

November 1, 2021  
COVID-19 Vaccine Policy

Pursuant to Executive Order No.: 7, the following is the POLICY for all City Employees for updated vaccination, masking, and testing requirements.

Subject to applicable law, including ADA and Title VII accommodation requirements:

- Vaccinated City employees with an approved accommodation are required to wear masks over their mouth and nose inside common areas, shared vehicles, and in group settings.
- Unvaccinated City employees are required to wear masks over their mouth and nose at all times inside City facilities.
- These guidelines are subject to change. Notice of any changes will be provided in writing.

The City of Pittsburgh has determined that for the safety of City employees and the general public with whom City employees interact, it is necessary that City employees be vaccinated subject to approved exceptions. Therefore, the City has implemented the following requirements related to vaccinations and testing:

- Vaccinations are required as a condition of employment for all new City Employees as of Monday, August 9, 2021.
- City employees who cannot be vaccinated due to medical or religious reasons may seek a medical or religious accommodation to be exempt from the vaccine mandate. However, unvaccinated City Employees, who are not vaccinated because of approved health or religious exemptions, must be tested weekly.
  - To request a religious exemption from vaccination or testing please use [this form](#) and submit to your department's HR Business Partner.
  - To request a medical accommodation related to vaccination or testing, please use [this form](#) and the [health care provider documentation form](#) and submit to Charlene Holder ([charlene.holder@pittsburghpa.gov](mailto:charlene.holder@pittsburghpa.gov)).
- Unless they have an approved accommodation to be exempt from the vaccine mandate, beginning **December 22, 2021**, each City Employee will be required to be fully vaccinated. All City Employees will need to submit either proof of full vaccination to their designated department/bureau representative if they have not done so already or an approved accommodation exempting them from vaccination.
  - Employees may seek permission to use a City vehicle to get a vaccine during the workday.
  - Employees are eligible for 300 Mojo points for getting the vaccine.
- Designated department/bureau representatives will need to track and submit copies of vaccination records to Charisse Smith ([charisse.smith@pittsburghpa.gov](mailto:charisse.smith@pittsburghpa.gov)) who will store the information in the employee's confidential medical file.
- City Employees with an approved accommodation must submit COVID test results to their designated department representative by each Friday at 5pm, beginning on December 24, 2021.
  - Any COVID test is acceptable - nucleic acid amplification tests ([NAATs](#), the most common is a PCR test) or [antigen](#).
  - I&P has developed a secure online form for employees to submit test results that is managed by the designated department/bureau representatives. Employees with an approved accommodation should contact their designated department/bureau representative to determine how they should submit test results, including whether to submit electronically or in hard copy.

- Employees with an approved accommodation need to plan in order to receive *results* by **Friday at 5pm** or let their designated department/bureau representative know and show proof of a test. Please note some labs take 2-4 days to return results.
- COVID-19 tests are available at no cost nationwide at health centers and select pharmacies. The Families First Coronavirus Response Act ensures that COVID-19 testing is free to anyone in the U.S., including the uninsured. See below for free testing sites.
- Any employee with a positive COVID test must notify their supervisor immediately and follow the City's protocols found [HERE](#).
- If an accommodation is granted and the city employee tests positive for COVID-19, the employee may request a temporary, six (6) week, deferral from the testing requirement after receipt of a positive PCR test by a documented a medical provider is provided to HRCS.
- Based on operational needs of a department or bureau, unvaccinated City Employees with an approved accommodation should initially seek supervisory approval to get their COVID tests during the workday. If not operationally feasible at the discretion of a supervisor, unvaccinated City Employees may request compensation for obtaining a COVID test outside of regular work hours.
- City Employees are also permitted to seek medical or religious accommodations related to the testing requirement, such as alternative screening. Unvaccinated employees who obtain a religious or medical accommodation related to testing may be required to follow alternative COVID-related protocols.
- The City will only grant religious or medical accommodations related to vaccinations or testing as required by applicable law.
- City Employees who fail to follow this policy will be subject to employment consequences including unpaid leave and/or discipline in accordance with the City's progressive discipline policy for the following acts of misconduct:
  - Failure to become vaccinated without an approved accommodation from HR;
  - Failure to wear masks when required;
  - For those who are unvaccinated with an approved accommodation from HR, failure to submit weekly test results by Fridays at 5pm (starting on December 24, 2021) to their designated department/bureau representative;
  - For those who are unvaccinated with an approved accommodation from HR and have not resumed testing after the six-week deferral period following the receipt of a positive PCR test; and/or
  - For those permitted alternative screening, failure to follow screening requirements.

#### **Additional protocols**

- All employees need to submit the [Return from Travel Form](#) after any out of state travel.
- To find a vaccine: [www.vaccines.gov](http://www.vaccines.gov)
- To find a test: [Allegheny County](#), [CVS](#), [Rite Aid](#), [Quest Diagnostics](#), [Walgreens](#)

I acknowledge that I have reviewed and understand the above guidelines. I understand it is my responsibility to comply with these guidelines.

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Signature

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Date