



# County of Yolo

## Administrative Policies and Procedures Manual

<b>TITLE:</b> FACE COVERING EXEMPTION	<b>DEPARTMENT:</b> HUMAN RESOURCES
<b>TYPE:</b> POLICY & PROCEDURE	<b>DATE:</b> JUNE 18, 2021

Pursuant to Cal/OSHA’s COVID-19 Emergency Temporary Standards (ETS) and Governor Newsom’s Executive Order N-09-21, “fully vaccinated<sup>1</sup>” employees are no longer required to wear a face covering in the workplace.

If an employee would like to be exempt from wearing a face covering pursuant to Cal/OSHA’s ETS due to being fully vaccinated, they must:

1. Request to have a private meeting with their direct supervisor [alone, out of hearing distance of other employees].
2. In that private meeting, inform their supervisor that they request an exemption from wearing a face covering in the workplace.
3. As proof of being fully vaccinated, provide to their supervisor a vaccination card, an image of their vaccination card, or a health care document showing their vaccination status.

Supervisors shall confirm their employee is fully vaccinated, as described herein, and notate in a confidential ledger that the employee qualifies for a face covering exemption. An example of an acceptable ledger would be a password protected Excel worksheet wherein column “A” lists the employees name and in column “B” there is an indication of whether or not that employee has received an exemption from wearing a face covering in the workplace. The ledger shall be confidentially maintained. In addition, the supervisor shall not make a copy of the employee’s proof of vaccination, nor record the type of vaccine the employee received or the date the employee received the vaccine.

**Figure 1: Sample Confidential Ledger Layout**

<b>Department:</b>	<input type="text"/>	
<b>Unit / Team:</b>	<input type="text"/>	
<b>Supervisor:</b>	<input type="text"/>	
Employee Name	Exemption	Date
Amanda Lynn	X	6/18/2021
Joe King	X	6/18/2021
Justin Thyme	X	6/21/2021
Kay Oss	X	6/22/2021

It is important to note that an employee wearing a face covering after the implementation of this policy does not necessarily mean the employee is not fully vaccinated. Employees that are fully vaccinated may prefer to continue to wear a face covering in the workplace.

This Face Covering Exemption Policy is voluntary. It is up to the employee to initiate contact with their supervisor if they desire a face covering exemption. Supervisors should not proactively engage an employee in regard to obtaining an exemption.

The COVID-19 pandemic has and continues to be a deeply personal experience. Discrimination or harassment of those who choose not to be vaccinated or continue to choose to wear a face covering is strictly prohibited.

<sup>1</sup> “Fully vaccinated” means the employer has documented that the person received, at least 14 days prior, either the second dose in a two-dose COVID-19 vaccine series or a single-dose COVID-19 vaccine. Vaccines must be FDA approved; have an emergency use authorization from the FDA; or, for persons fully vaccinated outside the United States, be listed for emergency use by the World Health Organization (WHO).