



MEMORANDUM

To: All City Employees

From: Ike C. Ogbo, Director of Health and Human Services

Megan Fulara, Acting HR Division Manager

Cc: Kelley Gandurski, Interim City Manager

Subject: **Mandatory COVID-19 Vaccination Policy**

Date: *UPDATED March 8, 2022*

PURPOSE OF THIS POLICY:

In line with this policy, the City of Evanston is also committed to protecting all staff and our community from COVID-19. In consideration of the guidance provided by the U.S Centers for Disease Control and Prevention (CDC), the Illinois Department of Public Health and the Evanston Health and Human Services Department (EHHS) that all three of the currently authorized or approved vaccines are safe and effective in helping prevent severe illness, hospitalization and death from COVID-19, the City is implementing a mandatory vaccination policy for its workplace. This policy is also in alignment with City of Evanston Code, 8-1-3-1 (C)

This policy is effective **November 15, 2021**.

VACCINATION RATE:

Based on reports provided by EHHS, over 91% of City staff are vaccinated. The City's goal is to reach as close as possible to a vaccination rate of 100% understanding that some staff members may have medical and religious reasons for not receiving the vaccines.

THE POLICY APPLIES TO:

The Mandatory COVID-19 Vaccination Policy applies to all City staff, contractors, volunteers, interns, seasonal and part time workers. All staff members are required to be fully vaccinated or in lieu of vaccination or be subjected to weekly COVID-19 testing. Staff members are considered fully vaccinated in these two scenarios (1) Two weeks after completing the 2nd dose series of the Moderna or the Pfizer vaccines or (2) Two weeks after receiving the single-dose

Johnson & Johnson vaccine. This policy applies to all staff members and new incoming temporary, full & part time employees regardless of whether they work on-site or remotely, unless the individual qualifies for an exemption as provided below.

Exemptions may be granted to City staff members for the following reasons:

- Medical conditions following written direction from a licensed medical practitioner
 - Sincerely held religious belief.
 - A recent positive COVID-19 test or treatment (Staff are required to be vaccinated 10 days after being fever free and symptoms have improved)
 - Personal preference to undergo weekly COVID-19 testing in lieu of vaccination.
- Staff members who are denied an exemption shall have fifteen (15) days from the date of the notice of the denial to receive the vaccine (either a single dose vaccine or first dose of the 2-dose vaccine).

Staff seeking exemption must complete the HIPAA enabled survey by clicking on the link below. Based on the information provided, you will be informed whether your request for an exemption is approved or denied.

[Covid Vaccination Exemption Request Form](#)

WHERE TO GET COVID-19 VACCINES:

Staff members seeking vaccines are free to attend any community vaccination event offered in the City or may visit [vaccines.gov](https://www.vaccines.gov) to find a vaccination appointment near them or call 1-800-232-0233. For the latest information regarding vaccinations, staff members should visit the City's COVID-19 webpage under "Communication Updates".

FOR EMPLOYEES EXEMPT FROM VACCINATION:

All staff members are required to be fully vaccinated. Employees approved by HHS and HR to be exempt from vaccination must complete weekly COVID-19 PCR or rapid antigen testing during their shift and provide the results to the City. No home tests are allowed at this time. The COVID-19 PCR test results must be submitted via the HIPAA enabled survey on or before 3pm every Friday until further notice. Your information is protected. The link to the system is provided below. EHHS staff will monitor the submission and inform staff when they are overdue with their submissions.

[Covid-19 Test Result Form](#)

Unvaccinated staff members who test positive shall not report to work. EHHS staff will make contact with such staff members and provide isolation instructions.

COVID-19 testing is widely available and free in a number of instances. The State offers free testing in various areas of the State. To locate a State sponsored free COVID-19 testing facility near you, please click on the link below.

[Find a COVID-19 testing location near you.](#)

ENFORCEMENT

EHHS has the ability to identify staff members who fail to comply after all attempts and efforts have been made to achieve compliance. Violations of this policy or associated procedures may result in a reprimand, appropriate disciplinary measures and up to and including termination.

NEW! Frequently Asked Questions

What does “fully vaccinated” mean? Do I need to get the booster to be “fully vaccinated”?

No. Fully vaccinated for the purpose of this policy refers to individuals who have received both doses of the Moderna and Pfizer vaccine or the single dose of the Johnson & Johnson vaccine.(1) Two weeks after completing the 2nd dose series of the Moderna or the Pfizer vaccines or (2) Two weeks after receiving the single-dose Johnson & Johnson vaccine.

Are booster shots included in this policy?

No, not at this time but the City is strongly encouraging all those who are eligible to receive their booster shots.

Do I need to submit proof of vaccination to the City?

You do not need to submit your proof of vaccination to the City if you are vaccinated. HHS has access to City staff vaccination records. You will only be contacted if several unsuccessful attempts have been made to verify your vaccination.

What happens if I experience side effects after receiving the vaccine?

Employees not yet vaccinated are eligible for one (1) day of paid COVID admin leave the day immediately following vaccination in the event that the employee experiences documented side effects including fatigue, headache, muscle or joint pain, and chills. Employees are eligible for paid COVID admin leave for each shot necessary to obtain full vaccination status (two (2) shots for Pfizer and Moderna; one (1) for Johnson & Johnson). Employees experiencing side effects from “Booster” shots are not eligible for COVID Admin Leave.

I have chosen to test weekly in lieu of vaccination, when should I go?

Employees who chose to test weekly should inform their supervisors that they have chosen the testing option. Supervisors reserve the right to determine when unvaccinated staff may leave to be tested. Employees will be permitted 30 minutes weekly to test at their supervisor’s direction to minimize any interruption to operations.

Where can I go to get tested?

There are a variety of Walgreens Pharmacy locations located within and nearby Evanston that take appointments and offer PCR and rapid antigen testing. Please visit the City website for nearby testing locations. You can find testing locations at the City's COVID-19 page under Staff Vaccination Mandate.

What if I prefer not to be tested locally at a pharmacy and instead prefer to travel further away to visit my own doctor?

Employees who chose to test weekly will be permitted 30 minutes weekly to test at their supervisor's direction regardless of where they chose to receive the PCR or rapid antigen test. Employees may use benefit time and non-work hours if they need additional time for testing.

Will we have to test forever? How long does this policy last?

This policy, like all City of Evanston policies, is subject to Federal and State law and may change accordingly.

If you have additional questions regarding this policy please contact The Department of Health and Human Services or the Human Resources division. The City of Evanston wishes its employees continued health and wellness and thanks you for your cooperation and safe practices during this challenging time