



CITY OF BURBANK COVID-19 EMPLOYEE TESTING POLICY

The purpose of this policy is to provide a safe work environment for City of Burbank employees and to protect the Burbank community they serve. This policy strives to limit employees' exposure to COVID-19 from other employees while continuing to provide excellent service to the public. All City employees are essential workers and provide critical services to the Burbank community, including acting as disaster services workers when necessary. As such, the City finds that routine testing of unvaccinated City employees for COVID-19 infection is job related and consistent with business necessity.

1. Definitions.

- a. **Fully Vaccinated** – employees are considered fully vaccinated for COVID-19 two weeks or more after they have received the second dose in a two-dose series, or two weeks or more after they have received a single-dose vaccine. The vaccine received must have U.S. Food and Drug Administration Emergency Use Authorization or full Licensure.¹
- b. **Proof of Vaccination** – consists of a completed Proof of Vaccination Certification form (Attachment 1) and one of the following:
 - i. A screen shot of the digital vaccination record, which is available free and instantly from the State of California at <http://myvaccinerecord.cdph.ca.gov/>.
 - ii. A photo or copy of the Centers for Disease Control (CDC) COVID-19 vaccination record card.
 - iii. Documentation from the employee's healthcare provider.

2. COVID-19 Testing Requirement.

- a. All City of Burbank employees must test for COVID-19 infection weekly except in the circumstances described in this policy.
 - i. Employees who are on vacation or otherwise absent from work on the day of their regularly scheduled test must make alternative arrangements with their supervisor to be tested on the day they return using a process to be determined by the City.
- b. Employees who test positive are subject to the City's Human Resources Policies for COVID-19.
- c. Testing will be conducted at no cost to the employees, during employees' work hours, following a process and timeline determined by the City.
- d. Failure of any employee to comply with this policy may result in disciplinary action, up to and including termination. Violations of this policy include, but are not limited to:
 - i. Refusal to submit to required testing.
 - ii. Failure to report test results to the City.
 - iii. Falsification of proof of vaccination.

¹ This definition will be updated to include booster shots when the CDC issues final recommendations for all COVID-19 vaccines.

3. Exclusions.
 - a. Employees who are fully vaccinated and provide proof of vaccination to the City, using a submission process to be determined by the City, are excluded from the requirement to test weekly.
 - b. Employees in the Fire Department who are subject to the Health Officer Order entitled Health Care Worker Vaccination Requirement issued by Los Angeles County on August 12 are excluded from this policy and are instead subject to the requirements in the Order.
4. Suspension or Termination of this Policy.
 - a. The City Manager has the authority to suspend or terminate this policy. The City Manager shall provide 14 days-notice to the City Council prior to terminating the policy.
5. New Hires.
 - a. All new hires in the City must be fully vaccinated as a term and condition of employment unless they have received an approved medical or religious exemption from the City. New hires may request such a medical or religious exemption using a process to be determined by the City.



CITY OF BURBANK PROOF OF VACCINATION CERTIFICATION

Name:	
Employee Number:	
Department:	
Date:	

Please indicate which proof of vaccination document is attached to this certification form:

- A screen shot of the digital vaccination record.
Please note that digital vaccination records are available at <https://myvaccinerecord.cdph.ca.gov/>.
- A photo or copy of the CDC COVID-19 vaccination record card.
- Copy of documentation from healthcare provider.

I certify that I have been vaccinated against COVID-19 using a vaccine with US FDA Emergency Use Authorization or full Licensure and that at least two weeks or more have passed since I received the second dose in a two-dose vaccine series or after I received a single-dose vaccine. I further certify that the copy of the documentation I have provide is a true and complete copy and that I have not falsified or altered in any way the documentation or copy thereof.

Employee Signature:	
Date:	

Please return this form and a copy of the proof of vaccination document to the Management Services Department, Benefits Office, on the first floor of the Administrative Services Building, 301 E Olive Ave.