



City's COVID-19 Policy

Policy brief & purpose

In accordance with the City of Greenbelt's duty to provide and maintain a workplace that is free of known hazards, the city is adopting this policy to safeguard the health of our employees and their families; our customers and visitors; and the community at large from infectious diseases, such as COVID-19, that may be reduced by vaccinations. This policy is intended to comply with federal, state and local laws. It is based upon guidance provided by the Centers for Disease Control and Prevention and public health authorities. The City Council's direction is to have all employees be vaccinated. The City assures employees that it will always treat private health and personal data with high confidentiality and sensitivity.

Scope

This policy applies to the City Council, all classified, non-classified, part-time and temporary employees who are employed by the City of Greenbelt, and consultants and contractors that will be working in the City of Greenbelt, City facilities or in-person with City employees or residents.

Policy

The City strongly encourages employees to receive vaccinations to minimize the risk of COVID-19 and other illnesses in our workplace. In making this decision, the leadership team, City Solicitor, and City Council considered recommendations from the Centers for Disease Control and Prevention, the Advisory Committee on Immunization Practices and State and local health officials. On August 9, 2021, this policy was deliberated by City Council and directed for implementation.

The objective is to have all employees be fully vaccinated by November 1, 2021, unless a reasonable accommodation is requested and approved. All employees not fully vaccinated will be required to submit to weekly COVID-19 testing. If testing during work hours, employees will use their earned sick leave, or earned annual leave or compensatory time.

If County, State, or Federal officials recommend a booster vaccine, this too will be strongly encouraged for City employees.

Everyone in the workplace, visitors, patrons and lease holders of the City, vaccinated or not, should continue to follow all current guidance to protect themselves and others, including wearing a mask indoors, staying at least 6 feet away from others, avoiding crowds, and cleaning hands often. COVID-19 vaccines are an important tool to help stop the pandemic, but it doesn't mean that employees can stop taking all precautionary measures. If at any time health guidance changes, City staff will adjust accordingly.

Before the November 1, 2021, deadline to be vaccinated has expired, employees are required to provide proof of a completed vaccination to Human Resources or subject to weekly COVID-19 testing beginning November 1, 2021. **New employees hired after October 1, 2021, will be required to show proof of vaccination or be approved for a reasonable accommodation upon hire.**

Procedures

The City of Greenbelt will allow up to two hours during the work day to get each dose of the COVID-19 vaccination. Employees are to work with their supervisors to schedule appropriate time to comply with this policy. COVID-19 vaccinations are free, whether an individual has health insurance or not. Vaccinations should be run through your health insurance and be submitted for reimbursement where applicable.

If you are not eligible for coverage under the City's health insurance plan at the time of this policy and you incur out of pocket medical expenses regarding vaccinations, you will be eligible for up to \$500 in reimbursement for vaccination. You will need to submit the receipt of payment and fill out the City medical reimbursement form and return both the receipt and form to HR at hrdept@greenbeltmd.gov or 25 Crescent Road, Greenbelt MD 20770, for processing. If you need assistance scheduling a vaccine appointment, please contact Human Resources for assistance at (301) 345-7203.

Employees can take up to 8 hours a day of Administrative Leave for symptoms resulting from a COVID-vaccine within three (3) days of receiving the vaccine. A list of locations where employees can receive help in getting the vaccine and COVID testing will be provided by the Human Resources Department. All proof of vaccinations should be submitted to Human Resources at hrdept@greenbeltmd.gov or through interoffice mail. If an employee is approved for a reasonable accommodation or decides to not receive the COVID-19 vaccination, they will be required to submit to a weekly COVID-19 test effective November 1, 2021. If an employee receives a (Positive) COVID-19 test result, they should notify Human Resources immediately at hrdept@greenbeltmd.gov or call (301) 345-7203 for further directions. There is no cost to an employee who has an approved reasonable accommodation.

Employees under 18 years of age who have not yet received a dose of the vaccine are required to provide a proof of consent from a parent or legal guardian prior to receiving the vaccination. Employees should then return the completed consent form along with proof of vaccination to the Human Resources Department at hrdept@greenbeltmd.gov or through interoffice mail. Proof of consent forms will be provided by Human Resources.

Reasonable accommodation

Employees in need of an exemption from this policy, due to a medical reason or because of a sincerely held religious belief, must submit a completed Request for Accommodation in writing to the Human Resources Department to begin the interactive accommodation process as soon as possible.

Accommodations will be granted by the City Manager in consultation with the Human Resources Director and City Solicitor. Accommodations should not cause the City of Greenbelt undue hardship.

Exposure, COVID-19 Administrative Leave

A.) Vaccinated employees / Approved reasonable accommodations

- COVID-19 Administrative Leave will continue to be available for vaccinated employees and employees who have approved reasonable accommodations to address quarantine due to COVID-19 exposure or illness. Employees will need to fill out the COVID-19 Administrative Leave form and return the completed form to Human Resources.

B.) Unvaccinated employees

- Employees who have chosen not to be vaccinated and do not have an approved reasonable accommodation will be required to use sick leave or other earned leave to address quarantine due to COVID-19 exposure or illness.

Return to Work, After COVID-19 Exposure

Employees who have quarantined per the recommended guidelines from Centers for Disease Control and Prevention will be able to return to work with a completed Self -Certification Return to Work Form. The form should be returned to the Human Resources Department at hrdept@greenbeltmd.gov or through interoffice mail prior to returning back to work.

Non-compliance

Employees who choose not to be vaccinated or have an approved reasonable accommodation will be subjected to weekly COVID-19 testing effective November 1, 2021. COVID test results must be submitted to Human Resources at hrdept@greenbeltmd.gov or through interoffice mail every Monday prior to reporting to work. If an employee does not take the rapid COVID test and has to wait for their results, they will be required to use sick leave or other earned leave to address the waiting period due to COVID-19 testing. If an employee does not submit to weekly testing, the employee will be placed on suspension without pay and their status will be reviewed by the City Manager, HR Director and the City Solicitor for further actions.

Additional information

Public health guidance on COVID-19 is consistently evolving. The City of Greenbelt is committed to regularly updating our policy based on guidance from public health experts, community health conditions and public health goals.

The City also understands that some individuals may still have questions about the COVID-19 vaccine. We recommend visiting the references below for additional COVID-19 information:

-  [Greenbelt MD COVID-19 Information Page](#)
-  [Greenbelt MD COVID-19 Resource Page](#)
-  [Prince Georges County MD COVID-19 Information Page](#)
-  [CDC COVID-19 Facts](#)
-  [President Biden COVID-19 Vaccine Mandate](#)

Policy forms:

-  [Employee Self -Certification to Return to Work Form](#)
-  [Minor Proof of Consent Form](#)
-  [Administrative Leave Request Form](#)

Contact:

Contact the Human Resources Department at hrdept@greenbeltmd.gov or call (301) 345-7203 for any further clarification or questions.

I have read, understand, and agree to comply with the City of Greenbelt's COVID-19 Policy. I further understand that this policy may be revised, expanded or otherwise modified at any time.

Printed Name

Signature

Date