

DEPARTMENT OF HUMAN RESOURCES

CITY AND COUNTY OF HONOLULU

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NOEL T. ONO
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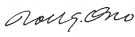
FLORENCIO C. BAGUIO, JR.
ACTING ASSISTANT
DIRECTOR

August 17, 2021

MEMORANDUM

TO: All Department and Agency Heads

VIA: Departmental Administrative Services Officers

FROM: Noel T. Ono, Director  Digitally signed by Ono, Noel
Department of Human Resources Date: 2021.08.17 13:39:23 -10'00'

SUBJECT: Revised Guidelines for COVID-19 Vaccination of
City and County of Honolulu (City) Employees

The Guidelines below have been updated to reflect Amendment 1 to Mayor's Directive 21-7, which extends the deadline by which employees must be in compliance with the Mayor's Directive. This memorandum supersedes the previous memorandum issued on this subject, dated August 11, 2021.

I. GUIDELINES

In accordance with the State of Hawaii Governor's Proclamation Related to the COVID-19 Response, issued on August 5, 2021, and the Mayor's Directive 21-7 issued on August 10, 2021, amended on August 16, 2021, regarding COVID-19 Vaccination for City and County of Honolulu Employees, all employees of the City shall be fully vaccinated against COVID-19, unless a reasonable accommodation is approved for an exemption based on a qualified medical condition or sincerely held religious beliefs. Employees with approved exemptions will be required to take COVID-19 diagnostic tests on a weekly basis at City designated testing locations. Employees who do not comply with the COVID-19 vaccination requirement or the weekly COVID-19 diagnostic test requirements for those who are approved for an exemption will be subject to appropriate action, up to and including termination from City employment.

II. PURPOSE

To reduce the risk of COVID-19 and continue to provide a safe work environment to protect City workers, those who rely upon the City for core public services, and

the community by increasing the proportion of City workforce fully vaccinated against COVID-19.

III. **DEFINITIONS**

“Employee” means any regular, probationary, limited term, provisional, or short-term employee, or an employee in an exempt position or on a personal services contract who is currently employed, whether on a full-time or part-time basis. Employees who are employed on an on-call, performance based, hourly or other basis in which they work only when scheduled, are also included in this definition. Semi-autonomous agencies and its employees and personnel are also included in this definition as well as all City officers and appointed officials. Excluded from this definition are elected City officials, volunteers, and unpaid members of boards and commissions.

“Fully vaccinated employee” means an employee for whom two weeks have passed after an employee’s second COVID-19 vaccination in a two-dose series or two weeks have passed after a single-dose COVID-19 vaccination.

“Partially vaccinated employee” means an employee who has received only the first COVID-19 vaccination in a two dose series or an employee for whom two weeks have not passed since receiving the second dose in a two-dose series, or two weeks have not passed since receiving a single dose vaccine.

“Unvaccinated employee” means an employee who has not received any dose of a COVID-19 vaccine.

IV. **COVID-19 VACCINE ADMINISTRATION**

A. COVID-19 Vaccination Locations: See <https://www.oneoahu.org/find-vaccine>

B. Employees who want further information about COVID-19 vaccines should go to the Centers for Disease Control and Prevention website at: www.cdc.gov/coronavirus/2019-ncov/vaccines. Employees who want to get the COVID-19 vaccination but have **medical-related only** questions about the vaccine, may contact Dr. Jill Omori, City’s Infectious Disease Officer, at (808) 221-0685.

C. Paid Time for COVID-19 Vaccine Administration

1. Employees who need to be COVID-19 vaccinated through the City sponsored vaccination location or through other locations or providers during their regularly scheduled work hours, operations permitting, will receive up to two (2) hours paid time off, including travel time and time to get vaccinated. For COVID-19 vaccinations

that require two doses, each employee may be granted up to two (2) hours paid time off for each vaccination.

2. With proper prior authorization from their department, employees may be compensated for up to two (2) hours for the time spent receiving a COVID-19 vaccination on their scheduled day off or outside of their regularly scheduled work hours. The maximum of two (2) hours of paid time includes travel time and time to get vaccinated. Compensation shall be in accordance with applicable Collective Bargaining Agreements or Mayor's Directives. For COVID-19 vaccinations that require two doses, each employee may be granted up to two (2) hours paid time for each vaccination.
3. All vaccinations at City sponsored vaccination sites will be at no cost to City employees.

V. COVID-19 ATTESTATION FORM

- A. Employees are required to complete and submit to their departmental coordinator or designee by **August 23, 2021**, a COVID-19 Attestation form (**Attachment A**) attesting to their COVID-19 vaccination status. COVID-19 Attestation Form may also be submitted through City designated electronic means.
- B. Employees who are on leave from August 11, 2021 through August 23, 2021, but expected to return prior to September 23, 2021 will be allowed up to five calendar days after their return to submit the completed COVID-19 Attestation Form.
- C. Departments must mail the form to employees who are on an extended leave (e.g., they will not, or are not expected to return, before September 23, 2021), to their last known addresses on file. These employees must return the completed form within five calendar days.
- D. Employees who are on-call, those who are paid per performance, those who are paid on an hourly basis, or other basis and do not have regular hours of work, and who are not scheduled to work from August 11, 2021 to August 23, 2021, are required to submit their Attestation form within five calendar days of the date the form was mailed or hand-delivered to the employee.
- E. Employees who do not turn in the COVID-19 Attestation Form to the departmental coordinator or designee by the deadline set forth above shall not be allowed to work and will be placed on leave without pay until their employment status is determined.
- F. Newly hired City employees who start work between August 16, 2021 and October 7, 2021, will be required to complete the COVID-19 Attestation Form within five calendar days of their start date.

- G. Prospective City employees who have received and accepted an offer of employment with the City and who start work after October 7, 2021 must be fully vaccinated or have an approved exemption prior to starting work with the City. A prospective City employee who has been fully vaccinated must also provide proof of the vaccination prior to starting work.
- H. Appropriate action, including separation from service, will be taken if employees, newly hired employees or prospective employees, fail to submit their COVID-19 Attestation Forms, or when notified, their proof of vaccination, or their exemption request within the time period required.
- I. **Fully or Partially COVID-19 Vaccinated employees** will indicate whether they have completed both doses of a two-dose series or completed a single-dose vaccine or initiated the first dose of a two-dose series by August 23, 2021 .
 - 1. Partially COVID-19 Vaccinated Employees must complete the second dose no later than September 23, 2021 and must upload an image of their COVID-19 vaccination card via an approved City process or provide their COVID-19 vaccination card to their designated departmental coordinator or designee for copying or uploading within 3 calendar days after receiving the second dose. Employees not in compliance by September 23, 2021 with this policy will be placed on leave without pay until their employment status is determined. Employees who received the second dose on September 23, 2021, must upload an image of their COVID-19 vaccination card or provide their COVID-19 vaccination card to their designated departmental coordinator by September 26, 2021.
 - 2. Fully COVID-19 Vaccinated Employees will be required to upload an image of their COVID-19 vaccination card via an approved City process or provide their COVID-19 vaccination card to their designated departmental coordinator or designee for copying or uploading. When notified to upload or provide their COVID-19 vaccination card, the employee must upload the information or provide their COVID-19 vaccination card within two weeks of the notification or by September 23, 2021, whichever is sooner. Employees who fail to comply with this provision by September 23, 2021 may be placed on leave without pay until their employment status is determined.

- J. Unvaccinated employees and Partially COVID-19 Vaccinated employees who have received one dose of a two-dose vaccine and will not receive a second dose** will indicate whether or not they have submitted a request for an exemption based on bona fide religious or medical reasons.
1. Employees who are granted an exemption from the COVID-19 Vaccine Mandate will be required to submit to weekly COVID-19 testing as described in Section VII below. Employees who fail to submit to weekly COVID-19 testing will be placed on leave without pay until their employment status is determined.
 2. Employees who have timely submitted their exemption requests and the decisions on those requests are pending, will be required to submit to weekly COVID-19 testing as described in Section VII below. Employees who fail to submit to weekly COVID-19 testing will be placed on leave without pay until their employment status is determined.
 3. Employees who are unvaccinated and whose exemption requests are denied, will be given up to five calendar days to initiate the COVID-19 vaccination process or be placed on leave without pay until their employment status is determined.
 4. Employees who are unvaccinated and who have not submitted an exemption request by August 23, 2021 will be placed on leave without pay until their employment status is determined.

VI. REASONABLE ACCOMMODATION FOR AN EXEMPTION

Employees seeking an exemption from the COVID-19 Vaccination Mandate due to a medical condition or because of a sincerely held religious belief must submit a completed Request for Exemption form (**Attachment B**) to the designated departmental coordinator or designee to begin the accommodation review process. Requests will be reviewed and granted if they do not cause undue hardship to the City and County of Honolulu or pose a direct threat to the health and safety of others.

City employees who have a pending request for exemption or who are granted an exemption from the COVID-19 Vaccine Mandate shall be subject to mandatory COVID-19 testing once a week and subject to the testing procedures set forth under Section VII.

VII. TESTING PROCEDURES FOR EMPLOYEES EXEMPTED FROM COVID-19 VACCINATION MANDATE

- A. Employees who are granted an exemption from the COVID-19 Vaccine Mandate shall be required to submit to weekly COVID-19 testing at one of the City designated testing locations. Each exempted employee must submit to at least one COVID-19 diagnostic testing in each seven day period starting on Monday of each week. Tests must be performed on or prior to the following Sunday. Departments may also designate a specific day of the week for each exempted employee to be tested. Employees who fail to report to a required weekly COVID-19 test will be placed on leave without pay until their employment status is determined.

Example: Employee A must be tested once between the seven day period: Monday September 27 – Sunday October 3, 2021.

Example: Employee B must be tested once a week on Wednesdays, which is the specific day of the week designated by the department.

B. COVID-19 Diagnostic Tests

1. The COVID-19 test platform and methodology will be at the City's discretion. Only tests that are approved or received an emergency use authorization by the U.S. Food and Drug Administration will be utilized.
2. Employees must consent to having the COVID-19 test results released to the City. Results of the test and the specimen collection date will be provided to the City on a continual basis. Specimen collection or test date for each employee will be provided to the respective departmental coordinator or designee.
3. All COVID-19 tests will be at no cost to City employees exempted from the vaccine mandate.

C. Paid Time for COVID-19 Testing

1. Employees who are required to be tested will be granted up to two (2) hours paid time off, including travel time and time, during their regularly scheduled work hours, operations permitting, to get tested at one of the City designated testing locations.
2. With proper prior authorization from their department, employees may be compensated for up to two (2) hours for the time to get tested at one of the City designated testing locations on their scheduled day off or outside of their regularly scheduled work hours. The maximum of two (2) hours of paid time includes travel time and time to get

tested. Compensation shall be in accordance with applicable Collective Bargaining Agreements or Mayor's Directives.

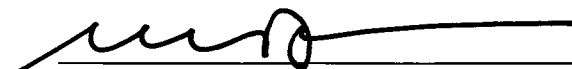
VIII. TEMPORARY EXEMPTION FROM COVID-19 TESTING OR VACCINATION

- A. Employees may request a temporary exemption from the vaccine or testing requirement where medical reasons prevent the employee from getting the vaccine or taking the test. The request must include written documentation from a licensed physician of the reason the employee cannot take the vaccine by the specified deadline or cannot take a weekly test.
- B. Below is a list of non-exhaustive examples of situations in which temporary exemptions may be applicable:
 - 1. Employees who are in medically directed quarantine or isolation for COVID-19 should not leave their residence to get vaccinated. These employees should be granted temporary exemptions from getting vaccinated.
 - 2. Employees who were diagnosed with COVID-19 and received antibody treatment should not be vaccinated until 90 days after the last day of their antibody therapy. These employees should be granted temporary exemptions from getting vaccinated and from the weekly testing requirement.
 - 3. Employees with exemptions from Mayor's Directive 21-7 who are in medically directed quarantine for COVID-19 should be tested according to instruction from a licensed physician or the Department of Health. These employees should be granted temporary exemptions from the weekly testing requirement.
 - 4. Employees with exemptions from Mayor's Directive 21-7 who have tested positive for COVID-19 should be exempt from weekly testing for a period of 90 days following their initial positive test.

IX. QUESTIONS, DISAGREEMENTS, OR DISPUTES

The Director of the Department of Human Resources shall serve as the final arbiter of any question, disagreement, or dispute over the implementation, interpretation, application, or administration of these Guidelines.

APPROVED:



Michael D. Formby
Managing Director

Attachments