



Policy Title: COVID-19 Vaccine Verification

Effective 5/25/21

Purpose: To establish a process that by which employees can request that a supervisor verify their vaccination status so that they can forgo wearing face coverings in certain circumstances at work in alignment with Lead Agency Guidelines.

Scope: Applies to all City Regular, Limited Duration, and Recreation Activity and Temporary employees while this policy is in effect.

Policy Statement: City of Eugene employees are expected to follow all current lead agency safety requirements including those related to face coverings. In addition to lead agencies including Oregon Health Authority, OR-OSHA, and the Transportation Security Administration (TSA), the City acknowledges some workgroups may be subject to sector specific requirements, which they are also expected to follow.

The City has also adopted a face covering requirement for all individuals over the age of 5 and over the age of 2 as required by TSA in indoor spaces open to the public. Impacted City of Eugene employees are expected to follow this workplace policy.

Policy Procedure: With some exceptions, while occupying indoor spaces not open to the public or while occupying spaces that are open to the public, when the public is not present, the City will permit fully vaccinated employees to go without a face covering after providing proof of vaccination status. Employees are considered fully vaccinated when they have received both doses of a two dose COVID-19 vaccine or one dose of a single-dose vaccine and at least 14 days have passed since the individual's final dose of COVID-19 vaccine. Exceptions to fully vaccinated employees going without a face covering include:

- Where current sector specific guidance continues to require face coverings. Consult with your supervisor for more information.
- Regardless of vaccination status, when there is more than one occupant in a vehicle face coverings must be worn by all occupants.

As described above, fully vaccinated employees may elect to remove their face coverings while indoors. To do so employees must first show their proof of vaccination status to their supervisor. If their supervisor is not on-site, they may make

arrangements to show the proof of vaccination status to their supervisor via Teams, Zoom, or other video conferencing process.

Proof of vaccination status means the employee produces documentation provided by a tribal, federal, state or local government, or a health care provider, that includes an individual's name, type of COVID-19 vaccination given, date or dates given, depending on whether it is a one-dose or two-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, COVID-19 vaccination record card, a printout from a health care provider with the information required in the interim guidance or a copy or digital picture of the vaccination record card.

Supervisors will keep a record of employees for whom they have verified vaccination and should be prepared to produce this record and attest to the verification upon request. Employees are required to keep proof of vaccination status reasonably accessible during the workday. This could be in a locker, personal vehicle, on a cell phone, etc. Employees may be asked to show proof of vaccination status by a supervisor or enforcement personnel from a lead regulatory agency. If this happens, employees will be required to put on a face covering until the proof of vaccination status is reviewed.