



CITY OF BURBANK COVID-19 EMPLOYEE VACCINATION 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. The City finds that requiring employees to be vaccinated is job related, consistent with business necessity, and based on the present public health conditions related to COVID-19.

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.
- 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.
- c. **Employee** – all City of Burbank employees (regardless of assignment category) and Board, Commission, and Committee members.

2. Vaccination Requirement.

- a. All employees must provide proof of vaccination as a term and condition of employment by a date to be determined, using a process to be determined by the City.
- b. 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. Failure to provide proof of vaccination by the deadline.
 - ii. Falsification of proof of vaccination.
 - iii. Falsification of medical or religious exemption request or certification forms.
 - iv. Failure to comply with accommodations provided because of an approved medical or religious exemption.
 - v. Failure to comply with testing requirements.
- c. The names of Board, Commission, and Committee members who fail to comply with this policy will be brought to the City Council during a Council meeting so that the Council may take action as appropriate.

3. Exclusions and Exemptions.

- a. Employees may request a medical or religious exemption from the vaccination requirement by completing either the City of Burbank Medical Exemption Request Form or the City of Burbank Religious Exemption Request Form by a date to be determined by the City. Exemption requests will be reviewed and considered through the City's Americans With Disabilities (ADA)/Department of Fair Employment and Housing (DFEH) process.
- b. Employees granted a medical or religious exemption, or who are awaiting review of their exemption request, must test for COVID-19 infection weekly and wear a mask indoors at all times (unless in a private office/room) and when in a shared vehicle,

unless an employee requests and is subsequently granted an alternative accommodation through the City's ADA/DFEH process.

1. Testing will be conducted at no cost to the employees, during employees' work hours, following a process and timeline determined by the City.
 2. 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.
 3. Employees who test positive are subject to the City's Human Resources Policies for COVID-19.
4. Suspension or Termination of this Policy.
- a. The City has declared a local emergency related to COVID-19. Termination of the declared local emergency shall trigger an automatic review by the City Manager to determine whether public health conditions warrant the continuation of this policy. The City Manager may also suspend or terminate this policy prior to the termination of the declared local emergency if the City Manager determines that public health conditions have changed such that the policy is no longer needed. The City Manager shall provide 14 days-notice to the City Council prior to terminating the policy.