

**REVISIONS TO THE CITY OF WINSTON-SALEM COVID-19  
VACCINATION POLICY**

The following revisions to the City of Winston-Salem COVID-19 Vaccination Policy are recommended to provide additional financial incentives for employees to get fully vaccinated and to revise and extend the weekly testing requirement for unvaccinated employees, including additional progressive disciplinary measures.

- Establishes a vaccination financial incentive of \$200 for Full-Time Employees (\$100 for Part-Time Employees) who receive a booster.
- Extends the availability of the partial vaccination financial incentive of \$500 for Full-Time Employees and \$250 for Part-Time Employees beyond the four-week mandatory testing period.
- Authorizes department heads to provide exempt employees who are unvaccinated with comp time to get tested.
- Requires unvaccinated employees to provide proof of a negative test result each week by the deadline. Employees must provide results issued by the testing facility that include their name, testing location, date, and negative test result. If the negative test result is not available by the weekly deadline, employees must provide proof of testing to report to work. Proof of testing must be issued by the testing facility and include their name, testing location, and date. Asymptomatic employees may come to work as regularly scheduled while waiting for negative test results. A negative test result must then be provided by the following Monday.
- Reinforces that employees who test positive for COVID-19 must follow existing protocols for positive COVID-19 test results. Employees are not to report to work. In addition, if an employee tests positive for COVID-19, or is diagnosed with COVID-19 by a licensed health care provider, that employee will be removed from the system for mandatory testing during their quarantine period and will not be penalized for failing to adhere to weekly testing protocols. Employees and departments will have to work together to ensure that employees are appropriately quarantined and removed from the workplace according to the current CDC protocols and our workplace policies that affect a return to work after a positive COVID-19 diagnosis.
- Establishes additional disciplinary measures for non-compliance with the weekly testing requirement. The current vaccination policy provides progressive disciplinary measures for up to four incidents of non-compliance. The proposed revisions to the policy add the following progressive measures, highlighted in the table below.

First Missed/Refusal Week	Written Reprimand
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Second Missed/Refusal Week	One-Day Suspension Without Pay
Third Missed/Refusal Week	Three-Day Suspension Without Pay
Fourth Missed/Refusal Week	Five-Day Suspension Without Pay
Fifth Missed/Refusal Week	Ten-Day Suspension Without Pay
Sixth Missed/Refusal Week	Indefinite Suspension Without Pay

The progressive disciplinary process does not start anew with this revised policy. Any disciplinary action(s) received pursuant to the initial COVID-19 testing protocol adopted October 18, 2021 will still count for purposes of any subsequent disciplinary action(s) received in accordance with this revised policy.

- Notes that Human Resources will maintain records with the status of all employees as they submit their records of vaccination and testing.
- States that the City Manager will provide periodic reports to City Council and seek additional guidance regarding future measures.
- Includes edits to distinguish provisions established as part of the original policy from the proposed revisions.