



COVID-19 Mandatory Testing and Vaccination Policy for THE RANCH Belvedere Tiburon Joint Recreation Committee

Distributed by The Ranch: Friday, October 8, 2021

Effective Date: Monday, Oct. 11, 2021

Purpose

The Belvedere Tiburon Joint Recreation Committee (“The Ranch”) must provide a safe and healthy workplace, consistent with COVID-19 public health guidance and legal requirements, to protect its employees and the public as it reopens services and returns more employees to workplaces.

According to the federal Centers for Disease Control (CDC) and the California Department of Public Health, COVID-19 poses a risk, especially to not fully vaccinated individuals. Specific safety measures remain necessary to protect against COVID-19 cases and deaths. COVID-19 vaccines are the most effective means of preventing transmission and limiting COVID-19 hospitalizations and deaths. Unvaccinated workers are at greater risk of contracting and spreading COVID-19 to other workers and the public that depends on The Ranch services.

The State Division of Occupational Safety and Health (Cal/OSHA) Temporary Emergency Standards, revised on June 17, 2021, and implemented by Governor Gavin Newsom in Executive Order No. N-09-21, also require employers to take specific measures to protect employees from COVID-19, including enforcing masking and quarantine requirements and offering COVID-19 testing and time off for unvaccinated employees or for whom the employer does not have documentation verifying they are fully vaccinated. Requiring The Ranch workers to be vaccinated and the continued implementation of safety measures will help reduce the further spread of the virus in The Ranch.

Consistent with its duty to protect its employees and fulfill its obligations to the public, The Ranch has therefore adopted this mandatory COVID-19 vaccination and testing policy. The policy is based upon guidance provided by the CDC, CAL/OSHA, and other applicable public health and licensing authorities. It is intended to comply with all state and local laws.

Policy

For the purposes of this policy, the term “employees” includes all full, part-time, and as-need Ranch employees regardless of appointment type, and includes The Ranch officers, as well as volunteers and interns.

To protect The Ranch’s workforce and the community, all Ranch employees must report their vaccination status to the Recreation Director no later than Monday, October 11, 2021.

In addition, except as otherwise provided below, all employees must be fully vaccinated by Monday, Nov. 29th, 2021. To be fully vaccinated, 14 days must have passed since an employee received the final dose of a two-dose vaccine or a dose of a one-dose vaccine.

Employees who are not fully vaccinated but are partially vaccinated as of Monday, October 11, 2021, shall provide that information. Employees who previously reported that they were unvaccinated or not fully vaccinated must update their status once they are fully vaccinated.

The vaccination and reporting requirements are conditions of vaccination employment and are a minimum qualification for new hires.

Employees and applicants with a medical condition or other medical restriction that affects their eligibility for a vaccine, as verified by their medical provider, or those with a sincerely held religious belief that prohibits them from receiving a vaccine, may request a reasonable accommodation to be exempted from this vaccination requirement. The Ranch will review requests for accommodation on a case-by-case basis consistent with existing procedures for reasonable accommodation requests.

Starting Monday, October 11, 2021, all employees who are not documented as fully vaccinated must test for COVID-19 two times per week and must report the results to the Recreation Director within 48 hours of each test.

Failure to comply with this policy may result in discipline up to and including termination of employment.

Process for Verifying Vaccination Status

All employees and applicants must report their vaccination status to the Recreation Director. Employees and applicants asserting that they are partially or fully vaccinated must also provide the Recreation Director with the following information:

- The type of vaccine obtained (Moderna, Pfizer, or Johnson & Johnson, or other vaccine approved by the Food and Drug Administration, including under emergency use authorization, or included in the World Health Organization’s list of vaccines meeting its safety and efficacy criteria);
- Date of the first dose of vaccine;
- Date of the second dose of vaccine for a two-dose vaccine;

- Declaration under penalty of perjury that they have been fully vaccinated; and
- Documentation verifying proof of vaccination status, which can include a copy of the CDC Covid-19 Vaccination Record Card, vaccine documentation from the employee's healthcare provider, or documentation issued by the State of California by going to: <https://myvaccinerecord.cdph.ca.gov/>.

Unless excused through an approved reasonable accommodation request, all employees must comply with the requirement to be fully vaccinated and submit documentation of that status to The Ranch Recreation Director.

Requesting an Exemption from the Vaccination Requirement

To assist any employee or applicant who is disabled, has a qualifying medical condition that contraindicates the vaccination, or who objects to being vaccinated based on sincerely held religious beliefs and practices, The Ranch will engage in an interactive process to determine if it can provide a reasonable accommodation that does not create an undue hardship for The Ranch and does not pose a direct threat to the health or safety of others or the employee.

To request an accommodation for one of the above reasons, employees and applicants should contact the Recreation Director to obtain a copy of the appropriate accommodation request form. Employees must submit the proper request form to the Recreation Director by Monday, October 11, 2021. The Ranch will promptly review requests for accommodation on a case-by-case basis and engage in an interactive process with employees who submit such requests.

Employees who have failed to obtain an approved accommodation to be exempted from the vaccination requirement by Monday, October 25, 2021, will be placed on administrative leave until The Ranch has had time to engage in the interactive process to determine if it can provide such an accommodation.

COVID-19 Testing Requirements

All employees who are not documented as fully vaccinated must do the following:

- 1) Test for COVID-19 two times per week with either PCR or antigen test that either has Emergency Use Authorization by the U.S. Food and Drug Administration or is operating per the Laboratory Developed Test requirements by the U.S. Centers for Medicare and Medicaid Services. There must be at least 72 hours between tests.
- 2) Provide the Recreation Director with the results of each COVID-19 test within 48 hours of taking the test. The result must show the date the specimen was collected, the location, the test type, name and date of birth/medical record number, and the test result.

Record-keeping Procedures

The Ranch will keep and maintain a record of the vaccination status for all employees and their COVID-19 test results if they are not fully vaccinated. The Ranch will treat all such information as confidential.

Policy Updates

This policy is subject to revision as needed to respond to changes and developments in the COVID-19 pandemic and federal, state, and local guidance.