

MEMORANDUM

CITY OF GRAND RAPIDS

DATE: April 2, 2021

TO: Top Management

FROM: Mark Washington, City Manager

SUBJECT: **City Manager Administrative Order 2021 – 01:
COVID-19 Employee Vaccinations**



This Administrative Order provides guidelines regarding employee vaccination for the COVID-19 virus. As vaccination becomes more widely available to employees and to the public, we feel it is important to provide the opportunity to any employee who wishes to receive a vaccine. We also believe that vaccination of employees will create a safer work environment for our employees and for the public that rely on our services.

This Administrative Order takes effect immediately, and will remain in effect through September 30, 2021. Extensions may be applied as deemed necessary and appropriate.

Vaccination Requirement

There is no requirement for employees to be vaccinated, although it is strongly encouraged for the safety of our workforce, their families and the public.

Time Provided

Persuant to provisions of the American Rescue Plan Act (ARPA), the City has opted to voluntarily provide up to 80 hours of Emergency Paid Sick Leave (EPSL) to employees for uses outlined in the Act. ARPA provisions provide that employees may use EPSL to receive their vaccination. This applies to both initial and second doses where applicable. Employees may also use accrued sick leave for this purpose.

- Employees who expect to receive vaccination(s) during work hours should coordinate scheduling with their supervisor to ensure appropriate work coverage.

- Employees must provide the supervisor with documentation verifying their scheduled appointment(s) with sufficient notice that the supervisor may make appropriate adjustments to work schedules.
- Employees must provide documentation of their vaccination upon request for substantiation of leave.
- Understanding some may experience minor side effects following one or both doses, employees may use EPSL or accrued sick leave if side effects are an impediment to effectively fulfilling work duties.

Reporting

When an employee receives their vaccination, they are requested to notify Risk Management and provide verifying documentation. This information can be reported using the [Employee Vaccine Information](#) Form online.

<https://us.openforms.com/Form/d316e5ae-f920-4fd1-b247-374155ed355d>

If receiving a two-dose vaccination, the employee is asked to provide separate reporting for each.

Vaccination and Masking

Vaccination is not proven to prevent transmission between vaccinated and non-vaccinated individuals. Until such time that the State of Michigan and associated agencies (MIOSHA, MDHHS) deem masks are not required, all employees must continue comply with workplace masking requirements outlined in Administrative Order 2020-12. This applies to both vaccinated and non-vaccinated individuals.

If you have additional questions or need clarification contact Craig Coulson in Risk Management (ccoulson@grcity.us, 456-3342). We encourage you to reach out with any questions.

cc: Eric DeLong
Doug Matthews
Allison Farole