



**FAQ re: Notice of Mandatory COVID-19 Vaccination Requirements
of [Ordinance No. 187134](#)**

*Note: This FAQ is separated into two categories based on criteria employees may fall under.
Please be sure to review the section that pertains to you.*

A. NOT FULLY VACCINATED - NO INTENT TO FILE FOR EXEMPTION

- 1. As of October 20, 2021, I am not fully vaccinated for COVID-19 and I have not filed for a medical or religious exemption from receiving the COVID-19 vaccination. What are the next steps?**
 - a. You will be provided with an option to extend the compliance date to become fully vaccinated to December 18, 2021. You will be emailed and/or contacted by HR or a supervisor and given a [Notice of Mandatory COVID-19 Vaccination Policy Requirements agreement](#) to review and sign if you agree with the terms of the agreement.
- 2. How much time do I have to submit the Notice of Mandatory COVID-19 Vaccination Policy agreement?**
 - a. You have 24-hours to submit a signed agreement form.
- 3. What happens after I sign the agreement?**
 - a. Until you become fully vaccinated, you will be subject to COVID-19 testing. You will need to [activate your Bluestone account](#). Bluestone is a vendor that the City is using to administer COVID-19 testing.
- 4. How often do I have to test?**
 - a. You will have to complete a self-administered COVID-19 test twice weekly.
- 5. When and where do I complete the COVID-19 tests?**
 - a. You will receive additional information from HR about self-administered test kits pick-up and drop-off locations. However, the testing process must be completed on your own time, not during your working hours.
- 6. Who pays for the testing?**
 - a. In accordance with the agreement, you agree to pay the cost of the tests. Each test is \$65. The cost will be collected through automatic payroll deduction.
- 7. Do I have to wait for testing results before I can report to work?**
 - a. No, you can continue working while your lab results are pending. If your results return positive, you will be contacted and you should not report to work.



8. What happens if I do not sign this agreement?

- a. If you do not sign the agreement, you will be placed off duty without pay because you are failing to meet a condition of employment. Under Ordinance 187134, being fully vaccinated for COVID-19 is a condition of employment as of October 20, 2021.

9. Can I use compensated time if I am placed off work?

- a. You will be approved to use any compensated time that you have available, as appropriate.

10. What happens during the time that I am off-duty?

- a. You will be off duty pending the Skelly process. You will be served with a Proposed Notice of Separation and scheduled for a Skelly meeting.

11. If I decide to receive the COVID-19 vaccination, can I return to work?

- a. If you receive a first dose of a two-dose or the single dose COVID vaccination, you should contact your department HR staff identified in this [list](#). You will need to submit a signed [Notice of Mandatory COVID-19 Vaccination Policy Requirements agreement](#) and comply with the testing listed above.

12. How do I update my vaccination status?

- a. Once you are fully vaccinated, you can upload proof of your vaccination status to Bluestone. [Click here](#) for further information on Bluestone services, including how to set up your account.

[B. NOT FULLY VACCINATED - FILED FOR EXEMPTION](#)

13. As of October 20, 2021, I am not fully vaccinated but I have filed a medical or religious exemption from the COVID-19 vaccination. What are the next steps?

- a. You need to ensure that your exemption request forms [are submitted to Bluestone for review](#).
- b. You will be emailed and/or contacted by HR or a supervisor and provided with a [Notice of Mandatory COVID-19 Vaccination Policy Requirements agreement](#) to review and sign.

14. How much time do I have to submit the Notice of Mandatory COVID-19 Vaccination Policy agreement?

- a. You have 24-hours to submit a signed agreement form.



15. What happens after I sign the agreement?

- a. While your exemption request is being reviewed, you will be subject to COVID-19 testing. You will need to [activate your Bluestone account](#). Bluestone is a vendor that the City is using to administer COVID-19 testing.

16. How often do I have to test?

- a. You will have to complete a self-administered COVID-19 test twice weekly.

17. When and where do I complete the COVID-19 tests?

- a. You will receive additional information from HR about self-administered test kits pick-up and drop-off locations. However, the testing process must be completed on your own time, not during your working hours.

18. Who pays for the testing?

- a. Based on your response in the agreement, you agree to pay the cost of the tests. Each test is \$65. The cost will either be collected through automatic payroll deduction or you will receive an invoice for the cost.

19. Do I have to wait for testing results before I can report to work?

- a. No, you can continue working while your lab results are pending. If your results return positive, you will be contacted and you should not report to work.

20. What happens if my medical or religious exemption is approved?

- a. If your exemption is approved, your department will engage you in the reasonable accommodation interactive process. The City will reimburse you for any payments received and/or cancel and outstanding invoices.

21. Will I still have to test if my exemption is approved?

- a. Yes, you will continue to test one time a week pending the completion of the reasonable accommodation interactive process. The cost of testing will be covered by the City.

22. What if my medical or religious exemption is denied?

- a. If your exemption and/or appeal is denied, you will be provided an opportunity to become fully vaccinated for COVID-19. You will have no more than twenty-eight (28) calendar days from the date of having received the first dose of a COVID-19 vaccine of a two-dose regimen to receive the second dose of a two-dose vaccine regimen.



23. What if I elect not to receive the COVID-19 vaccination after being denied a medical or religious exemption?

- a. You will be placed off duty without pay because you are failing to meet a condition of employment. Under Ordinance 187134, being fully vaccinated for COVID-19 is a condition of employment as of October 20, 2021.

24. What happens during the time that I am off-duty?

- a. You will be off duty pending the Skelly process. You will be served with a Proposed Notice of Separation and scheduled for a Skelly meeting.

25. If I decide to receive the COVID-19 vaccination, can I return to work?

- a. If you receive a first dose of a two-dose or the single dose COVID vaccination, you should contact your department HR staff identified in this [list](#) for additional requirements to allow you to return pending your full vaccination.

26. How do I update my vaccination status?

- a. Once you are fully vaccinated, you can upload proof of your vaccination status to Bluestone. [Click here](#) for further information on Bluestone services, including how to set up your account.