



Vaccination Policy

To: All Employees
From: DuJuan Fisher, Director
Human Resources Department
Date: November 1, 2021
Re: Vaccination Policy

Purpose

To be consistent with the Occupational Safety and Health Administration's (OSHA's) emergency temporary standard for employers with 100 or more employees, the City of Ypsilanti is adopting this policy to safeguard the health of our employees and their families, our customers and visitors, and the community at large from COVID-19.

Scope

Effective November 1, 2021, all City of Ypsilanti employees are required to be either fully vaccinated against COVID-19 or submit a negative COVID-19 test result weekly. Employees hired after November 1, 2021, are required to be fully vaccinated by their first day of work or submit a negative test result dated no more than three days prior to their first day of work, with subsequent weekly testing as described below.

Employees working from home/remotely who have no contact in the course of their job duties with co-workers, customers or the public are not covered by this policy.

Incentive

Employees that become FULLY vaccinated by January 3, 2022, will receive a \$50 incentive.

Employees who choose to receive the COVID-19 vaccine will need to receive the last dose of their vaccine no later than January 2, 2022, to meet the January 3, 2022 deadline to be fully vaccinated. Employees that become FULLY vaccinated by January 2, 2022 will receive a \$50 incentive.

Procedures

Employees have two options under this policy:

1. Vaccination

COVID-19 vaccinations are free, whether an individual has health insurance or not. While a provider may bill a patient's health insurance for administering the vaccine, there is no out-of-pocket cost to an individual. All employees will be paid for time taken to receive vaccinations and to recover from any vaccine-related side effects. Employees are to work with their managers to schedule necessary time off.

Official documentation of vaccination status must be provided to human resources and include the following:

- The type of vaccine administered.
- The date(s) of administration.
- The name of the health care professional or clinic site administering the vaccine.

Employees must certify that the documentation they are submitting is true and correct. Employees found to have provided false documentation will be subject to termination of employment.

2. Weekly testing

Employees who choose **not** to be vaccinated against COVID-19 must present a negative COVID-19 test result weekly on Monday of every week to their manager before reporting to work.

Weekly testing must be conducted during your normal scheduled work hours.

Employees are responsible for obtaining the COVID-19 test. In the event free testing is not available and health insurance is not available the City of Ypsilanti will cover the cost.

Acceptable tests include *(rapid or PCR) that will be accepted and must be administered by a license clinic.* Employees found to have provided false documentation will be subject to termination of employment.

Reasonable Accommodation

Applicants and employees in need of an exemption from this policy due to a medical reason, or because of a sincerely held religious belief, must submit a completed request for accommodation form to the human resources department to begin the interactive accommodation process as soon as possible. Accommodations will be granted where they do not cause the employer undue hardship or pose a direct threat to the health and safety of others.

Please direct any questions regarding this policy to the human resources department.