

# Belmont Public Schools COVID-19 Vaccination Protocol - Staff

October 22, 2021

Understanding that vaccinations are a critical health and safety precaution against COVID-19, the Belmont Public School District, in conjunction with the Belmont Education Association, will require all employees to be fully vaccinated against COVID-19. All Belmont Public School employees are mandated to get vaccinated, unless they qualify for religious or medical exemption, and must provide proof of at least the first vaccination shot to the District no later than September 13, 2021. Proof of full vaccination series must be provided to the district no later than October 13, 2021.

## **WHO IS SUBJECT TO THIS PROTOCOL**

This protocol applies to the following paid staff of Belmont Public Schools:

- members of the BEA
- employees with individual contracts
- employees with employment letters (employees at will)
- new hires into any of these categories.

This protocol may later be extended to:

- members of the AFSCME
- coaches and contractors
- the Belmont School Committee intends to discuss requiring COVID-19 vaccination for students as soon as permissible per state guidance.

The following groups will be required to provide proof of COVID-19 vaccination or will not be allowed to work in the Belmont Public Schools (i.e., no exemption option will apply):

- school volunteers including parents (as presented at the Belmont School Committee meeting on September 21, 2021)
- daily substitutes.

## **WHAT CONSTITUTES COMPLIANCE WITH THIS PROTOCOL**

To establish that employees have received a vaccine, they will need to submit a copy of the vaccination receipt they received when vaccinated or an equivalent document obtained from the entity administering the vaccine. The verification must identify the employee by name, the date the vaccine dose was/doses were administered, and whether the individual has completed the vaccination regimen or requires an additional dose. If the vaccination receipt provides any other information pertaining to the employee's health condition, the employee may redact that information on a copy of the receipt.

Employees who can document they received the actual vaccine during trial phases (not placebo) will count as fully vaccinated.

## **PRIVACY AND SECURITY OF VACCINATION INFORMATION**

Individual vaccination status and exemptions will be kept confidential. Vaccination card copies will be kept under lock and key. Information will be stored in an employee's medical file and not subject to Freedom of Information Act (FOIA). Aggregate data can be shared with the community.

## **PROCESS FOR DEMONSTRATING VACCINATION STATUS**

The process for demonstrating your status includes the following steps:

1. Please click on the following link to register your vaccination status: [BPS Staff COVID Vaccine Intake Form](#). The information submitted will be securely transmitted and will be accessible only by our nursing and Human Capital staff.
2. Take a photocopy of your vaccination card (or equivalent documentation) and hand deliver it to your on-site school nurse in your school's health clinic.
  - a. The nursing staff, to ensure compliance with federal and state privacy laws, will securely hold those documents.
  - b. When fully collected, those documents will be securely delivered to the Director of Human Capital. They will be stored under lock and key and ultimately placed in the medical file of your individual personnel file, housed at the School Administration Building.

Both of these approaches are consistent with our district's standard process for securing medical information. Evidence of at least one dose of vaccine must be submitted **by the end of the day on Monday, 9/13/2021**. Evidence of two doses of vaccine (if applicable) must be submitted **by the end of the day on Wednesday, 10/13/2021**.

3. Employees who intend to request a religious exemption should email Director of Human Capital Michael McAllister directly at [mmcallister@belmont.k12.ma.us](mailto:mmcallister@belmont.k12.ma.us). Mr. McAllister will arrange an individual meeting to further discuss that process. Intent to pursue an exemption must be completed **by the end of the day on Monday, 9/13/2021**. All documentation verifying this need must be completed **by the end of the day on October 1, 2021**.
4. Employees who intend to request a medical exemption should email Director of Human Capital Michael McAllister directly at [mmcallister@belmont.k12.ma.us](mailto:mmcallister@belmont.k12.ma.us). Mr. McAllister will arrange an individual meeting to further discuss that process. Intent to pursue an exemption must be completed **by the end of the day on Monday, 9/13/2021**. All documentation verifying this need must be completed **by the end of the day on October 1, 2021**.
5. Employees who intend to request a 1-year, unpaid leave of absence should email Director of Human Capital Michael McAllister directly at [mmcallister@belmont.k12.ma.us](mailto:mmcallister@belmont.k12.ma.us). Mr. McAllister will arrange an individual meeting to further discuss that process. Intent to pursue a leave must be completed **by the end of the day on Monday, 9/13/2021**.

## **REQUESTS FOR EXEMPTION FROM COVID-19 VACCINATION**

The employer will comply with federal and state law with respect to vaccination exemptions for medical or religious reasons.

All unvaccinated employees intending to pursue a religious or medical exemption or unpaid full year leave must submit notice of their intent to do so via an email to the Director of Human Capital by September 13, 2021.

All applications, including supporting documentation for a religious or medical exemption or unpaid full year leave must be submitted to the Director of Human Capital prior to October 1, 2021.

## **REQUIREMENTS FOR EMPLOYEES WHO ARE GRANTED EXEMPTION**

All unvaccinated employees shall be required to continue adhering to safety precautions – including, but not limited to, mask wearing and social distancing – even after those precautions are no longer in place for vaccinated individuals, and that those precautions do not constitute retaliation.

Any employees who qualify for a religious or medical exemption must submit to routine COVID-19 testing provided by the District, wear a mask, and comply with any other established COVID-19 safety precautions at all times.

Any employee who fails to comply with these health and safety protocols may be subject to progressive

discipline up to and including termination.

**CONSEQUENCES OF FAILURE TO COMPLY WITH THIS PROTOCOL**

An employee who does not submit proof of at least the first vaccination or intent to apply for a valid exemption by October 13, 2021, will be placed on unpaid leave until the end of the school year.