



# COVID-19 VACCINATION

## POLICY

OCTOBER 2021

### COVID-19 Vaccination Policy

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### Section 1: Purpose

It is the Town of Shallotte’s duty to provide and maintain a workplace that is free of known hazards, we are adopting this policy to safeguard the health of our Employees and their families; our customers and visitors; and the community at large from COVID-19. Clinical research shows that the dangers associated with COVID-19 may be significantly reduced by vaccination. This policy will comply with all applicable laws and is based on guidance from the Centers for Disease Control and Prevention and local health authorities, as applicable.

This policy was approved by the Board of Aldermen on August 3, 2021.

### Section 2: Scope

All Employees, including full-time, part-time, seasonal and temporary Employees, are required to receive the COVID-19 vaccination, or to submit to bi-weekly COVID-19 testing.

Employees are also reminded and encouraged to:

- SANITIZE workstations, equipment, and vehicles regularly.

Continue to follow the 3 W’s:

- Wear: a mask over your mouth and nose
- Wait: 6 feet apart. Avoid close contact
- Wash: your hands or use hand sanitizer

Seek vaccinations to help slow the spread of COVID-19:

- <https://covid19.ncdhhs.gov/vaccines>



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### Section 3: Procedures

The Town of Shallotte will help Employees in locating a testing site if they need assistance with the Covid-19 vaccine. Employees can also get assistance from their preferred healthcare provider.

Should an Employee not want to take the Covid-19 vaccination, testing for the virus is required. A testing site will be provided by the Town from 7 a.m. to 11 a.m. in the Council Chambers, located at 110 Cheers Street, Shallotte, NC. The dates will be determined and distributed to Department Heads and Employees.

The cost of testing at the Council Chambers will be covered by our insurance provider with no co-pay charged to the Employee. Should you prefer to test at your preferred healthcare provider, any cost incurred will be the responsibility of the Employee.

A driver's license and insurance card will be necessary for testing at the Town provided site. Preregistration has been distributed and Employees are encouraged to pre-register prior to testing. Registration help will be provided to those who need assistance.

Before the deadline of October 28, 2021, all Employees will be required to provide either proof of full vaccination status or begin their first bi-weekly testing.

### Section 4: Testing

Unvaccinated Employees will be required to submit to COVID-19 testing bi-weekly. Test kits will be provided by our testing laboratory on the prescribed dates provided to Department Heads and Employees.

Test results will be emailed or texted to each individual. Should you not be present at the Town provided testing time, you will need to make arrangements for your own testing. Results of testing must be submitted to Human Resources within 48 hours of the date of testing with negative results seven (7) days before/after the Town's testing date. Testing should be done in such a manner as to be minimally disruptive to the work of the Town.

Unvaccinated Employees who fail to submit to testing will be sent home. Employees who choose to not be vaccinated or tested for Covid-19 may use accrued Vacation or Earned Comp Time to supplement lost time from work. Sick time will not be allowed to be used. After the first testing session, Employees who continue to not follow Town Policies will subject to disciplinary actions as provided by the Town's Personnel Policy.

Should an Employee plan his/her vacation to fall on a testing time provided by the Town, prior approval for a one-time exemption may be considered. Without prior approval from the Department Head and the Town Manager, the Employee should plan to be tested at their preferred healthcare provider prior to returning to work. Testing must be submitted to Human Resources within 48 hours of the date of testing with negative results seven (7) days before/after the Town's testing date.



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### Section 5: Compensation

All Employees who are required to be tested will do so during times established. If testing time occurs when the Employee is not on duty, they will be compensated for their time not to exceed one hour. Employees are to work with their supervisors to schedule appropriate time to comply with this policy. If the Employee chooses to use his/her own testing site, they will not be compensated for the one hour of testing time.