



ADMINISTRATIVE POLICY

SECTION: 300	POLICY#: 317
TITLE: COVID-19 Vaccination Mandate for Health Care Workers	R & O #:
	IMPLEMENTED BY PROCEDURE #: 317-A
SPONSORING DEPT/DIV: County Administrative Office/Human Resources	
ADOPTED: 9-7-2021	REVISED:

PURPOSE: The purpose of this policy is to meet requirements of the Oregon Health Authority and to help protect employees and the community from significant health issues related to the COVID-19 global pandemic. Our employees are at the forefront of our concern as we navigate new business practices due to the public health emergency created by COVID-19.

AUTHORITY: This policy is authorized by the Board of County Commissioners.

DEFINITIONS:

COVID-19: A respiratory disease caused by a novel (new) coronavirus. The virus has been named “SARSCoV-2” and the disease it causes has been named “coronavirus disease 2019” (abbreviated “COVID-19”).

Employee: Any person employed by Washington County in a regular, limited duration, variable hour or temporary position, or an intern or volunteer. ‘Employee’ does not include elected officials or members of a volunteer Board, Commission, or Committee.

Fully Vaccinated: An employee is fully vaccinated 14 days after receiving the final dose of a COVID-19 vaccine.

Health Care Worker: A Health Care Worker is defined by the Oregon Health Authority administrative rules and guidelines.

Medical Exemption: A diagnosed physical or mental condition that prevents an individual from receiving the COVID-19 vaccination, as certified by a medical provider.

On-site Contractor: Individuals performing work that is not 100% remote and is paid through a Washington County contract.

Proof of Vaccination: Documentation provided by a tribal, federal, state or local government, or a health care provider that includes an individual's name, date of birth, type of COVID-19 vaccination given, date or dates

given, depending on whether it is a one--dose or multi-dose vaccine, and the name/location of the health care provider or site where the vaccine was administered. Documentation may include but is not limited to a COVID19 vaccination record card, a copy or digital picture of the vaccination record card, or a print-out from the Oregon Health Authority's immunization registry.

Religious Exemption: An exemption from receiving the COVID-19 vaccination on the basis of a sincerely held religious belief that prevents the individual from receiving a COVID-19 vaccination.

Tri-County Health Officers: The regional health officer (medical authority) for public health concerns in Clackamas, Multnomah, and Washington counties.

GENERAL POLICY:

Washington County participates in the Tri-County Health Officers consortium and is following the guidance of the State of Oregon Governor's Office, Oregon Health Authority (OHA), Centers for Disease Control (CDC), and the Washington County Public Health Division. The County is adhering to the science, data and recommendations and rules of these agencies regarding preventive measures against the COVID-19 pandemic. This includes the data that shows fully vaccinated people are far less likely to spread the virus to others or become severely ill, hospitalized, or die after contracting COVID-19.

Department Directors, Managers and Supervisors should assist staff in implementing this policy. Washington County's priority is to maintain a healthy workforce and community and continue to offer essential services and meet critical business needs.

The Oregon Health Authority Public Health Division has issued temporary rule [333-019-1010](#) that requires all Health Care Workers to be fully vaccinated against COVID-19 or provide documentation of a medical or religious exemption on forms created by OHA by October 18, 2021.

POLICY GUIDELINES:

Responsibilities:

1. All Employees and on-site contractors who meet the definition of a Health Care Worker are required to be fully vaccinated against COVID-19 or have a documented medical or religious exemption on or before October 18, 2021.
 - 1.1. Refer to the Definitions Section of this policy for the definitions of a Health Care Worker, Documented Medical Exemption, Documented Religious Exemption, and Proof of Vaccination.
 - 1.2. Proof of Vaccination, Medical Exemptions and Religious Exemptions shall be provided to Human Resources by uploading the documentation in a secure portal in the County's Oracle (Wisard) Employee HR and Payroll Information System.
 - 1.3. All exemptions must be approved by the Chief Human Resources Officer or the County Administrator in consultation with County Counsel in order to be valid.
2. Washington County will make reasonable accommodations in order to comply with the Americans with Disabilities Act and Title VII of the Civil Rights Act, and state law equivalents for Health Care Workers who are unable to be vaccinated due to disability, qualifying medical condition, or a sincerely held religious belief.
3. Employees who meet the definition of a Health Care Worker and fail to comply with this policy will have consequences up to and including separation from employment. This policy extends eligibility for a

Medical Layoff under the Washington County Revised Personnel Rules and Regulations Article 14.2.11 to include current employees on the effective date of this policy who are unvaccinated on October 18, 2021.

3.1. Washington County will not utilize on-site contractors who fail to comply with this policy.

5. Applicants who receive an offer letter for a position that falls under the definition of Health Care Worker will be given up to a maximum of 45 days after the accepted offer of employment to become fully vaccinated.

- 5.1 New employees who fall under the definition of Health Care Worker cannot begin employment without providing proof of full vaccination or an accepted Medical or Religious Exemption Form on their first day of work.

6. Exceptions:

Exceptions may only be granted by the County Administrator.

7. Implementation:

Elected officials, department directors, managers and supervisors are expected to be knowledgeable of, and shall be responsible for, implementing this policy within their respective departments. Observance of this policy is mandatory for all County employees and violation may result in disciplinary action up to and including termination.

8. Periodic Review:

This policy shall be reviewed by Human Resources at least every three years, or more often if needed, and updated as necessary.

9. Resources:

- 8.1 [Oregon Health Authority Public Health Division - Chapter 333, Division 19 Rule 333-019-1030](#)

- 8.2 [Vaccine information and locations](#)

- 8.3 [Oregon Health Authority web site](#)

- 8.4 [Centers for Disease Control web site](#)

- 8.5 [Washington County web site](#)