



## COVID-19 VOLUNTARY VACCINATION POLICY FOR CITY OF MILWAUKEE EMPLOYEES

### DEPARTMENT OF EMPLOYEE RELATIONS

Effective January 12, 2021; February 5, 2021; February 17, 2021; March 30, 2021

Revised April 28, 2021

#### PURPOSE

In accordance with the City of Milwaukee's duty to provide and maintain a workplace that is free of known hazards, this policy is to safeguard the health and wellbeing of City employees and their families and the community we serve, from COVID-19 through an effective vaccination policy and protocol. The City of Milwaukee strongly encourages employees to receive the COVID-19 vaccination as soon as possible based upon the availability of the vaccine and vaccination prioritization guidelines. This policy complies with applicable laws and is based on guidance from state and federal agencies as applicable.

#### SCOPE

This Policy applies to all general city employees. It is recommended that the Fire and Police Commission develop a policy for sworn members and civilian employees of the Fire and Police departments.

#### GENERAL REQUIREMENTS

Participation in the City of Milwaukee's vaccine program is completely voluntary for all employees. Following CDC guidance, all employees, regardless of vaccination status, are required to comply with the City's face covering policy and other safety measures such as social distancing, washing hands, working remotely (if their job allows), staying home when sick and other COVID-19 safety measures for the foreseeable future or **until additional guidelines are provided indicating otherwise**. In addition, employees are required to comply with the City's COVID-19 policy and administrative guidelines until further notice.

#### VACCINATION PROCEDURE

The City of Milwaukee initially provided COVID-19 vaccinations through the Milwaukee Health Department (MHD) to City employees following a distribution schedule outlined by state and local health authorities. As vaccination guidelines and availability increased to include all Wisconsin residents age 16 and older, employees now have the opportunity to schedule and receive vaccinations through a wide variety of organizations including healthcare providers, community clinics, local pharmacies, etc. The City encourages employees to take advantage of COVID vaccination sources where they are able to find scheduling availability through [www.milwaukee.gov/CovidVax](http://www.milwaukee.gov/CovidVax). Employees can also use the CDC tool, [www.vaccinefinder.org](http://www.vaccinefinder.org) to help locate available vaccine providers in their area who are open to the public.

Employees will be asked screening questions before receiving the vaccination and may be advised not to receive the vaccine based on their responses. **Employees may be required to sign vaccine consent forms or other documentation depending on where they receive the vaccination. If employees receive vaccinations from the MHD**, information collected on consent forms will be used to document employee authorization for receipt of vaccines. The consent information will be shared through the Wisconsin Immunization Registry (WIR) and with other health care providers directly involved with the employee to assure completion of the vaccine schedule. The MHD will not disclose employee vaccine records to the

Department of Employee Relations or to any other City department/person/entity absent a valid authorization or as otherwise permitted by federal and state medical privacy laws.

Managers, supervisors, and department heads are restricted from asking employees any questions about their vaccination status, except for certain positions in the Health Department and Fire Department. If an employee chooses to voluntarily disclose vaccination status to human resources or a manager for the purposes of determining quarantine requirements after an exposure to COVID-19, the disclosure should only be limited to vaccination status and not include any additional medical information. Any employee disclosure of vaccination status should be treated as private and confidential medical information.

The availability and/or receipt of a COVID-19 vaccination may necessitate review of a high-risk employee's ongoing need for a reasonable accommodation. Each employee's situation will be evaluated independently in light of that employee's specific circumstances. For more information on the accommodation process, see the City's COVID-19 Policy and Administrative Guidelines: [www.milwaukee.gov/COVID-19GUIDELINES](http://www.milwaukee.gov/COVID-19GUIDELINES).

There will be no cost to the employee to receive the vaccination. The cost of the vaccination will be covered by the City of Milwaukee if the City is administering the vaccine or it will be covered at 100% for employees enrolled in the City of Milwaukee's health insurance plan through Unitedhealthcare.

Employees who participate in the City of Milwaukee's Wellness Healthy Rewards program will earn Healthy Rewards points for receiving the COVID-19 vaccination.

Employees are permitted to receive the vaccination while on paid work time and departments must provide flexibility in scheduling to allow employees to receive the vaccination during their scheduled work hours. General city employees should use Miscellaneous Unapplied Time (069) when scheduling their vaccination appointment during work time. If an employee has a bad reaction to the vaccination beyond the time constraints allowed under Chapter 350-37-1-b and is unable to work, the employee is required to use their own sick leave. Employees experiencing side effects from the vaccine should reference the City's COVID-19 Policy and Administrative Guidelines: [www.milwaukee.gov/COVID-19GUIDELINES](http://www.milwaukee.gov/COVID-19GUIDELINES) for guidance on returning to work.

Employees are eligible to get the vaccine regardless of previous infection status and whether or not they have had COVID-19. Employees who are currently infected with COVID-19 should defer getting the vaccine until they have recovered from any acute illness associated with the infection (if they had symptoms) and criteria have been met for them to discontinue isolation. Employees who are pregnant or trying to become pregnant, those who are breastfeeding and those with other medical conditions should discuss the risks and benefits of the vaccine with their healthcare provider before receiving it.