

# City of Norwich

## COVID-19 Vaccination Policy

### **Purpose:**

Consistent with its duty to provide and maintain a workplace that is free of recognized hazards, the City of Norwich (“City”) has adopted this policy to safeguard the health and well-being of employees and their families, our residents and visitors, and the community from the considerable risks associated with COVID-19.

This policy is intended to comply with all federal and state laws. It is based upon guidance provided by the Centers for Disease Control and Prevention (CDC), the Food and Drug Administration (FDA), Occupational, Safety and Health Administration (OSHA), and other public health and licensing authorities.

### **Scope:**

This policy applies to all City employees and elected officials.

The policy applies to COVID-19 vaccinations that are available to City employees and elected officials (Pfizer, Moderna, and Johnson & Johnson).

### **Policy:**

By November 22, 2021 all City employees and elected officials should have provided their vaccination status to the City.

Beginning January 1, 2022, those people who are not vaccinated are required to submit weekly testing results.

If you are not currently vaccinated but become fully vaccinated at any time, provide proof of your vaccination record to [hr@cityofnorwich.org](mailto:hr@cityofnorwich.org). You will receive a confirmation email when weekly testing can cease.

For the purposes of this policy, a person is considered fully vaccinated two (2) weeks after receiving the second dose of a two-dose vaccine (Pfizer or Moderna), or one (1) dose of a single-dose vaccination (Johnson & Johnson).

To facilitate employees’ ability to receive the vaccinations to become fully vaccinated, the City will grant employees time off with pay; however, the maximum time allowed shall not exceed four (4) hours. Time off must be coordinated with the department head or designee and must not interrupt department operations. Additionally, the City will reimburse employees for the cost, if any, of receiving the vaccination, contingent upon receipt of appropriate supporting documentation. Employees will also be permitted reasonable use of their own sick time to recover from any after effects from the vaccination.

### **Testing:**

Any non-vaccinated employee must undergo weekly testing that is subject to the following conditions:

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- All testing must be completed at a minimum of every seven days for unvaccinated people and within seven days of returning to the office after an extended absence.
- Testing results must be uploaded into the City's Confidential Portal by 12:00 PM on Wednesday each week.
- Testing may be done during work hours utilizing sick, compensatory or vacation time so long as it complies with the employee's collective bargaining agreement and is authorized and coordinated with their supervisor.
- So long as the City is directly reimbursed for the cost of the testing by state or federal government, there will be no cost to the employee for testing. Otherwise, the employee may be responsible for all costs associated with the testing.
- Employees who test positive for COVID-19 must quarantine in accordance with the latest guidelines and policies followed by the City.

All employees who test positive for COVID-19 or receive a COVID-19 diagnosis from a licensed health care provider are exempt from testing within 90 days of their positive test date.

All COVID-19 tests must be either the FDA-approved PCR or rapid test; results from home test kits will not be accepted.

New City hires must be vaccinated prior to their start date. Medical or religious exemptions will be considered.

### **Masks:**

Masks are required at all times for all non-vaccinated employees and elected officials inside all City and NPU buildings and facilities as well as when traveling with others in a vehicle. In order to manage the policy, Department Heads or designee(s) will be notified of employees who are required to wear masks.

All visitors and contractors must wear a mask unless they provide proof of vaccination.

### **Enforcement:**

Any employee who does not provide a negative test result in the portal by the Wednesday noon deadline will not be allowed to work and will be on leave without pay until their test results are provided.

Any employee that refuses to comply with this policy, fails to provide test results by the deadline, or falsifies their vaccination documentation or test results will face disciplinary action up to and including termination.

As everyone is aware, issues related to COVID-19 and this unprecedented pandemic, including state and federal guidance regarding these issues, are constantly evolving. Accordingly, the City reserves its right to modify the

terms of the Policy as needed to comply with any such changes and to most effectively and efficiently protect its employees and residents.

**Questions/Concerns:**

Any questions, concerns or clarifications to this policy can be discussed with the City of Norwich Director of Human Resources, Brigid Marks by telephone or email.

Brigid K. Marks  
Director of Human Resources  
City of Norwich  
(860) 823-3786  
[bmarks@cityofnorwich.org](mailto:bmarks@cityofnorwich.org)

***If the City is required by law to disclose confidential vaccination information, it will comply with the requirement and inform employees of the request.***

*Key Things to Know About COVID-19 Vaccines* from the CDC is provided in Appendix A.

**Implementation date - December 13, 2021**