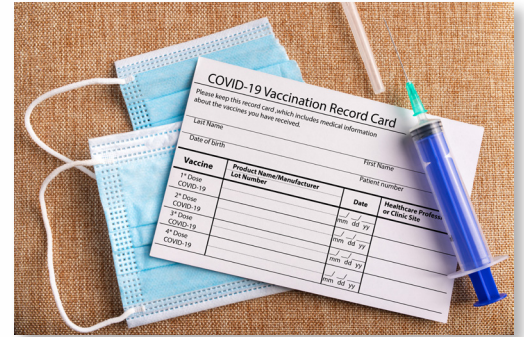


COVID-19 CHECKING VACCINE STATUS



This example process is meant to provide SDAO members an outline for creating their own operating procedures to verify vaccination status allowable under the **OHA fully vaccinated individuals guidance** and **Oregon OSHA vaccination status guidance**. Please refer to both the guidance and administrative rules provided by the Oregon Health Authority and Oregon OSHA for your district's full obligations. Contact **SDAO Risk Management** for further assistance.



This exemption for individuals who provide proof of vaccination status ***only modifies*** the face covering and physical distancing portion of the **Oregon OSHA COVID-19 rule**. All other provisions of this rule and appendices remain unchanged and in force. EEOC and BOLI guidance allows employers to ask an employee to show proof of vaccination, without any other medical information. Management should be mindful to not inadvertently or with intent, create an environment in which employees, visitors, customers, etc. have a feeling that they are being pressured into receiving a vaccine.

Due to the confidential nature of these documents and files, they should be collected and controlled by the individual or individuals who are responsible for administering confidential personnel matters.

For reference in this document, "***proof of vaccination status***" means documentation provided by a tribal, federal, state, or local government, or a health care provider, that includes an individual's name, date of birth, type of COVID-19 vaccination given, date or dates given, depending on whether it is a one-dose or two-dose vaccine, and the name/location of the health care provider or site where the vaccine was administered. Documentation may include, but is not limited to, COVID-19 vaccination record card or a copy or digital picture of the vaccination record card.

According to OHA this guidance does not apply:

- In healthcare settings.
- In adult jails and correctional facilities.
- In youth detention and correctional facilities.
- In shelters and transitional housing.
- In K-12 schools. (Fully vaccinated individuals must comply with Ready School, Safe Learners (RSSL) guidance face covering requirements).
- On planes, buses, trains, and other forms of public transportation traveling into, within, or out of the United States.
- In U.S. transportation hubs such as airports and bus stations.



Sample process for employee verification only

1. Staff members who are fully vaccinated and choose to exercise this option must provide management staff their proof of vaccination status, demonstrating that they are fully vaccinated and 14 days past the last injection.

a. The documentation will be copied and the original returned to the individual.

b. The copy will be held in a confidential medical information file and purged according to Oregon Secretary of State's public records rules.

c. A confidential list of those who have provided proper proof of vaccination will be maintained and accessible on a need-to-know basis through the designated individual or individuals who are responsible for handling confidential personnel matters.



2. Employees who cannot or are unwilling to show proof of vaccinations must continue to comply with face covering and distancing rules as an unvaccinated individual as per the district's policy including any requested reasonable ADA accommodation. (Oregon OSHA has taken the position that the only accommodation for suspension of face covering requirements is "curbside assistance" or remote work for employees.)

3. Employees who have responsibility for maintenance, cleaning and disinfection, or other tasks that require personal protective equipment (PPE) will don the appropriate PPE while engaged with those tasks regardless of vaccination status.

4. Routine travel in a vehicle does not require the personnel meeting the qualifications in #1 to don a face covering.

5. Personnel who enter businesses and other locations in the community must continue to always carry face coverings and must also comply with that location's face covering and distancing policies. They should also be prepared to display proof of vaccination status at the location's request prior to entering or comply with their policies as an unvaccinated individual.

6. Health screenings, such as daily temperature and symptom checks, will continue as required by these rules regardless of vaccine status. Sick/COVID leave will be utilized per district policy.

Additional items for Public Safety and EMS providers

1. Responses to walk-in and 911-generated medical patients will require compliance with the health clinic exception and all responders will don appropriate PPE while engaged with or near the patient in the medical room or on-scene regardless of vaccination status.

2. Routine and emergency travel in a vehicle does not require fully vaccinated personnel to don a face covering. Drivers, regardless of vaccination status, may remove or adjust their face coverings if they obstruct the driver's view per Appendix A-11.

Sample process for visitors, patrons and vendors

1. Individuals who are fully vaccinated and choose to exercise this option must provide the designated district staff member their proof of vaccination status, demonstrating that they are fully vaccinated and 14 days past the last injection.
 - a. Designated district staff will verify proof of vaccination status.
 - b. This documentation will not be copied, and the original will be returned.
 - c. A confidential list or other system identifying those who have provided proper proof of vaccination status will be maintained and accessible on a need-to-know basis to management, including the identity of the staff member verifying the proof of vaccination status.
2. Districts who cannot or are unwilling to conduct proof of vaccination status verification should continue to require face coverings and physical distancing regardless of vaccination status.
3. Individuals who cannot or are unwilling to show proof of vaccinations must continue to comply with face covering and distancing rules as an unvaccinated individual.
4. Health screenings, such as daily temperature and symptom checks, will continue as required by these rules regardless of vaccine status. Individuals who show COVID-19 symptoms may not interact with district staff in-person (**this does not apply to healthcare personnel who are fitted with appropriate PPE**).



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