



DATE: August 25, 2021
TO: All SLOCOE Employees
FROM: Thomas Alvarez, Chief Human Resources Officer
RE: **SLOCOE Staff Vaccination Verification, Weekly Testing and Workplace Requirements**

Dear SLOCOE Employees,

On August 11, 2021, Gov. Gavin Newsom announced that [California will require schools to verify the vaccination status of all workers on a school campus](#). Unvaccinated and incompletely vaccinated** workers and any employee who have not verified his/her vaccination status will be required to participate in weekly COVID-19 testing. All school staff are required to wear appropriate personal protective equipment, including face coverings regardless of vaccination status.

SLOCOE will implement the vaccine verification requirement and weekly testing immediately, as a condition of employment for all current employees. Unvaccinated and incompletely vaccinated employees will have required weekly testing beginning on September 7, 2021. SLOCOE employees who have not submitted appropriate documentation of their vaccination status are considered unvaccinated and are subject to the weekly testing requirement. These new requirements apply to all SLOCOE employees, volunteers, and/or adults who interact with students.

If you have not already done so, please complete the [Vaccination Attestation and Verification form](#) as soon as possible.

Unvaccinated or incompletely vaccinated employees are encouraged to utilize the COVID testing locations provided by the SLO County Public Health Department. The [community testing sites](#) are located at <https://www.emergencyslo.org/en/testing-locations.aspx> and online registration greatly accelerates the process.

Unvaccinated employees please schedule your weekly testing appointments at the SLO County Public Health community testing sites starting the week of September 7, 2021. Please schedule your weekly testing appointments outside your regular work hours. If work schedule adjustments are needed please consult with your direct supervisor.

You will be responsible for submitting your test results weekly via email or hard copy to Jenni Pong, Confidential Human Resources Specialist, at jpong@slocoe.org located at the SLOCOE Main Office.

If you have not yet been vaccinated and wish to do so, [vaccine clinics](#) around the county make vaccination free and easy. Learn more at <https://www.recoveryslo.org/en/when-and-where-can-you-get-vaccinated.aspx>. Once you become fully vaccinated please update your status utilizing the Vaccination Attestation and Verification form at that time.



Masking Requirements

[Face Covering Guidance issued by the California Department of Public Health \(CDPH\)](#)

It is expected that all employees, regardless of vaccination status, continue to wear a mask in all common areas while indoors and while on student sites in accordance with the CDPH School Guidance and Cal/OSHA. Face coverings are not required when alone in private workspaces that are appropriately separated from others.

All visitors to any indoor SLOCOE facility must wear face coverings, regardless of vaccination status, unless they meet one of the following:

1. They are under 2 years of age.
2. They have a medical condition, mental condition, or disability that prevents wearing a face covering.
3. They are hearing impaired or actively communicating with a person who is hearing impaired where the ability to see the mouth is essential for communication.

Pursuant to CalOSHA and CDPH Guidance regarding the Use of Face Coverings, employees are not required to wear face coverings when outdoors at any site, though face coverings are greatly recommended for unvaccinated persons outdoors where there is sustained close contact within 6 feet of others, particularly in crowded outdoor settings.

COVID-19 Workplace Requirements and Reminders

If you feel ill prior to reporting to the office, you are directed to do the following:

- **Stay home**
- **Notify your direct supervisor**
- **Schedule COVID testing**
- **Work from home (if applicable) and stay home until test results arrive**
- **Notify your direct supervisor of COVID test results and await next steps.**

If you are reporting to a SLOCOE worksite/facility you are required to complete the [Daily Covid Self Check Affirmation](#) form.

Perform a daily [self-assessment](#) before you come to work. Employees who display signs of illness will be sent home.

- Measure your temperature prior to entering your workspace utilizing the COVID Cart.
- Wear your face covering; use a disposable one from the COVID Cart as needed.



All SLOCOE employees are responsible for following safe work practices, complying with all guidelines, directives, policies and procedures, and assist with maintaining a safe work environment. Employee Health and Safety protocol training and materials are available at: <https://www.slocoe.org/covid-19-information-resources/covid-19-information-for-employees/>

Please do not hesitate to reach out to Human Resources by phone or email us if you have any questions. Thank you for your continued service.

***"Fully Vaccinated:"** Individuals who are considered fully vaccinated for COVID-19: two weeks or more after they have received the second dose in a 2-dose series (Pfizer-BioNTech or Moderna or vaccine authorized by the World Health Organization), or two weeks or more after they have received a single-dose vaccine (Johnson and Johnson [J&J]/Janssen).

****"Incompletely vaccinated:"** Persons who have received at least one dose of COVID-19 vaccine but do not meet the definition of **fully vaccinated***.