

Opportunity Partners Vaccine & Testing Policy

Purpose:

*Vaccination is a vital tool to reduce the presence and severity of COVID-19 cases in the workplace, in communities, and in the nation as a whole. Opportunity Partners encourages all employees to receive a COVID-19 vaccination series to protect themselves, the people we serve, coworkers, and the community. **Certain employees providing services under MN Department of Employment and Economic Development (DEED) contracts are required by DEED to submit proof of full vaccination status or submit weekly negative COVID-19 test results.***

Scope:

*This COVID-19 Policy on vaccination, testing, and face covering use applies to **all employees** of Opportunity Partners who are in direct contact with others during their workday and provide services under contracts with DEED.*

Opportunity Partners encourages all employees to be fully vaccinated. Employees are considered fully vaccinated two weeks after completing primary vaccination with a COVID-19 vaccine with, if applicable, at least the minimum recommended interval between doses. For example, this includes two weeks after a second dose in a two-dose series, such as the Pfizer or Moderna vaccines, two weeks after a single-dose vaccine, such as Johnson & Johnson's vaccine, or two weeks after the second dose of any combination of two doses of different COVID-19 vaccines as part of one primary vaccination series. Employees who are not fully vaccinated will be required to provide proof of weekly COVID-19 testing.

Employees must provide truthful and accurate information about their COVID-19 vaccination status, and, if not fully vaccinated, their weekly testing results. Employees not in compliance with this policy will be subject to discipline up to and including termination.

Procedures:

Vaccination Status and Acceptable Forms of Proof of Vaccination

Vaccinated Employees

All applicable vaccinated employees are required to provide proof of COVID-19 vaccination, regardless of where they received vaccination. Proof of vaccination status for staff will be submitted via the COVID survey tool in the ADP mobile app. This information will be treated as electronic Protected Health Information (ePHI), and both platforms comply with the privacy requirements of the Health Insurance Portability & Accountability Act (HIPAA).

Acceptable proof of vaccination status is:

- 1. The record of immunization from a health care provider or pharmacy;*
- 2. A copy of the COVID-19 Vaccination Record Card;*
- 3. A copy of medical records documenting the vaccination;*
- 4. A copy of immunization records from a public health, state, or tribal immunization information system; or*
- 5. A copy of any other official documentation that contains the type of vaccine administered, date(s) of administration, and the name of the health care professional(s) or clinic site(s) administering the vaccine(s).*

Proof of vaccination generally should include the employee's name, the type of vaccine administered, the date(s) of administration, and the name of the health care professional(s) or clinic site(s) that administered the vaccine. Minnesota offers tools to help you locate your vaccine records: [Find My Immunization Record - Minnesota Dept. of Health \(state.mn.us\)](https://state.mn.us/health/find-my-immunization-record)

COVID-19 Testing for employees not fully vaccinated

All applicable unvaccinated or partially vaccinated employees who report to the workplace or interact directly with others during the course of the workday:

(A) must be tested for COVID-19 at least once every seven days; and

(B) must submit documentation of the most recent COVID-19 test result the ADP Mobile app every 7 days

Any employee who does not report to the workplace during a period of seven or more days (e.g., if they were teleworking for two weeks prior to reporting to the workplace):

(A) must be tested for COVID-19 within seven days prior to returning to the workplace; and

(B) must provide documentation of that test result upon return to the workplace. Staff employees must upload documentation via the ADP Mobile app. If an employee does not provide documentation of a COVID-19 test result as required by this policy, they will be removed from the workplace until they provide a test result.

Employees who have received a positive COVID-19 test, or have been diagnosed with COVID-19 by a licensed healthcare provider, are not required to undergo COVID-19 testing for 90 days following the date of their positive test or diagnosis.

The MN Department of Health offers many resources to help you find low- and no-cost testing: [COVID-19 Testing - Minnesota Dept. of Health \(state.mn.us\)](https://state.mn.us/health/covid-19-testing)

New Hires:

All new employees working under applicable DEED contracts are required to comply with the vaccination and testing requirements outlined in this policy as soon as practicable and as a condition of employment. Potential candidates for employment will be notified of the requirements of this policy prior to the start of employment.

Newly hired employees are required to bring proof of full vaccination status or a negative COVID-19 test within the last 7 days on their first day of employment orientation.

Confidentiality and Privacy:

All medical information collected from individuals, including vaccination information, test results, and any other information obtained as a result of testing, will be treated in accordance with applicable laws and policies on confidentiality and privacy.

Questions:

Please direct any questions regarding policy/procedures affecting staff to hr@opportunities.org.

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