



CITY OF PHILADELPHIA

OFFICE OF THE CHIEF ADMINISTRATIVE OFFICER

Stephanie Tipton
Chief Administrative Officer

1401 John F. Kennedy Blvd. - Suite 630
Philadelphia, PA 19102-1683
(215) 686-5267
FAX (215) 686-6537

MEMORANDUM

To: All City Employees

From: Stephanie Tipton, Chief Administrative Officer *SFT*
Michael Zaccagni, Human Resources Director *MZ*

Date: August 11, 2021

Subject: COVID-19 Vaccination and Masking Requirements for City Employees

The COVID-19 vaccine significantly decreases the chance of getting COVID-19 disease and is very effective at preventing hospitalization and death. To mitigate the spread of COVID-19 among our workforce and to further protect the public, the City of Philadelphia is issuing the following policy.

Applies to:

- All City employees

Effective Date:

- August 11, 2021: Indoor Masking Mandate
- September 1, 2021: Vaccination and Additional Masking Requirements

Protocols:

General Overview

- Effective August 11, 2021 at 12 p.m.:
 - In public areas of City buildings, all City employees and members of the public will be required to wear a mask regardless of vaccination status pursuant to an indoor mask mandate issued by the Philadelphia Public Health Department. Fully vaccinated staff will need to only wear one mask. In areas that are not open to the public, fully vaccinated staff do not need to wear masks. Unvaccinated staff will be required to be double-masked at all times when they are in an enclosed area with others.
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- By September 1, 2021:
 - Every new employee shall be vaccinated as a condition of employment. Proof, in the form of an official vaccination card or other appropriate medical documentation which demonstrates that the employee has completed their schedule of COVID-19 vaccinations shall be provided to the Appointing Authority prior to the employee's employment start date. Employees having received one dose of a two-dose series prior to their start date shall have 30 days following their start date to complete their schedule of vaccinations. Prior to completing their vaccination schedule, the new employees will be required to follow the mask requirements

detailed below for unvaccinated employees. Exemption requests to this vaccination requirement will be assessed on an case-by-case basis.

- All current employees must provide proof, in the form of an official vaccination card or other appropriate medical documentation, that they've completed their schedule of COVID-19 vaccinations, or comply with enhanced masking requirements as detailed below. A copy of an employee's medical documentation of their vaccination status shall be uploaded in OnePhilly through Employee Self-Service or presented to the employee's HR manager by this date.
- Employees shall earn 4 hours of special compensatory time once they provide this proof.
 - Please note that this benefit does not apply to uniformed employees or those covered by binding interest arbitration.
- Any employee who has failed to provide proof of vaccination status or is unvaccinated shall wear one cloth mask over a surgical mask. Masks may be removed while the employee is in a room alone with the door closed or while eating and drinking at least 6 feet from others, as well as outdoors.
- If the employee is unable to obtain the surgical masks required by this policy, they shall be provided by the City of Philadelphia.
- Unvaccinated employees with disabilities that prevent them from wearing a mask should discuss with their Appointing Authorities potential reasonable accommodations for the masking requirement.
- The City reserves the right to require unvaccinated employees to participate in regular COVID-19 testing in the future.
- Any employee found to not be in compliance with the requirements of this policy shall face discipline up to and including termination.
- At any time after September 1, 2021, an employee may still provide medical documentation that they've completed their schedule of COVID-19 vaccinations. Two weeks following their final dose, the employee will no longer be required to wear the additional respiratory protection required by this policy, although single masks will still be required in public areas.
- This policy does not supersede any vaccine mandates that may be required under Federal, State, or local law.

Vaccination

- Vaccination remains one of the most effective ways for us to mitigate the spread of COVID-19 in the workplace.
- 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](#).
- If an employee has lost their COVID-19 vaccination card, they may request a copy of their immunization record by emailing COVID@phila.gov, or by calling (215) 685-5488.