the hazard of COVID-19.

In addition, by adopting this policy on encouraging vaccinations, we are safeguarding our members, patrons, visitors, business partners and the community at large who visit any of our library locations.

**Scope**

This Vaccination Policy applies to all employees of the Dauphin County Library System, except for employees who do not report to a workplace where other individuals (such as coworkers or members) are present; employees while working from exclusively from home; and employees who work exclusively outdoors.

All employees are required to report their vaccination status and to provide proof of vaccination.

Employees must provide truthful and accurate information about their COVID-19 vaccination status, and, if applicable, their testing results. Employees not in compliance with this policy will be subject to discipline, up to and including termination of employment

**Procedures**

**Vaccination Status and Acceptable Forms of Proof of Vaccination**

All fully vaccinated employees (according to the current Human Resources Vaccination Procedures) are required to provide proof of COVID-19 vaccination, regardless of where they received vaccination. Proof of vaccination status can be submitted via email to the Human Resources department at human\_resources@dcls.org.

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 the Dauphin County Library System 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.”*

An employee who attests to their vaccination status in this way should, to the best of their recollection, include in their attestation the type of vaccine administered, the date(s) of administration, and the name of the healthcare professional(s) or clinic site(s) administering the vaccine.

All employees must inform the Dauphin County Library System of their vaccination status.

**Supporting COVID-19 Vaccination**

An employee may take up to four hours of scheduled work time per dose to travel to the vaccination site, receive a vaccination, and return to work.  This would mean a maximum of eight hours of scheduled work time for employees receiving two doses.  If an employee spends less time getting the vaccine, only the necessary amount of scheduled work time will be granted.  Employees who take longer than four hours to get the vaccine must send their supervisor 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 scheduled work 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.

The following procedures apply for requesting and granting scheduled work time to obtain the COVID-19 vaccine or sick leave to recover from side effects:

**Employee Notification of COVID-19 and Removal from the Workplace**

The Dauphin County Library System will require employees to promptly notify their supervisor and Human Resources 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**

The Dauphin County Library System has also implemented a policy for keeping COVID-19 positive employees from the workplace in certain circumstances. The Dauphin County Library System will immediately remove an employee 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, The Dauphin County Library System 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.

**Face Coverings**

The Library will implement the requirement of face coverings for all employees based on the transmission rates in Dauphin County and CDC guidance.

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.

The following are exceptions to the Dauphin County Library System*’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 the Dauphin County Library System 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.

New hires will have seven days to provide proof of vaccination.

**Confidentiality and Privacy**

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.

**Questions**

Please direct any questions regarding this policy to the Human Resources Department.