



Office of the
City Manager

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Memorandum

TO: Mayor Joines, Mayor Pro Tempore Adams, and Members of the City Council
FROM: Ben Rowe, Assistant City Manager
DATE: October 18, 2021
SUBJECT: Responses to October 12 Committee Meeting Questions
CC: Lee D. Garrity

At the October 12, 2021 meeting of the City Council's Community Development/Housing/General Government Committee, staff presented information on the proposed COVID-19 Vaccination Policy. The following are responses to questions posed by members of the Council at that meeting.

How will employees provide proof of vaccination?

Employee Medical Services will be prepared to obtain and maintain these records in accordance with all applicable recordkeeping standards. Staff will verify that the employee's name on photo identification matches the name on the vaccination record being presented.

Will previously vaccinated employees receive the incentive?

The incentive will be granted to all employees who show proof of full vaccination status prior to the deadline. If an employee previously provided proof of full vaccination status, they will be eligible for the incentive and are not required to do anything additionally. If an employee is vaccinated but has not provided that proof, they will be eligible for the incentive as long as proof is presented on or before the deadline to Employee Medical Services.

Will there be an end date to this policy?

The dates will be determined by the approval and adoption date of the policy. Based on an October 18, 2021 adoption date and October 25, 2021 effective date, the following schedule will be established:

- 6-week full incentive qualification period: 10/25/2021 – 12/3/2021
- 4-week mandatory testing period: 12/5/2021 – 12/31/2021
 - Employees may qualify for a partial incentive if full vaccination is achieved after the initial qualification period, but before the close of the testing period.
- The City Manager will present an update on the policy's effectiveness to the Community Development/Housing/ General Government Committee on December 14, 2021 and will seek guidance from the City Council about next steps.

Will there be clearly defined parameters for obtaining a religious or medical accommodation?

Yes. The Human Resources staff will work with members of the City Manager's Office and City Attorney's office to ensure that all decisions are made in compliance with applicable regulations.

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City Council: Mayor Allen Joines; Denise D. Adams, Mayor Pro Tempore, North Ward; Barbara Hanes Burke, Northeast Ward; Robert C. Clark, West Ward; John C. Larson, South Ward; Jeff MacIntosh, Northwest Ward; Kevin Mundy, Southwest Ward; Annette Scippio, East Ward; James Taylor, Jr., Southeast Ward; City Manager: Lee D. Garrity

How will the City ensure accessibility to vaccines and tests for employees?

Employees will be permitted to get tested and/or vaccinated during work time. Employees will be required to work with their supervisor to schedule a time they can leave the worksite to do so. Due to legal considerations, the City will not provide vaccinations or conduct a clinic but will ensure all employees are aware of testing and vaccine clinics in our community. Some of those resources are listed below:

- COVID-19 Vaccine Scheduling with Forsyth County Public Health :
<https://app.acuityscheduling.com/schedule.php?owner=21690956>
- COVID-19 Testing Availability:
<https://covid19.ncdhhs.gov/about-covid-19/testing/find-my-testing-place/no-cost-community-testing-events>
- This is where EEs can go to find testing locations in the Forsyth County area:
<https://covid19.ncdhhs.gov/about-covid-19/testing/find-my-testing-place/test-site-finder>

Who is paying for the COVID tests?

The answer to this depends on the testing site. Employees who are tested at a test site operated by the North Carolina Department of Health and Human Services or other public health department will have tests administered free of charge. Employees who are tested at retail locations and other private establishments may file the test to their insurance. If the employee is insured by the City, the cost will be covered at 100 percent under the health insurance plan.