

## DEPARTMENT OF PERSONNEL

### ADMINISTRATIVE REGULATION NO. 151

#### EMPLOYEE COVID-19 VACCINE DECLARATION/TESTING

*Revised and Issued: March 14, 2022*

#### I. PURPOSE

The purpose of this administrative regulation is to establish guidelines and procedures pertaining to the COVID-19 vaccination status of employees and the testing of employees for COVID-19. This regulation is applicable to all Civil Service Employees including part time and per performance employees.

#### II. VACCINATION STATUS

- A. All Civil Service Employees are required to submit a Covid Vaccine Declaration Form regarding their vaccination status for the COVID-19 virus. Employees who did not submit a Covid Vaccine Declaration form as required shall be scheduled for a pre-termination review. However, if any employee, including, but not limited to, a per performance or part time employee, was not provided with a copy of this regulation or its predecessor, said employee shall be immediately provided with a copy and shall acknowledge receipt and submit a Covid Vaccine Declaration form within seven (7) calendar days of receipt of the regulation.
- B. A Covid Vaccine Declaration Form is located at and must be submitted at [www.stlouis-mo.gov/vaccine-declaration](http://www.stlouis-mo.gov/vaccine-declaration). Said form may also be obtained from the payroll specialist or other designated employee of the employee's department/division. Employees hired on or after October 15, 2021, are required to submit a Covid Vaccine Declaration Form within seven (7) calendar days of their first day at work.
- C. **If an employee has indicated on the Covid Vaccine Declaration Form that they are Fully Vaccinated, as that term is defined herein at Section III (A), the employee will be required to submit a copy of their COVID-19 vaccination record card or COVID-19 immunization record in accordance with procedures established by the Director of Personnel/Interim Director of Personnel. New employees will also be required to submit a copy of their COVID-19 vaccination record card or COVID-19 immunization record in accordance with said procedures. A vaccination record card carries the federal seal of the Centers for Disease Control and Prevention (CDC). Making, selling, transferring, purchasing or using a counterfeit card is a felony under federal law and use of false or falsified cards may give rise to violations of state and local law. Submission of a false or falsified vaccination record card or immunization record is also cause for immediate dismissal.**

- D. If the employee indicates on said Covid Vaccine Declaration Form that they are not Fully Vaccinated, the employee will be subject to weekly testing for the COVID-19 virus unless or until they are Fully Vaccinated as defined in Section III A and have updated their Covid Vaccine Declaration Form indicating such change in status to reflect that they have been Fully Vaccinated and have also submitted their COVID-19 vaccination record card or immunization record.
- E. Employees who believe they are or may be entitled to an exemption from weekly testing based on a disability or sincerely held religious belief, practice or observance may request an exemption from COVID-19 testing. The employee must complete the applicable request for exemption form and submit it to the Department of Personnel at [boeckelmannb@stlouis-mo.gov](mailto:boeckelmannb@stlouis-mo.gov). The City will review all requests received and will provide a response to said requests. An employee will be subject to weekly testing during the review process and will continue to be subject to weekly testing unless an exemption is granted.

### III. TESTING

- A. Employees who are not Fully Vaccinated will be subject to weekly testing until such time the employee is Fully Vaccinated and they update their Covid Vaccine Declaration form indicating that they are Fully Vaccinated and they submit a copy of their COVID-19 vaccination record card or immunization record. “Fully vaccinated” means that the employee has received two (2) doses of the Moderna vaccine or Pfizer vaccine or one (1) dose of the Johnson & Johnson vaccine and fourteen (14) days have passed since the employee received the final dose of the Moderna or Pfizer vaccine or a dose of the Johnson & Johnson vaccine.
- B. Per performance employees shall be subject to weekly testing in accordance with Section III (A) during any week they will be performing work.
- C. A weekly polymerase chain reaction (PCR) test will be required.
- D. Employees have the option to be tested at a private facility or at a public clinic. Employees must submit their negative test results to the payroll specialist of their department/division or other individual designated by their appointing authority. Employees must provide documentation within seven days showing the date of the test, the employee’s name, that the test was a PCR test and that it was negative. Said documentation must be retained by the employee’s department/division in a HIPAA compliant manner.
- E. If an employee has a positive test result for the COVID-19 virus, the employee must not come to the work site but shall take the following steps:
  - 1. Immediately contact the Department of Health at (314) 657-1499 to advise that they have a positive test result;
  - 2. Follow the quarantine protocol listed on the City’s website at: <https://www.stlouis-mo.gov/government/departments/personnel/documents/ordinances-regulations/upload/employee-quarantine-protocol-20220112.pdf>;

3. Immediately notify their appointing authority and supervisor by telephone of the positive test result and any self-quarantine required;
  4. Provide a written copy of the positive test result to their appointing authority or individual designated by the appointing authority within two (2) business days of receipt of the positive result. It shall be sent to the appointing authority/designee by email or by fax.
- F. Upon receipt of notice from an employee of a positive result, the appointing authority shall notify Valerie Newbern of the Department of Health at [newbernv@stlouis-mo.gov](mailto:newbernv@stlouis-mo.gov) of the positive test result.
- G. Employees who test positive will not be required to test weekly for ninety (90) days from the date of their positive result for the COVID-19 virus, as documented on the positive result submission required in Section III(E)(4) of this Regulation.
- H. Employees are responsible for scheduling their weekly testing within the time frame approved by their appointing authority/designee. It will normally be a two (2) hour time frame but an appointing authority may designate a different time frame. Employees are required to return to the work site immediately following said testing if still on duty.
- I. If an employee is unable to appear for their weekly testing because they are not on duty and are on approved leave (e.g. vacation leave, family medical leave, medical leave) the employee must submit, prior to their weekly testing date, a request to their appointing authority or their designee asking for their test to be scheduled upon their return. The employee must be tested on the date they return from said leave.
- J. If the employee fails to submit to a weekly test as required, the employee must advise their appointing authority that they failed to submit to the weekly test. Further, the employee must have a test within seven days and within the time frame provided by their appointing authority. If the employee fails to submit to weekly testing on more than one occasion, unless on approved leave and in accordance with paragraph I above; or unless they fail to submit to weekly testing test with the prior approval of their appointing authority and the Director of Personnel/Interim Director of Personnel due to unforeseen circumstances, they shall be placed on forced leave and scheduled for a pre-termination review.
- K. Testing of employees will take place when an employee is on duty. If the employee is required to report for testing by their appointing authority when off duty, the employee shall be compensated if authorized under the compensation ordinance and/or pay regulations promulgated by the Department of Personnel. An appointing authority, with the approval of the Department of Personnel, may change an employee's work hours in order to enable said employee to be tested during work hours.
- L. Failure to follow the provisions of this regulation may result in discipline up to and including dismissal.

#### IV. FALSIFICATION


Employees who provide false information or make false statements in connection with the Covid Vaccine Declaration form or the testing process will be scheduled for a pre-termination review.

#### V. QUESTIONS

Questions regarding vaccination status should be directed to [shawm@stlouis-mo.gov](mailto:shawm@stlouis-mo.gov). Questions regarding testing locations and vaccination locations should be directed to the Department of Health at (314) 657-1499. Further, a positive test result for the COVID-19 virus should be reported to the Department of Health at that number.

Other questions regarding this administrative regulation should be directed to the Department of Personnel at (314) 622-4087 or [boeckelmannb@stlouis-mo.gov](mailto:boeckelmannb@stlouis-mo.gov). Questions regarding discipline should be directed to the Law Department at (314) 622-3361.

DEPARTMENT OF PERSONNEL



John Moten, Jr.  
Interim Director of Personnel