

**470 – COVID-19 Vaccination**

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**470 – COVID-19 Vaccination****1.0 PURPOSE**

Consistent with its duty to provide and maintain a workplace that is free of recognized hazards, the Des Moines Pool Metropolitan Park District (District) has adopted this policy to safeguard the health and well-being of employees and their families; our District and visitors; others who spend time in District facilities; and the community from infectious conditions that may be mitigated through an effective vaccination program. This policy is intended to comply with all state and local laws.

**2.0 POLICY**

2.1 The District has determined that because Highline School District owns the Mt. Rainier Pool, in accordance with the [WA State Governor Proclamation 21-14.1](#), signed on August 20, 2021, the pool work site is defined as an Educational Setting and all employees and volunteers working at the site must comply with the following requirements as set forth in the Proclamation.

2.1.1 Receive a COVID-19 vaccination and be fully vaccinated by October 18, 2021, or

2.1.2 Complete required documentation to be considered for medical and/or religious exemption (see Section 7).

**3.0 DEFINITIONS**

3.1 Fully Vaccinated against COVID-19: A person is fully vaccinated against COVID-19 two weeks after they have received:

3.1.1 The second dose in a two-dose series of a COVID-19 vaccine (e.g. Pfizer-BioNTech or Moderna) or, .

3.1.2 A single-dose COVID-19 vaccine (e.g., Johnson & Johnson [J&J]/Janssen).

**4.0 PROCEDURES**

4.1 Prior to October 18, 2021, employees are required to provide proof of vaccination or receive a District approved exemption by turning in the proper documentation to the Director of Aquatics Operations or District Administrator.

4.2 Employees are responsible for scheduling and obtaining all recommended doses of an FDA-approved COVID-19 vaccine or a COVID-19 vaccine Emergency Use Authorization granted by the FDA.

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## 4.3 Timeline to accomplish vaccination by October 18, 2021:

	First Dose	Second Dose	Fully Vaccinated
Moderna	September 6, 2021	October 4, 2021	October 18, 2021
Pfizer	September 13, 2021	October 4, 2021	October 18, 2021
Johnson & Johnson	October 4, 2021	n/a	October 18, 2021

## 5.0 Exemptions

All exemption requests must be submitted by October 1, 2021. If an exemption request is approved, the District will engage in an interactive dialogue to determine the limitations of the requestor's ability to comply with vaccination requirement and explore potential reasonable accommodations that could address those limitations in a manner that allows the employee to continue performing the employee's job duties in manner that adequately protects the health of the employee, other District personnel and District customers without creating an undue burden on the District.

- 5.1 Medical Exemption.** To the extent permitted by law, before providing a disability-related exemption, the individual requesting the exemption must submit documentation from an appropriate health care or rehabilitation professional authorized to practice in the State of Washington stating that the individual has a disability that necessitates an accommodation and the probable duration of the need for the accommodation.
- 5.2 Religious Exemption.** To the extent permitted by law, before providing a sincerely held religious belief exemption, the individual requesting the exemption must submit documentation with a statement regarding the way the vaccination requirements of Proclamation 21-14.1 conflict with the sincerely held religious observance, practice, or belief of the individual.
- 5.3 Processing Requests.** Upon receiving an exemption, the District will engage in an interactive dialogue to determine the limitations of the requestor's ability to comply with vaccination requirement and explore potential reasonable accommodations that could address those limitations in a manner that may allow the employee to continue performing the employee's job duties in a manner that adequately protects the health of the employee and other District personnel.
- 5.4 Granting Requests.** If the District and the Employee identify a reasonable accommodation, the Employee's job duties shall be modified consistent with the accommodations during the time period this policy remains in effect.
- 5.5 Denying Requests.** The District may refuse to grant a reasonable accommodation if the accommodation would impose an undue hardship on the District or pose a direct threat to the health and safety of the Employees, and co-workers. For a disability-related accommodation, an undue hardship would be a significant difficulty or expense for the District. For an accommodation related to a sincerely held religious belief, an undue hardship would be more than minimal cost or burden on the District.

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- 6.0 FAILURE TO COMPLY.** Employees that have not been fully vaccinated or received a reasonable accommodation due to a disability or sincerely held religious belief by October 18, 2021, will be subject to non-disciplinary dismissal from employment (or ability to volunteer) for failing to meet a bona fide occupational qualification for continued employment.
- 7.0 PRE-EMPLOYMENT SCREENING.** Candidates for employment shall be informed that vaccination is an essential function and a bona fide occupational qualification for employment. The District shall request proof of vaccination from all candidates for employment. Potential employees who cannot receive the vaccine because of a disability or sincerely held religious believe will have an opportunity request an accommodation consistent with the rules above.
- 8.0 POLICY MODIFICATION.** Government and public health guidelines and restrictions and business and industry best practices regarding COVID-19 and COVID-19 vaccines are changing rapidly as new information becomes available, further research is conducted, and additional vaccines are approved and distributed. The District reserves the right to modify this policy at any time in its sole discretion to adapt to changing circumstances and business needs, consistent with its commitment to maintaining a safe and healthy workplace.
- 9.0 CONFIDENTIALITY.** Documents submitted in accordance with this Policy shall be kept confidential to the extent permitted by law.