

FAQ Contents

Overview of Vaccination Mandate	1
Providing Your Vaccination Status in OnePhilly	4
Exemptions to the Vaccination Requirements	6
Information about the COVID-19 Vaccine	6

Overview of Vaccination Mandate

Why is the City implementing this vaccination mandate?

Philadelphia has worked hard to turn back COVID-19, and we have had success in doing so through our shared commitment to safety protocols, including vaccinations. However, that fight is not over, and the safe and effective COVID-19 vaccines remain our best weapon in this ongoing struggle. The COVID-19 vaccines have been the subject of significant public discourse since their creation, and the City realizes that some of its employees remain uncomfortable with vaccinations. However, evidence has demonstrated that all three currently-approved¹ COVID-19 vaccines are safe and effective at preventing serious illness². As public servants, we bear a responsibility to mitigate the harm that would result from inadvertent transmission of COVID-19 to our colleagues and the public and set an example for other organizations and companies. We owe it to them—and to ourselves—to do all we can to keep us all safe.

Based on the continued impact of the pandemic and acknowledging that vaccinations are the primary tool to reduce spread, on August 11, 2021, [the City announced](#) that all new employees starting on or after September 1, 2021 must be vaccinated as a condition of their employment and established additional masking requirements for current employees who remain unvaccinated after this date. Additionally, on August 16, 2021, the Board of Health for the City of Philadelphia issued an [Emergency Regulation Governing the Control and Prevention of COVID-19 Mandating Vaccines for Healthcare Workers and In Higher Education, Healthcare, and Related Settings](#). Most recently, the City announced that all exempt and non-represented civil service City employees must be fully vaccinated or have been granted an exemption from the vaccination requirement by December 1, 2021 and that the rest of our City workforce, which includes those employees represented by a

¹ Food and Drug Administration. (2021, October 15). *COVID-19 Vaccines*. Retrieved from Food and Drug Administration Website: <https://www.fda.gov/emergency-preparedness-and-response/coronavirus-disease-2019-covid-19/covid-19-vaccines>

² Centers for Disease Control. (2021, October 12). *Safety of Covid-19 Vaccines*. Retrieved from Centers for Disease Control Website: <https://www.cdc.gov/coronavirus/2019-ncov/vaccines/safety/safety-of-vaccines.html>

Frequently Asked Questions: Vaccination Mandates for City Employees & Contractors

Last Updated: November 22, 2021

union, as well as certain City contractors, be vaccinated or been granted an exemption by January 14, 2022.

What employees are covered by the City's vaccination mandates?

As of January 14, 2022, all City employees, including those who are part-time, temporary, and seasonal, are covered by a vaccination mandate. This includes employees who were covered by prior vaccination mandates, such as healthcare workers and exempt and non-represented City employees.

When do the City's vaccination mandates go into effect?

The vaccination mandate for exempt and non-represented civil services employees goes into effect on December 1, 2021 and for all represented City employees and covered City contractors on January 14, 2022.

Are contractors covered by the City's vaccination mandates?

Yes, certain contractors are required to be vaccinated or be granted an exemption to the vaccination requirements by January 14, 2022.

Those contractors include Embedded Contractors. For the purposes of this policy, Embedded Contractors are individuals who are not City employees, and either (1) fulfill a City staffing need by regularly spending more than one third of their work week providing services to the City pursuant to a City contract in such a time, manner, or place that members of the public or City employees could reasonably believe that they are City employees; or (2) utilize a City email address or wear a City uniform pursuant to a City contract.

Do I need to be fully vaccinated by the effective date of these mandate?

Yes or, if you are not fully vaccinated, you've been granted either a medical or religious exemption to the vaccination requirements by the deadline for the mandate. Fully vaccinated means you've completed the vaccination series and you've provided proof of your vaccination status in OnePhilly (as described below) by the deadline. So, in the case of a two-dose vaccination series, you've received both doses by that date and you've logged your vaccination status in OnePhilly by the deadline for the mandate that applies to you.

If I work from home, do I still need to be fully vaccinated?

Yes. These requirements apply to all employees regardless of the location of their work.

What if I don't get vaccinated nor am granted an exemption to the requirements by the deadline?

Any employee who has either not been fully vaccinated (which includes uploading their vaccination status as described above in the OnePhilly system) OR been granted an exemption to the vaccination requirements by the mandate deadline, will be considered unable to perform their duties, will be informed they may no longer report for work, and will be carried on unpaid status for up to fifteen business days. At the end of that period, if those employees have not received at least one dose of a COVID-19 vaccine, they will be separated from employment since they no longer meet the requirements of their job assignment.

What if I change my mind and decide to get vaccinated after the deadline of the mandate?

Any employee who chose not to get vaccinated or were not granted an exemption by the mandate deadline, will be given an opportunity to begin their schedule of vaccination during the 15-day period of unpaid leave and will have an appropriate length of time to complete that schedule of vaccines, as determined by the type of vaccine. During this time, the employee will be required to double-mask or wear an appropriate N95 or NIOSH equivalent as well as participate in regular testing as defined by the City until the vaccination schedule is complete. Should the employee fail to complete the schedule in the time frame provided, they will be separated from employment.

I'm fully vaccinated but haven't received a booster shot yet. Will that impact my employment with the City if I've not received my booster by the mandate deadline?

At this time, the City is not requiring employees to receive a booster shot as part of these vaccination mandates. However, we strongly encourage any employee who is fully vaccinated to receive a booster.

Will I be granted excused time to get vaccinated or if I have any side effects from my vaccination?

No. If an employee experiences an adverse reaction to the vaccine, they should report the issue to their HR or safety representative and seek treatment through the appropriate comp clinic for the duration of the reaction.

Will the City continue to provide comp time to employees who upload their vaccination cards to OnePhilly?

Frequently Asked Questions: Vaccination Mandates for City Employees & Contractors

Last Updated: November 22, 2021

Starting on December 15, 2021, the City will no longer offer four hours of comp time to employees for uploading their vaccination cards to OnePhilly. However, permanent City employees will be eligible to receive a vaccination bonus of up to \$300 if they complete their full schedule of vaccination and provide proof of their vaccination status by December 24, 2021, as described in further detail in the next question.

Who is eligible to receive a vaccination bonus?

Any permanent City employees who have completed their full schedule of COVID-19 vaccination and provided proof of their vaccination status by December 24, 2021 will receive a cash bonus up to \$300. The cash bonus will be distributed and apportioned in accordance with current City procedure regarding cash bonuses.

These bonuses do not extend to the following individuals:

- any employee receiving an exemption to the vaccination requirements;
- any employee working less than 20 hours per week; and,
- City contractors covered by this policy.

Will my vaccination status be used to make decisions about my employment?

Being vaccinated or obtaining a religious or medical exemption will be a condition of employment for all City employees. The City may provide those employees who have been granted exemptions with reasonable accommodations designed to enable them to continue working safely, which may include requiring adherence to certain safety protocols, job modification, or reassignment where necessary.

My union said that the vaccination mandate is subject to collective bargaining. Does that mean it won't apply to me?

[The vaccination mandate announced](#) on November 19th, which will cover all our represented employees, has been shared with each of our municipal unions. The City's goal in announcing the upcoming mandate for represented employees was to ensure you were provided as much notice as possible of the expectations and potential consequences of the mandate. It is the City's hope that our municipal unions will join us in their support of the City's policy, and we will continue discussions about partnering with the unions on implementation of the mandate to keep employees and the public safe.

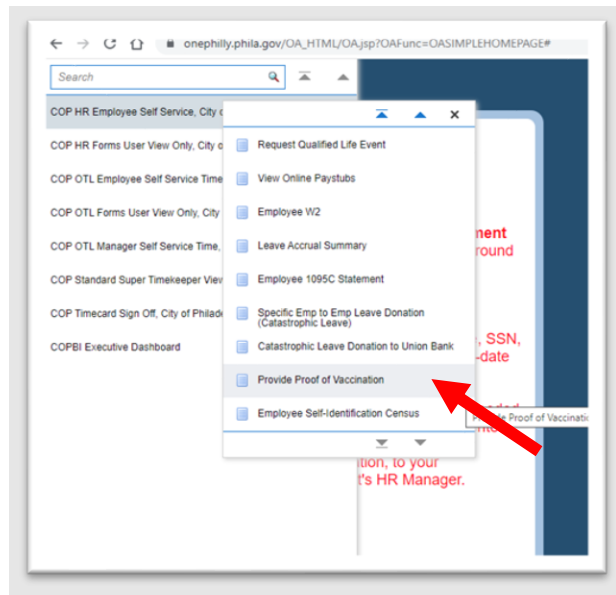
Providing Your Vaccination Status in OnePhilly

How do I provide proof that I've been vaccinated?

Frequently Asked Questions: Vaccination Mandates for City Employees & Contractors

Last Updated: November 22, 2021

City employees can provide proof that they've been vaccinated in one of two ways. First, they can upload a picture of their vaccination card or other medical documentation (i.e., a certified letter from a medical practitioner who administered your vaccine) through [Employee Self-Service \(ESS\)](#) under "Provide Proof of Vaccination" in the OnePhilly system – this can be accessed from their work or home computer as well as their mobile device. Instructions on how to do this can be found [HERE](#).



Second, they can provide proof of an employee's vaccination status to their HR Manager, who also can upload this information, on employees' behalf, to the OnePhilly system.

I'm concerned about sharing my vaccination card in OnePhilly. Is my information secure and who has access to this information?

Yes, only authorized employees have access to records held in OnePhilly, such as the departmental HR Manager. An employee's immediate supervisor or manager will be informed if their specific employees must double-mask or be tested but they do not have access to vaccination information in OnePhilly.

Is my supervisor allowed to ask or know my vaccination status?

Yes. According to the EEOC, vaccination status is protected medical information, should be confidentially maintained, and may not be shared beyond those who "need-to-know" an employee's vaccination status. Employers, including your supervisor, are considered "need-to-know" for an employee's vaccination status because they are responsible for ensuring workplace safety.

Exemptions to the Vaccination Requirements

How do I request a medical or religious exemption to the vaccination mandate?

Employees wishing to request either a medical or religious exemption from COVID-19 vaccination must complete and submit the appropriate exemption request forms. You may request these exemption forms from your departmental human resources professional or by emailing employeevax@phila.gov. The forms may also be found on the City's Remote Work website [HERE](#). The completed exemption request must be submitted to the Employee Relations Unit within the City's Department of Labor by the following dates:

- November 22, 2021 for exempt and non-represented employees to allow for enough time for the exemption to be reviewed and granted prior to December 1, 2021; and,
- December 20, 2021 for all represented employees to allow for enough time for the exemption to be reviewed and granted by January 14, 2022.

The Employee Relations Unit will review your exemption request and determine if an exemption applies. When circumstances necessitate, they will work with your department on this determination.

I've been granted an exemption to the vaccination requirements. What safety protocols will I be required to follow?

First, you will be required to double-mask (one cloth mask over a surgical mask) or wear an appropriate N95 or NIOSH equivalent. Second, you will also need to participate in routine testing at a frequency and manner to be determined by the City of Philadelphia in consultation with your Appointing Authority. We will work with employees granted exemptions as well as the employee's department, to determine what safety protocols are appropriate. Protocols can change based on recommendations from the Health department or Risk Management.

What if I fail to follow testing protocols and masking requirements once granted an exemption?

You will be considered insubordinate and non-compliant with this mandate; you will be carried AWOL and will be disciplined accordingly which could include dismissal.

Information about the COVID-19 Vaccine

I'm worried about the safety of the vaccination. Where can I find more information about COVID-19 vaccines?

Frequently Asked Questions: Vaccination Mandates for City Employees & Contractors

Last Updated: November 22, 2021

We recognize that the COVID-19 vaccines have been the subject of significant public discourse since their creation and that some of our employees remain uncomfortable with vaccinations. However, evidence has demonstrated that all three currently-approved COVID-19 vaccines are safe and effective at preventing serious illness.

It is important to review information about the vaccines that come from credible sources and contain content that is researched, written, and approved by subject matter experts like physicians, researchers, epidemiologists and contain peer-reviewed science.

Some examples of such sources are the Centers for Disease Control, the Food and Drug Administration, and the City's Department of Public Health. To find out more about the Safety of COVID-19 vaccines, visit the Centers for Disease Control website [HERE](#). You can also learn more about the approval process for COVID-19 vaccines at the Food and Drug Administration's website. And, lastly, the Department of Public Health's website contains an extensive Frequently Asked Questions about the COVID-19 vaccine [HERE](#). We also encourage you to talk with a trusted medical professional, like your primary care doctor, about your questions and concerns regarding the COVID-19 vaccine.

What should I do if I've lost my vaccination card?

[HERE](#) are instructions on how to request a copy of your immunization record. You may also call 215-685-5488 or email covid@phila.gov.

Where can I get vaccinated?

Vaccination locations are widely available throughout Philadelphia. To find a location most convenient to you, please visit the Department of Public Health's website [HERE](#).