



City of Newport News

Office of the City Manager

Memorandum

TO: City of Newport News Employees

FROM: Cynthia D. Rohlf, City Manager

SUBJECT: COVID-19 Mandatory Vaccine Reporting Requirements Policy

DATE: August 12, 2021

In response to the rapidly rising COVID-19 positive numbers, as well as the highly contagious Delta variant, all City of Newport News employees must comply with the COVID-19 Mandatory Vaccine Reporting Requirements no later than September 1, 2021. Requirements indicate that employees must either disclose or decline to disclose their vaccination status, be fully vaccinated by September 30, 2021, or submit to weekly COVID-19 testing. Individuals are considered fully vaccinated two weeks after the second dose of a two-dose vaccine series, or two weeks after a single-dose vaccine.

Employees who qualify for medical or religious exemptions from the vaccination should refer to the city's Exemption, Reasonable Accommodation, and Interactive Process for COVID-19 Mandatory Vaccine Reporting Requirements Procedures for instructions on how to submit an exemption request to the Department of Human Resources COVID Care Team. Employees may request an exemption and seek workplace accommodations without fear of retaliation.

Employees who choose to remain unvaccinated or who do not wish to disclose their vaccination status, will be required to fill out the COVID-19 Mandatory Vaccine Reporting Declination Form no later than September 1, 2021, and submit to weekly COVID-19 testing at a testing facility. Beginning September 3, 2021, weekly COVID-19 test results must be uploaded by noon every Friday until further notice. Employees who remain unvaccinated or decline to disclose their vaccination status must also wear face coverings while entering and exiting all city buildings and facilities, as well as in all common areas, in face to face meetings, or while representing the City on official business.

Because the COVID-19 positivity rates, spread, and variants continue to be unpredictable, the city will also continue to adhere to recommendations or requirements made by the Centers for Disease Control, Virginia Department of Health, and/or Virginia Department of Labor. Please be advised that any recommendation or requirement that relaunches behaviors such as the wearing of face coverings, social distancing, symptom checks, or any other COVID-19 mitigating behavior by these organizations may change current protocols. The Department of Human Resources and COVID Care Team will inform employees when such protocols are in effect.


Cynthia D. Rohlf, City Manager