

## ADMINISTRATIVE POLICY

- 1 OPTIONS will follow the guidance of the local Public Health Department, California Department of Public Health (CDPH), and other regulatory bodies regarding COVID-19 vaccination requirements. The policies and procedures apply to staff who provide care, treatment or other services for persons served as outlined below:
  - 1.1 OPTIONS employees;
  - 1.2 Trainees or volunteers if applicable;
  - 1.3 Individuals who provide care or treatment in the home and/or persons served by contract or other arrangement
  
- 2 These policies and procedures do NOT apply to the following persons as outlined below:
  - 2.1 Staff who exclusively provide telehealth services outside of the home setting and do not have direct contact with staff or persons served;
  - 2.2 Those who provide support services outside of the home
  
- 3 If an employee has received a vaccination and/or booster a copy of the vaccination card will be placed in their file. If an employee has not received a vaccination it will be offered to them. If an employee declines such vaccinations, an exemption will be required for continued employment and will be documented.
  - 3.1 Employees have the right to refuse the COVID-19 vaccination(s).
  - 3.2 Employees may request a medical exemption from vaccination which must be signed and dated by a licensed practitioner, who is not the individual requesting the exemption, and who is acting within their respective scope of practice as defined by, and in accordance with, all applicable State and local laws, and for further ensuring that such documentation contains the following:
    - 3.2.1 All information specifying which of the authorized COVID-19 vaccines are clinically contraindicated for the staff member to receive and the recognized clinical reasons for the contraindications.
    - 3.2.2 A statement by the authenticating practitioner recommending that the staff member be exempted from the COVID-19 vaccination requirements for staff based on the recognized clinical contraindications.
  - 3.3 Employees may request a non-medical exemption such as a religious exemption in accordance with Title VII. All exemption requests must be signed by the employee.

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- 3.4 Documentation of vaccinations and exemption status, if any, is confidential information and will be maintained by OPTIONS' Human Resource Department.
- 4 Staff must meet the requirements of the current regulations in order to continue working.
- 5 If an employee presents any symptoms of COVID-19, the employee will be removed from contact with persons served and tested. If the test is confirmed positive, it will be reported to the appropriate local health authorities and regulatory bodies as required. The employee will remain off duty until they are cleared to return to work.
  - 5.1 Protective masks and medical equipment will be available to employees providing care. If an employee or person served tests positive for COVID-19, employees will be required to utilize appropriate PPE until the program is cleared.
  - 5.2 If an employee or person served tests positive for COVID-19 employees and persons served associated with the program who may have had contact may require further testing.
    - 5.2.1 Staff have the option of receiving COVID-19 testing through OPTIONS or privately in the community at an approved testing lab.
  - 5.3 Refer to policy 200.2.3 Bloodborne Pathogens/Universal Precautions for additional guidance on OPTIONS exposure control plan and policy 200.2.4 Communicable Diseases for further guidance.

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