I. PURPOSE

A public health emergency was declared by the State of Arizona and the Federal government to address the 2019 novel Coronavirus (COVID-19) pandemic, and this public health emergency continues. Throughout the pandemic outbreak and community spread, the County has continued to provide necessary and required services to the community, while ensuring the safety of its employees. At this point in the pandemic, COVID-19 vaccinations are readily available to Pima County employees.

Pima County supports widespread vaccination against COVID-19, to include the vaccination of our employee population. The primary goal of this procedure is to have as many employees fully vaccinated against COVID-19 as possible, which will ensure a safer work environment for all employees and curb spread of the virus. This procedure will describe efforts the County will undertake to effectuate its position.

II. DISCUSSION

A. An employee seeking a COVID-19 vaccination is:

1. Allowed up to 90 minutes of paid work time for each required vaccine dose administration (no more than 180 minutes per employee, contingent upon the brand of vaccine and its dosage requirement). This paid work time is only available to you if your vaccination appointment is during your regular work hours and you would otherwise have been at work during your appointment time.

2. Allowed to use up to two (2) days’ worth of County Pandemic Outbreak Leave time (if not exhausted) when receiving the vaccine and suffering side effects from the vaccine administration that renders the employee unable to work for up to two (2) calendar days, within 48 hours of vaccine administration.

B. An employee is considered fully vaccinated at two weeks after the last required vaccine dose has been administered. An employee who is fully vaccinated against COVID-19:

1. While there are multiple ways to earn BeWell points, employees who become fully vaccinated may qualify for 50 BeWell points which equates to a discount of $5 per pay period, or $130 annually (by health insurance plan year).
2. In accord with CDC recommendations, will face less-restrictive travel guidelines with an immediate return to work after conclusion of travel, so long as the traveling employee has experienced no symptoms.

3. In accord with CDC recommendations, will be permitted to return to work when exposed to a positive COVID-19 case if the exposed employee remains asymptomatic.

4. After experiencing an onset of COVID-19 symptoms, will be permitted to return to work upon receipt of a negative COVID-19 PCR test result and symptom free for 48 hours.

C. An employee who is not fully vaccinated against COVID-19 must adhere to the following guidelines:

1. In accord with CDC recommendations, quarantine for 10 consecutive days upon return from nonessential travel or attendance at high-risk events, and the employee must use their vacation time during the quarantine period.

2. In accord with CDC recommendations, quarantine for 10 consecutive days when exposed to a positive COVID-19 case, as long as remain symptom free.

3. Quarantine for 14 consecutive days after onset of symptoms, with return to work no sooner than day 15, so long as no symptoms for 24 hours preceding return to work.

4. Suspend any previously approved outside or off-duty employment that requires the employee to work outside of their home. This suspension is due to outside or off-duty employment posing unnecessary risk for other Pima County employees and creating a potential direct threat.

III. PROCEDURE

An employee may initiate the vaccination scheduling process by contacting their Appointing Authority.

IV. REFERENCES

Board of Supervisors Policy C 2.9, Temporary Policy – Novel Coronavirus (COVID-19)

Board of Supervisors Policy D 23.20, Attendance Policy During Influenza or Other Viral Pandemic Outbreak

Personnel Policy 8-111, Outside Employment

Administrative Procedure 23-29, Reasonable Accommodation of Applicants and Employees with Disabilities