



# Human Resources Department

## Volunteer COVID-19 Vaccination Mandate Policy

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Effective February 28, 2022

### **Purpose:**

The City of Takoma Park (the “City”), in recognition of its responsibility to promote the health and safety of the City’s workforce, residents, visitors, and community at large, adopts this Volunteer COVID-19 Vaccination Mandate Policy (the “Policy”) requiring all City volunteers engaged with the City in-person or on-site to provide proof of vaccination against SARS-CoV-2, the virus that causes COVID-19.

The COVID-19 vaccines are highly effective against serious illness and death from COVID-19 and its variants. This requirement is aimed at ensuring that we prioritize the health and safety of our staff, volunteers, residents, and others. As we consider the vulnerable communities we serve and the presence of children in our programs, we must do everything we can to ensure their health and safety.

### **Covered Volunteers and City Activities:**

This Policy is applicable to all volunteers who provide services on-site or in-person to the City. A non-exhaustive list of examples in which vaccination is required includes: volunteer services at special events, senior programs, coaching or assisting in any capacity at sporting events or in youth sports, services at or through the City’s Recreation and Community Centers, other engagements through the City of Takoma Park Recreation Department, the City Library, community service assignments, and any other service for which an individual provides any in-person or on-site service as a volunteer to the City (collectively, “City Activities”).

This Policy requires that all volunteers who volunteer in-person or on-site as part of City Activities be fully vaccinated against COVID-19.

“On-site” includes, but is not limited to City property and facilities, City vehicles, other locations where City Activities are occurring, and/or locations that require interaction with others. The requirement applies to indoor and outdoor worksites, regardless of whether other volunteers or City employees are present.

“In person” includes any situation where a volunteer interacts face-to-face with the public, other volunteers, or City staff or contractors, regardless of how many other people are present.

### **Vaccination Requirement:**

Compliance with this Policy requires that volunteers receive one dose of a single-dose vaccine or both doses of a two-dose vaccine AND additional doses of a COVID-19 vaccine (*i.e.*, booster) consistent with CDC guidelines.

To be able to volunteer for City Activities, volunteers must receive both primary vaccination and, if eligible, the recommended booster.

This Policy requires that City volunteers provide certification of vaccination status with proof of vaccination to the City before providing volunteer service as part of City Activities.



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For purposes of this Policy, a volunteer is considered “fully vaccinated” two weeks after completing the second dose of a two-dose COVID-19 vaccine (e.g., Pfizer or Moderna) or two weeks after receiving a single dose of a one-dose vaccine (e.g., Johnson & Johnson/Janssen). **If you are eligible for a booster, you must receive a booster within 30 days of eligibility and provide updated information to the City. Volunteers who are eligible for a booster, but who do not obtain a booster and provide an updated self-certification to the City by the 30-day deadline will be considered not fully vaccinated and prohibited from volunteering for City-sponsored or organized activities. Volunteers who are not eligible for a booster can volunteer for City Activities, but must provide an updated certification with proof within 30 days of becoming eligible for the booster.**

### **Proof of Vaccination Status:**

Volunteers are required to complete the City’s [COVID-19 Vaccine Attestation Form](#), and provide acceptable documentation regarding their vaccination status (which can be done by uploading documents to the online form), by February 28, 2022.

Alternatively, completed copies of the [pdf version of the City’s COVID-19 Vaccine Attestation Form](#) may be completed offline and submitted with proof of vaccination to the City’s Human Resources department at [hr@takomaparkmd.gov](mailto:hr@takomaparkmd.gov).

Acceptable documentation includes one of the following documents:

- a copy of the record of immunization from a health care provider or pharmacy;
- a copy of the COVID-19 Vaccination Record Card (CDC Form MLS-319813\_r, published on September 3, 2020);
- a copy of medical records documenting the vaccination;
- a copy of immunization records from a public health or state immunization information system;
- or a copy of any other official documentation verifying vaccination with information on the vaccine name, date(s) of administration, and the name of health care professional or clinic site administering vaccine.

Employees may submit a digital copy of such records, including, for example, a digital photograph, scanned image, or PDF.

### **Are There Any Exclusions?**

Volunteers who have a fleeting physical presence on-site (meaning, volunteers who are present at a site for only a short period of time) do not have to comply with this Policy. The City will consider the nature of the volunteer service and determine whether vaccination pursuant to this Policy is required.

Example: Volunteers delivering supplies as part of a City Activity where they remain physically distanced from others on the site and are on-site for only a short period of time.

Volunteers who do not perform volunteer services on-site or in-person.



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Example: Volunteers who solely interact with City employees and the public virtually through e-mail, phone, or video calls.

### **Truthful and Accurate Information:**

Volunteers must provide truthful and accurate information about their COVID-19 vaccination status on the City's [COVID-19 Vaccine Attestation Form](#).

### **Face Coverings and Other Safety Protocols:**

All volunteers, regardless of vaccination status, must properly wear a face covering when inside City facilities, outdoors at City events when within six feet of another person, and when occupying a vehicle with another person as part of City Activities for volunteer purposes. The volunteer is responsible for supplying the appropriate face covering.

Face coverings must:

1. completely cover the nose and mouth;
2. be made with two or more layers of a breathable fabric that is tightly woven (*i.e.*, fabrics that do not let light pass through when held up to a light source);
3. be secured to the head with ties, ear loops, or elastic bands that go behind the head.  
**Note: Gaiters are not permitted as an acceptable face covering;**
4. fit snugly over the nose, mouth, and chin with no large gaps on the outside of the face; and
5. be a solid piece of material without slits, exhalation valves, visible holes, punctures, or other openings.

Acceptable face coverings include well-fitting disposable surgical masks and KN95s or those that, per CDC guidance, provide even better protection. Additionally, acceptable masks include face coverings with a clear plastic panel that, despite the non-cloth material allowing light to pass through, otherwise meet these criteria and which may be used to facilitate communication with people who are deaf or hard-of-hearing or others who need to see a speaker's mouth or facial expressions to understand speech or sign language respectively. Use of face coverings other than those permitted under this Policy is not acceptable.

### **Prohibition on Volunteering In-Person or On-Site After Positive Test, Diagnosis, Symptoms, or Exposure**

Volunteers, regardless of vaccination status, are not permitted to provide in-person or on-site volunteer service as part of City Activities if they have been diagnosed with COVID-19, tested positive for COVID-19, or developed symptoms of COVID-19, until the following criteria are satisfied.

- Once ten (10) days have passed since the positive test, diagnosis, or onset of symptoms; at least 24 hours have passed with no fever without use of fever-reducing medications; and symptoms have improved. If symptoms develop after testing positive, then ten (10) days starts with the onset of symptoms.

Volunteers who were exposed to COVID-19, but who have not been diagnosed with COVID-19, tested positive for COVID-19, or developed symptoms of COVID-19, will be permitted to provide volunteer services as part of City Activities when:



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- If not up to date on COVID-19 vaccinations, after 10 days have passed since the last date of exposure, so long as the volunteer does not develop symptoms, is not diagnosed with COVID-19, and does not test positive for COVID-19.
- If up to date on COVID-19 vaccinations, volunteers may continue to volunteer unless you develop symptoms, test positive, or are diagnosed with COVID-19.

### **Reasonable Accommodations:**

Volunteers may request a reasonable accommodation to this Policy if they cannot be vaccinated and/or otherwise comply with this Policy because of a medical reason (*i.e.*, contraindication of vaccination, underlying medical reason, disability) or other reason protected by law. Volunteers seeking a reasonable accommodation must submit a request to the City's Human Resources Department at [hr@takomaparkmd.gov](mailto:hr@takomaparkmd.gov). All such requests will be handled in accordance with applicable laws. The City's [reasonable accommodation forms](#) are available on the [City's HR website](#). Decisions regarding reasonable accommodations and exceptions are final absent changed circumstances. The City will consider accommodation requests on a case-by-case basis with consideration given to the request, the nature of the City Activity involved, applicable guidance, the safety of the volunteer, City employees, and others, and what measures can be taken, if any, to reasonably accommodate the volunteer.

### **Confidentiality and Privacy:**

All medical information collected from individuals related to a volunteer's vaccination status, will be treated in accordance with applicable laws and policies on confidentiality and privacy.

### **Consequences for Non-Compliance:**

Compliance with this Policy is a condition precedent before any individual may provide volunteer services to the City.

### **Questions**

Please direct any questions regarding this policy to Human Resources ([hr@takomaparkmd.gov](mailto:hr@takomaparkmd.gov)).