



## **Administrative Regulations Office of the Mayor**

**Title:** COVID-19 Public Health and Safety Precautions- Immunization/Vaccination

**A.R. Number:** 4.24 **Effective Date:** 08/04/2021 **Page:** 2 of 2

**Supersedes:** N/A **A.R.:** N/A **DATED:** N/A

### **I. PURPOSE**

The purpose of this policy is to provide and maintain a workplace that is free of known hazards by adopting this policy to safeguard the health of our employees and their families; our citizens, customers and visitors; and the public at large from COVID-19. COVID-19 presents an ongoing risk to public health and safety in the City's workplaces. This policy is intended to comply with all federal, state and local laws.

### **II. POLICY**

To ensure the health and safety of all members of the City of Richmond team and their families, as well as the comfort and well-being of residents, customers, visitors and the public at large, the city is requiring that all employees are vaccinated or be tested weekly for COVID-19 if the employee has a religious or medical exemption.

### **III. PROCEDURE**

1. Employees are required to inform the City of their COVID-19 vaccination status by August 18, 2021. Employees are required to have received at least one COVID-19 vaccination by August 18, 2021 and submit documentary proof of vaccination or have submitted a request for a medical or religious exemption. Employees are required to be fully vaccinated and submit documentary proof by October 1, 2021 or have a medical or religious exemption. Employees who begin employment with the City after August 13, 2021 are required to (1) have received at least one COVID-19 vaccination by their start date and be Fully Vaccinated within 45 days of their start date and submit documentary proof or (2) have an approved medical or religious exemption by their start date.
2. To establish that they are fully vaccinated, employees must present a completed COVID-19 Vaccination Record Card or verification document from the Virginia Department of Health by uploading it to RAPIDS Self Service. The City will treat all such information as confidential. To facilitate employees' ability to receive the vaccination, the City will consider timely requests for appropriate schedule changes. The City will also pay non-exempt employees for time spent receiving the vaccination.
3. Employees seeking an exemption for a medical or religious reason should submit the medical or religious Vaccine Exemption Form using the process outlined on StarNet for uploading to RAPIDS or contact their Department's Human Resource Generalist by the immunization/vaccination deadline. You may request an accommodation without fear of retaliation.
4. Failure to provide vaccination status information or submit the required documentary proof of vaccination or be approved for an exemption by the required dates may result in disciplinary action up to and including termination or other appropriate actions.
5. Employees who have an approved exemption are required to be tested for COVID-19 weekly, report testing results to the employee's supervisor and continue to wear masks and practice physical distance while working. Failure to comply with safety, rules, policies, and directives, or COVID-19 weekly testing and reporting requirements may result in disciplinary action up to and including termination or other appropriate actions.



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**IV. DEFINITIONS**

**Fully Vaccinated:** Individuals are considered Fully Vaccinated for COVID-19 two weeks after they have received the second dose in a two-dose series FDA-approved vaccine (Pfizer-BioNTech or Moderna), or two weeks after they have received a single-dose FDA-approved (Johnson & Johnson [J&J]/Janssen).

**Unvaccinated:** Individuals are considered Unvaccinated if they are not Fully Vaccinated or have not provided the City with documentary proof that they are Fully Vaccinated.

**Workplaces:** Any Property owned, leased, or controlled by City of Richmond.

**V. RESPONSIBILITY**

It is the responsibility of each Department/Agency Director to ensure that each employee is aware of and understands the content and effect of this policy. Particular attention should be given to communicating all aspects of this policy to new and prospective employees.

**VI. REGULATION UPDATE**

The Office of the Mayor, the Chief Administrative Officer, and the Department of Human Resources shall be responsible for modification to this policy.

**RECOMMEND APPROVAL:**

**APPROVED:**

Handwritten signature of Linda Sanders in black ink.

**CHIEF ADMINISTRATIVE OFFICER**

Handwritten signature of the Mayor in black ink.

**MAYOR**