

Proof of Vaccination:

1. Q: Is the County's COVID-19 Vaccination and Testing Policy mandating vaccination against COVID-19?

A: No. The County's policy (adopted on 8/17/21) requires employees to provide proof of vaccination or test weekly for COVID-19. However the County strongly encourages all employees who are able to get vaccinated in order to reduce the spread of COVID-19 and create a safe work environment.

2. Q: Does the Public Health Order mandate vaccination against COVID-19?

A: There are multiple Public Health Orders, both State and local, that address different types of workers and work locations. California Department of Public Health's August 5, 2021, Order requires that workers who provide services in, or work in, certain types of facilities be fully vaccinated. If you have been identified as someone who is regularly assigned to perform work in one of the covered facilities, you will be notified by your department. ([CDPH 8/5/21 Public Health Order, amended 8/26/21](#)); [CDPH 8/19/21 Public Health Order](#).)

3. Q: Do fully vaccinated employees who have completed the self-attestation form have to complete the Vaccination Verification or Required Testing Form?

A: Yes. The County now has a policy that requires all employees to show proof of vaccination or test weekly for COVID-19. The attestations did not require proof of vaccination be provided. The *Vaccination Verification or Required Testing* form and the *COVID-19 Testing Consent Authorization* forms must be completed to comply with recent health orders and the County policy.

4. Q: Do ALL employees have to complete the Vaccination Verification or Required Testing Form?

A: Yes. The form is posted on the [Employee Resources/COVID-19 Resources](#) webpage and must be completed by all employees.

5. Q: I signed the Vaccination Verification or Required Test Form indicating that I'm not providing proof of vaccination but I don't want to sign the consent form. Do I have to sign it?

A: **Yes.** Compliance with the County's COVID-19 Vaccination and Testing Policy is a condition of your employment with the County which includes the signing of the consent form. While you may not personally agree with the policy, the County is taking lawful measures to help stop the spread of COVID-19. Case law, as well as the EEOC, the DFEH, the Attorney General and the Public Employee Relations Boards ("PERB") have all stated that employers can require that employees receive the COVID-19 vaccination and/or submit to testing. Further, the County will be subject to the requirements outlined in Biden's recently announced Path Out of the Pandemic COVID-19 Action, including the vaccination/testing requirements.

6. Q: What if I refuse to sign the consent or modify the language?

A: Failure to comply with the policy, including, but not limited to completion of the *Vaccination Verification or Required Testing* and the *COVID-19 Testing Consent Authorization* form (if you are not fully vaccinated), and being either fully vaccinated or submitting to regular testing will result in disciplinary action, up to and including termination of employment.

7. I am teleworking and do not go into the office. Do I need to provide proof of vaccination or test weekly?

A: Yes. The County's COVID-19 Vaccination and Testing Policy applies to ALL employees performing work for the County, County agencies, and special districts. The purpose of the policy is to facilitate protection of the health and safety of County employees and the residents of the community, and to

encourage employees to get vaccinated. Additionally, employees who work at home may still be called in to work due to operational needs or in the event of an emergency.

8. Q: What documents can I provide to show proof of vaccination for COVID-19?

A: Any of the following documents are acceptable:

- COVID-19 Vaccination Record Card (issued by the Department of Health and Human Services Centers for Disease Control & Prevention or World Health Organization Yellow Card) which includes name of person vaccinated, type of vaccine provided and date last dose administered;
- A copy or photo of a Vaccination Record Card or an electronic vaccination record;
- Documentation of COVID-19 vaccination from a health care provider;
- Digital record that includes a QR code, name, date of birth, vaccine dates and vaccine type, and which confirms the vaccine record as an official record of the state of California;
- Record from participation in a County vaccination clinic received at one of the following sites:
 - o Administration Drive or La Plaza County Clinics between the dates of 1/12/2021 and 3/3/2021
 - o Crisis Stabilization Unit Clinics

9. Q: How can I get a copy of my vaccination record?

A. Please refer to the County's document "[How to Obtain Your COVID-19 Vaccination Record](#)" available from your manager, your payroll clerk, and posted on the [Employee Resources webpage](#).

10. Q: Who will have access to my vaccination status information?

A: Vaccination information is confidential medical information and will be accessed only on a "need to know" basis. This will generally include Human Resources (including your department Human Resources professional and/or payroll clerk), and management personnel directly responsible for tracking testing of unvaccinated employees.

11. Q: How will my vaccination information be stored?

A: The dates of your vaccination will be entered into the County's HRIS system. Payroll Clerks and limited management personnel have access to the vaccination screen, based on "need to know", for purposes of assessing testing requirements or to determine quarantine requirements in the event of a workplace exposure.

12. Q: What happens if I do not provide proof of vaccination against COVID-19?

A: All employees must either provide valid proof of vaccination against COVID-19, or test weekly for COVID-19 and supply the test results to their designated department contact. Failure to comply with County policy and Public Health Orders is subject to disciplinary action, up to and including termination.

13. Q: What if I am unable to be vaccinated due to an underlying medical condition or sincerely held religious belief?

A: Vaccination for the majority of County positions is not mandated at this time. Unvaccinated employees will be required to test weekly and provide the results to their designated department representative. Employees in job assignments where vaccination is mandated, who are unable to get vaccinated due to an underlying medical condition or sincerely held religious belief can request an accommodation by notifying their manager or department human resources personnel. The County will engage with you in an interactive process to explore reasonable accommodation options. A medical accommodation request must include documented medical restrictions. No medical diagnosis information should be included. Religious accommodation request must include a written statement by the employee indicating the need for accommodation due to a sincerely held religious belief.

14. Q: Where can I get vaccinated?

A: Vaccinations are widely available in the community. The SoCoEmergency webpage (SoCoEmergency.org) lists current community vaccination sites. Vaccination is also available through your medical provider and local pharmacies.

Testing:

1. Q: Do I have to test through the County's sponsored vendor?

A: Employees are **not limited** to using the County's testing vendor and may obtain an FDA and Emergency Use Authorized (EUA) PCR or antigen test on their own and provide a copy of the test results to their department authorized management personnel. There are several alternative options for no-cost sites testing listed on SoCoEmergency.com.

2. Q: If I'm not using the County's testing vendor, do I still need to complete the *COVID-19 Testing Consent, Authorization and Release Form*?

A. Yes. Both the [Consent form](#) and the [Vaccination Verification and Required Testing Form](#) must be submitted by all employees, whether they are testing through the County's vendor or elect to test elsewhere. The form can be downloaded from the [County's Employee Resources / COVID-19 Resources webpage](#), but cannot be signed electronically. Contact your department's human resources personnel for assistance.

3. Q: What documentation do I have to provide if I test through a vendor (other than the County's contracted vendor)?

A. Employees who don't use the County's testing vendor will need to provide valid test results to their department Human Resource personnel who are responsible for the management of the Vaccine Verification and Testing Process. Valid test results include written test results from a lab or healthcare provider that includes:

- Type of test (Home test kits, and antibody tests are not an acceptable form test. You must test with an FDA approved, Emergency Use Authorized, PCR or antigen test)
- Result of test
- Date test was administered
- Name of lab or health care provider that processed the test

4. Q: Will the County reimburse employees for co-pays or other testing charges?

A. No. The County has made a no-cost and convenient testing option available to employees, and there are additional no-cost testing resources listed on the SoCoEmergency.com webpage. The County will not reimburse employees who elect to use fee based testing resource, incur co-pays or purchase their own testing kits.

5. Q: Will employees be paid for testing time?

A. Yes. Employees should test during their normal work schedule when possible. Make arrangements with your manager for your weekly testing/test drop off time (if travel is required). In TimeSaver, testing time should be coded to *CVD Test Hrs*, or *EH-CVD Test Hrs* (for Extra Help employees).

6. Q: Who will have access to my test results?

A. The County will provide COVID-19 test result information to those entities to whom it is required by State, federal or local laws, orders, guidelines and/or regulations to furnish such information. Currently this includes Sonoma County Public Health, and OSHA (in the event an employee is hospitalized). Also note that the County's testing vendor is required by law to provide the information to the State

Department of Public Health. Potential governmental authorities that may receive notification of the test results include Sonoma County Public Health, the County of Sonoma, the State Department of Public Health, and Cal-OSHA. Positive PCR tests are required to be reported to the County and the State As California Code of Regulations section 17 CCR 2500(j) makes “Coronavirus disease 2019 (COVID-19)” a disease or condition that is required by law or regulation to be reported to the local health officer. Note that HIPAA/CMIA authorizes the disclosure of medical information to public health authorities (1) if required by law (see above), (2) as well as for the purposes of controlling or mitigating the spread of an infectious disease.

7. I tested positive for COVID-19 within the last 90 days, and have returned to work. Do I still need to test?

A. Based on recent updates to CDPH guidelines, when you are cleared to return to work (following a positive COVID-19 result) you do not have to resume testing for a period of 90-days from the date of your positive test as long as you provide a copy of your positive test result to your designated department testing contact. Exceptions would include the on-set or re-appearance of symptoms – you should contact your healthcare provider for direction, and notify your department contact.

Masking / Face Coverings:

1. Q: Do fully vaccinated employees who have completed the self-attestation form or provided proof of vaccination still need to wear a face covering at work?

A: Yes. The Sonoma County Department of Public Health issued a Health Order on August 2, 2021, reinstating the use of face coverings in workplaces and public settings, regardless of vaccination status. County employees can remove masks in the workplace only when:

- Working alone in a closed office or room;
- Actively eating and/or drinking;
- Specifically exempted from wearing face coverings per California Department of Public health guidance.

2. Q: What are the face mask exemptions provided by California Department of Public Health?

A: Exemptions are listed below. If you need an exemption under reasons b-d, contact your department’s human resources professional to request an accommodation. As of July 28, 2021, California Department of Public Health had provided the following guidelines for face mask exemptions:

- a) Persons younger than two years old. Very young children must not wear a mask because of the risk of suffocation.
- b) Persons with a medical condition, mental health condition, or disability that prevents wearing a mask. This includes persons with a medical condition for whom wearing a mask could obstruct breathing or who are unconscious, incapacitated, or otherwise unable to remove a mask without assistance.
- c) Persons who are hearing impaired, or communicating with a person who is hearing impaired, where the ability to see the mouth is essential for communication.
- d) Persons for whom wearing a mask would create a risk to the person related to their work, as determined by local, state, or federal regulators or workplace safety guidelines.

3. Q: What qualifies as a “face covering”?

A: “Face covering” means a surgical mask, a medical procedure mask, a respirator worn voluntarily, or a tightly woven fabric or non-woven material of at least two layers. A face covering has no visible holes or

openings and must cover the nose and mouth. A face covering does not include a scarf, ski mask, balaclava, bandana, turtleneck, collar, or single layer of fabric. For employees working in job classes subject to Cal-OSHA Aerosol Transmissible Disease Standards, additional masking requirement may apply. Your department Safety Coordinator can provide additional direction regarding masking requirements.

4. Q: Can I be prevented from wearing a mask at work?

A: No.

5. How long will the masking mandate be in place?

A. Until the Sonoma County Public Health Order is lifted or amended (if no other orders or requirements are put in place).