



## **CITY OF CENTRAL FALLS**

**Effective Date of Policy: October 1<sup>st</sup>, 2021**

### **COVID-19 Policy and Procedures**

The City of Central Falls has created this policy in response to the development of the Delta Variant of the SARS-CoV-2 (“Delta Variant”) within the ongoing COVID-19 pandemic. The Delta Variant of the SARS-CoV-2 has a greater viral load and is multiple times more contagious than the original SARS-CoV-2 virus, which has led to an increase in transmissions, catapulting Rhode Island to the ‘high’ level of community transmission as defined by the Center for Disease Control and Prevention (“CDC”).

To address this serious threat to public health, the City of Central Falls has taken additional measures to limit the spread of the Delta Variant and other new variants of concern. To this extent, Mayor Maria Rivera issued an Executive Order Requiring Employee Vaccinations to Keep Residents and Employees Safe (2021-0015) effective October 1<sup>st</sup>, 2021, declaring the following:

- All persons currently employed by the City of Central Falls, including temporary, part-time, volunteer, and contract staff, are required to either have completed a full vaccination series against the COVID-19 virus before October 1<sup>st</sup>, 2021, or agree to submit to weekly polymerase chain reaction (“PCR”) testing for the presence of the COVID-19 virus. “Fully Vaccinated” shall be defined as having completed the full course of one of the currently recognized COVID-19 vaccines, by having received either one or two doses, whichever is required to complete the series of their brand of vaccine.
- All persons currently employed by the City of Central Falls, including temporary, part-time, volunteer, and contract staff, are required to comply with any relevant state or federal vaccination requirements.
- In the event an employee opts not to receive one of the currently available COVID-19 vaccines, they shall submit to weekly PCR testing for the presence of the COVID-19 virus, which must have a negative result.

This policy will provide guidance on the procedures City of Central Falls employees will be expected to follow with regard to:

- I. Proof of Vaccination and Sworn Affidavit**
- II. State and Federal Vaccination Requirement Compliance**
- III. Vaccination Opt-Out**
- IV. Mandatory PCR Testing of Unvaccinated Employees**
- V. PCR Testing of Vaccinated Employees**
- VI. Sick Leave**
- VII. Discipline for Noncompliance**

## I. Proof of Vaccination and Sworn Affidavit

Fully vaccinated employees are required to forward the following to the Human Resources Department no later than October 15<sup>th</sup>, 2021, or immediately upon hire:

- Proof of Vaccination
- Sworn Affidavit

### *Proof of Vaccination*

- The COVID-19 Vaccination Record Card does not suffice as proof of vaccination. Adequate proof of vaccination may be obtained from the Rhode Island Department of Health Vaccination Record portal, at <https://portal.ri.gov/VaccineRecord/s/>.



**COVID-19 Vaccination Record Card**

Please keep this record card, which includes medical information about the vaccines you have received.

Por favor, guarde esta tarjeta de registro, que incluye información médica sobre las vacunas que ha recibido.

Last Name \_\_\_\_\_ First Name \_\_\_\_\_ MI \_\_\_\_\_

Date of birth \_\_\_\_\_ Patient number (medical record or IIS record number) \_\_\_\_\_

Vaccine	Product Name/Manufacturer Lot Number	Date	Healthcare Professional or Clinic Site
1 <sup>st</sup> Dose COVID-19		mm / dd / yy	
2 <sup>nd</sup> Dose COVID-19		mm / dd / yy	
Other		mm / dd / yy	
Other		mm / dd / yy	

**ANA MARIA**  
COVID-19 Vaccine History  
Date of Birth:

Date Administered: January 16, 2021  
Manufacturer: Moderna  
Product: COVID-19 PF MOD  
Lot Number: 026L20A  
Injection Site: Left Arm  
Provider: Asthenis, LLC

Date Administered: February 13, 2021  
Manufacturer: Moderna  
Product: COVID-19 PF MOD  
Lot Number: 031L20A  
Injection Site: Left Arm  
Provider: Asthenis, LLC

No further doses are recommended.



Rhode Island Department of Health COVID-19

For more information, please call the healthcare provider who administered your COVID-19 vaccine or visit <https://covid.ri.gov/vaccination> (<https://covid.ri.gov/vaccination>) for general information.

### *Sworn Affidavit*

- Employees must submit a Sworn Affidavit – Vaccination Record attesting to the validity and truth vaccination record provided.

## **II. State and Federal Vaccination Requirement Compliance**

In addition to complying with this policy, some personnel may be subject to state and federal vaccination requirements (e.g., healthcare workers and EMT license holders). The City of Central Falls requires such personnel to comply with state and federal vaccination requirements applicable to them.

Failure to comply with federal vaccination requirements will result in immediate disciplinary action, to be determined on a case-by-case basis under the management rights provision of each contract.

## **III. Vaccination Opt-Out**

Employees who are not yet vaccinated by October 15<sup>th</sup>, 2021, regardless of reasoning (e.g., medical, or religious), must:

- Submit a COVID-19 Vaccination Opt-Out Form no later than October 15<sup>th</sup>, 2021.
- Submit to weekly PCR testing (see below).

## **IV. Mandatory PCR Testing of Unvaccinated Employees**

Employees who are not vaccinated by October 15<sup>th</sup>, 2021, must submit to weekly PCR testing.

PCR testing is to take place outside of the employee's assigned work hours, and test results must be submitted directly to the Human Resources Department each Friday at 12:00 p.m. Results may be submitted in person to the Human Resources Department located at 580 Broad Street, Central Falls, 02863, or through email [aurena@centralfallsri.us](mailto:aurena@centralfallsri.us).

Only results issued by the Rhode Island Department of Health are acceptable. Link to RIDOH COVID Test Result Portal Instructions: <https://health.ri.gov/publications/guides/covid-test-result-portal-user-guide.pdf>.

Positive Result- In the case of a positive result, the employee will be required to isolate for ten (10) days, as required by the CDC, beginning from: (i) the date of symptom onset if symptomatic; or (ii) the date of first positive PCR result if not symptomatic.

## **V. PCR Testing of Vaccinated Employees**

Both vaccinated and unvaccinated individuals are capable of spreading the Delta Variant. Vaccinated employees may wish to submit to testing for any reason, and the City of Central Falls strongly recommends that they do so on a weekly basis.

Positive Result- In the case of a positive result, the employee will be required to isolate for ten (10) days, as required by the CDC, beginning from: (i) the date of symptom onset if symptomatic; or (ii) the date of first positive PCR result if not symptomatic.

## **VI. Sick Leave**

Absences due to a positive PCR test, or for any other reason related to the COVID-19 virus, will be covered under the employee's accrued paid sick leave, unless otherwise provided for in their Collective Bargaining Agreement.

## **VII. Discipline for Noncompliance**

Failure to comply with the Executive Order referenced above, or with the procedures outlined in this policy, will result in disciplinary action to be determined on a case-by-case basis under the management rights provision of their contract.

## **Employee Acknowledgement and Receipt – COVID-19 Vaccination Policy and Procedures**

I have been provided with a copy of the City of Central Falls COVID-19 Vaccination Policy and Procedures. Acknowledgment of its receipt and my understanding of the policy are indicated by my signature below.

\_\_\_\_\_  
Print Name

Department: \_\_\_\_\_

\_\_\_\_\_  
Employee's Signature

Date: \_\_\_\_\_

Revised August 2021