

COVID-19 Vaccination policy

Overview and Frequently asked questions



Metro
600 NE Grand Ave.
Portland, OR 97232-2736

Published Sept. 8, **updated Sept. 15, 2021** Additions indicated as **NEW**

The following FAQ document provides additional information on Metro's COVID-19 vaccination policy updated in September 2021 to include the requirement of a vaccination as a condition of employment.

A special webpage has been created for the vaccine policy, how to share vaccine documentation and vaccine safety education: oregonmetro.gov/covid-19-vaccine-information-metro-employees

Concerns or questions on Metro's COVID-19 vaccination policy can be sent to covid.vaccine@oregonmetro.gov.

Information on Metro's COVID-19 policies, workplace safety and more is available at oregonmetro.gov/covid-19.

Included in this document

- Why a vaccination requirement for employees
- Respectful and safe workplaces and vaccine requirements
- Policy overview
- Implementation timeline for employees
- FAQ topic include: policy, **accommodations**, vaccine documentation and paid time for vaccinations and **emergency leave, vaccine and COVID-19 safety**

Vaccine safety information and resources are available under a separate FAQ document.

WHY A VACCINATION REQUIREMENT

A vaccination requirement supports workplace safety and public health efforts to reduce severe disease from COVID-19. This requirement also supports efforts to maintain operations and reopen activities across the organization.

Metro employees are part of a collective group that works together to achieve common goals and complete tasks that support programs, activities, events – and keep our workplaces safe. Each individual employee's actions and decisions regarding vaccinations impact workplace safety and other employee's health and well-being.

Vaccines are proven to be safe and effective at protecting from serious illness, hospitalization and death. Considering the current and future, serious impacts of COVID-19 on individual and community health we need to do what we can as a public service provider to have safe workplaces and services. A vaccine requirement helps us achieve greater herd immunity and resiliency against possible future COVID-19

COVID-19 Vaccination policy



600 NE Grand Ave.
Portland, OR 97232-2736

Overview and Frequently asked questions

threats. It protects children who are not yet eligible to receive a vaccine, protects those who are medically fragile, and others who are most vulnerable in our communities.

Following guidelines established in the American's with Disabilities Act (ADA), EEOC Title VII and state law, employees can request a reasonable accommodation for medical conditions or disabilities, or sincerely-held religious beliefs.

Respectful and safe workplaces and vaccine requirements

The decision to implement a vaccine requirement for employees was not an easy one to make. There are many reasons why a person may choose not to receive a vaccine – each person's experience during this pandemic is unique, and reasons for not getting a vaccine or sharing that information is unique too.

If you are part of a community who has been harmed or marginalized by the medical establishment, it is understandable to be distrustful of new medical information. Throughout implementation of this policy a vaccine safety and resource outreach team will be reaching out to employees to make sure they have the information they need to make decisions that are right for them.

Taking time off can be a barrier and it is reasonable to worry that you could miss work if you have symptoms after getting the vaccine that make it hard to report to work. The vaccine policy includes paid time to receive a vaccine and we reinstated COVID-19 emergency sick leave that can be used for any post-vaccination doses.

Together, through our individual actions and choices, we need to respect each other's decisions. Disrespectful treatment based on a person's decision to receive a vaccination or request an accommodation will not be tolerated.

POLICY OVERVIEW

Vaccination requirement

Metro will require COVID-19 vaccines as a condition of employment for all employees, paid and unpaid interns and volunteers. This policy applies to current employees and job applicants will be notified of this requirement during the recruitment process.

A vaccination requirement supports workplace safety and public health efforts to reduce severe disease from COVID-19. This requirement also supports efforts to maintain operations and reopen activities across the organization.

To retain employment after Nov. 14, 2021 or ongoing for those hired after policy implementation, employees must provide proof of vaccination by sharing their vaccine card or may make requests for a

COVID-19 Vaccination policy



600 NE Grand Ave.
Portland, OR 97232-2736

Overview and Frequently asked questions

reasonable accommodation based on a medical condition or disability or for sincerely held religious beliefs that prohibit them from receiving a COVID-19 vaccine(s).

Complete vaccine policy review

Employees must complete an online review of the COVID-19 vaccination policy by Thursday, Sept. 16. The policy review link is available at oregonmetro.gov/covid-19-vaccine-information-metro-employees.

Upload or email vaccine cards

Employees must submit their vaccination information by Thursday, Sept. 16. A photo of your current COVID-19 vaccination card can be uploaded using secure file sharing process or by email. How-to instructions are provided further in this document and your supervisor also has this information.

Accommodation requests

Employees may make requests for a reasonable accommodation based on a medical condition or disability or for sincerely held religious beliefs that prohibit them from receiving a COVID-19 vaccine(s). Philosophical, political, scientific, or sociological objections to vaccination will not be considered as valid grounds for an accommodation. Proper documentation of the conditions or reasons for the accommodation request will be required.

Employees can start an accommodation request by completing this online form.

[Begin the accommodation process](#)

Information on Metro's reasonable accommodation process can be found at: oregonmetro.gov/request-accommodation-disability-or-religious-belief

Paid time for COVID-19 vaccination

All employees, including variable hour employees are eligible for paid time to receive a COVID-19 vaccination and guidelines for this incentive are the same as when Metro implemented a vaccine policy for paid time and documentation in March 2021.

Generally, up to four hours is provided to non-exempt or hourly employees and can be given if the vaccination is done during or outside of work hours. Exempt, or salaried employees can adjust their work schedules to receive a vaccination.

NEW How is the racial equity framework being applied to address impacts and disparities in policy implementation?

From the beginning of the vaccine policy discussion there was consideration of who and how it would impact our employees, in particular our BIPOC staff. The impacts of COVID-19 are deeply felt by communities that have historically been underrepresented and marginalized with higher infection rates and negative health outcomes from the illness. We must acknowledge that these experiences create distrust and proliferate COVID-19 misinformation. We also know these same communities have been harmed and marginalized by the medical establishment, including in how COVID-19 vaccines access was

COVID-19 Vaccination policy



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Portland, OR 97232-2736

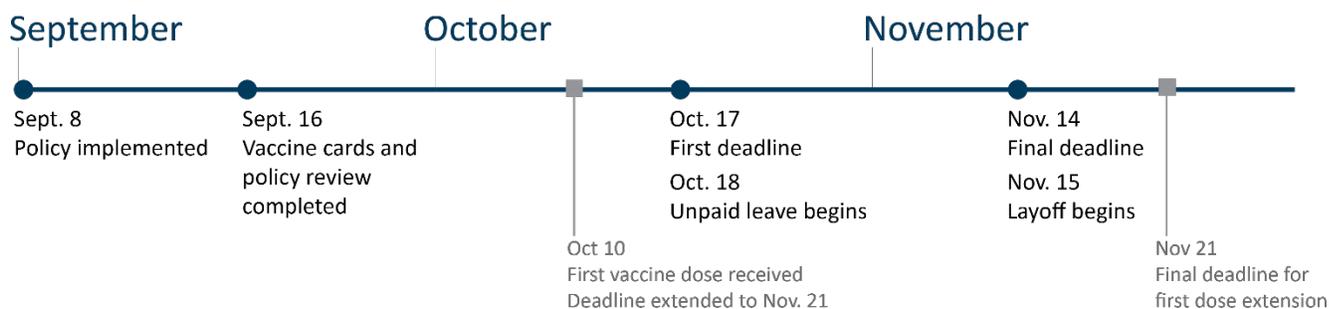
Overview and Frequently asked questions

first provided, and that there is well-founded distrust of new medical information among these communities.

We incorporated some of these equity considerations into resource investments in the policy that support equity and access. For example, because we know that some of most vulnerable workers are workers of color with variable hour shifts, we are providing an additional 80 hours of emergency paid leave to cover any COVID-19 related illness for them to care for family members. This same leave can also be used for post-vaccine recovery too. Paid time to get vaccinated – and if needed, during work hours – is also included in the policy.

As more vaccine cards are shared we will focus vaccine information and outreach to employees who have not submitted cards. Staff and resource investments are being made, including culturally-specific outreach and education so employees with specific concerns can be heard and supported in their journey to get vaccinated.

IMPLEMENTATION TIMELINE FOR CURRENT EMPLOYEES



Sept. 8 to Nov. 14, 2021

- Employees can receive paid time for vaccinations and COVID-19 emergency sick leave for post-vaccination recovery.
- Vaccine safety education provided to employees and support for accessing a dose.
- Employees can submit accommodation requests for medical condition or disability, or sincerely-held religious beliefs.

Beginning Sept. 8: Employees are asked to complete an online policy review and submit vaccine card information by Thursday, Sept. 16.

Employees can submit an accommodation request for medical condition or disability or sincerely-held religious belief. There is no deadline for these requests but employees are encouraged to submit them as soon as possible.

Thursday, Sept. 16: Deadline for vaccine policy review and documentation.

Sunday, Oct. 17: Employees have until this date to meet the vaccination requirement or submit a request for an accommodation for medical condition or disability or sincerely held religious beliefs.

COVID-19 Vaccination policy



600 NE Grand Ave.
Portland, OR 97232-2736

Overview and Frequently asked questions

Sunday, Oct. 10: Employees who receive their first dose of Moderna or Pfizer vaccine are eligible for an extension to meet policy requirements to Nov. 21. Documentation must be provided and second dose received by Sunday, Nov. 21.

Monday, Oct. 18: Beginning this date, employees who are not fully vaccinated or requested an accommodation will be put on unpaid leave and no longer able to report to work. Employees who are put on unpaid status can use accrued vacation, comp, administrative, bonus, deferred holiday and personal leave to provide payment for hours lost. Up to 40 hours of accrued sick leave can also be used, but not Emergency COVID-19 sick leave.

- Employees who have submitted an accommodation request may be provided an interim accommodation and allowed to continue to report to work.
- Additional paid time off may be available if an accommodation is delayed by Human Resources if the request was received but we are unable to coordinate the review it do to capacity or other reasons. Otherwise, employees may use any accrued paid time off or may take unpaid leave until the request is resolved.

Oct. 18 to Nov. 14: Employees put on unpaid leave can still provide documentation or request an accommodation during this time.

Sunday, Nov. 14: Final deadline to meet policy requirements.

Monday, Nov. 15: Layoff begins.

Sunday, Nov. 21: Deadline for employees who received a “first dose” extension to submit documentation that they are fully vaccinated and have received their second dose.

FAQ: VACCINATION POLICY

Is a vaccination requirement for employees legal?

Yes, vaccine requirements for employees are legal, both under federal and state laws, for Metro to implement so long as qualified individuals are provided accommodations for medical condition or disability, or sincerely-held religious beliefs that prohibit them receiving a vaccine.

I have received the COVID-19 vaccine. What do I need to do?

If you are fully-vaccinated (it has been two weeks after the last dose of the Pfizer or Moderna vaccine) then all you need to do to meet the policy requirements is upload or email your vaccination card and complete the online policy review by Thursday, Sept. 16.

COVID-19 Vaccination policy



600 NE Grand Ave.
Portland, OR 97232-2736

Overview and Frequently asked questions

I got my first vaccine dose but am still waiting for my second. What should I do?

If you have not received your second dose, make sure to share your vaccine card now and then again once you get your next vaccination dose. Make sure to complete the online policy review by Thursday, Sept. 16 and be fully vaccinated by Monday, Oct. 18.

I am not vaccinated. What do I need to do?

Please complete the online policy review by Thursday, Sept. 16 so we know you received it and understand your options. You can also reach out to covid.vaccine@oregonmetro.gov to get your policy questions answered. At our COVID-19 page for employees we have resources you can access to find a vaccine and you can connect with your supervisor to get your schedule adjusted to get a dose on paid time. We also have vaccine safety information and can help you connect with a medical professional too. More information is available at oregonmetro.gov/covid-19.

Can employees get an exemption from having to get the vaccine?

Yes, exemptions may be provided to qualified individuals with an approved accommodation request. Employees can request an accommodation for medical condition or disability, or sincerely-held religious belief. Accommodation requests will be managed by the Human Resources department following requirements established under Metro policies, the Americans with Disabilities Act (ADA), EEOC, Title VII and state law. Employees may access the accommodations process by contacting the Benefits division at 503-797-1570 or accessing online forms and resources from Metro's website oregonmetro.gov/request-accommodation-disability-or-religious-belief

Will people lose their jobs?

Possibly, if employees do not meet these policy requirements:

- Provide vaccine documentation; or
- Do not submit an accommodation request for medical condition or disability or sincerely held religious belief; or
- The accommodation request is not approved.

Anyone who does not meet policy requirements will be put on unpaid status beginning Monday, Oct. 18, and layoff after Sunday, Nov. 14, 2021. If you are represented you will have recall rights to your position. If you are not represented you may be eligible to return to your position if it is vacant in the future and Metro has a business need to fill the vacancy. Both are subject to the requirements of this policy just as new employees will be too.

Does the policy cover booster shots?

Yes. The policy covers vaccination doses and boosters as well. COVID-19 vaccination schedules by manufacturer, including boosters, as recommended by the U.S. Centers for Disease Control (CDC) are included in the policy. As information is provided on each vaccine, the COVID-19 safety team will update

COVID-19 Vaccination policy



600 NE Grand Ave.
Portland, OR 97232-2736

Overview and Frequently asked questions

employees on current requirements under the policy. Employees will have 30 days from these updates to receive boosters and remain eligible for work.

Right now in Oregon, people with specific immunocompromised conditions can receive a booster dose to help increase their immunity as long as they received either the Pfizer or Moderna vaccine. It's expected that a larger portion of the population will be able to get a booster after the end of September as long as their last dose of an mRNA vaccine was more than eight months prior to requesting a booster dose.

FAQ: VACCINATION DOCUMENTATION

How do I provide my vaccine card information?

Please share your vaccination documentation, a photo of your current vaccine card by Thursday, Sept. 16. There are three ways to do this:

Option 1: Upload to secure file share location

Step 1: Take a photo of your COVID-19 vaccination card.

Step 2: Upload the image file from a computer, iPhone or Android phone:

1. Go to oregonmetro.gov/covid-19-vaccine-information-metro-employees
2. Click on *Upload vaccine card* located on the right side of the webpage.
3. Drag image file or click on *Browse files* to access computer or phone photo files.
4. Select the vaccination card image.
5. Click the *Upload* button.

Option 2: Email option

Employees can also take a photo of their vaccine card and send to covid.vaccine@oregonmetro.gov

Option 3: Scan from Metro copy machine

Employees can also use a Metro copy machine to scan their vaccine card and send to covid.vaccine@oregonmetro.gov

How is my vaccine information being handled?

We recognize that many people view vaccine information as private and/or confidential and we are managing employee vaccine information with great care. Specific procedures for how vaccine information is handled have been outlined and maintained since our first COVID-19 vaccine policy in March 2021. Vaccine information is maintained in Metro's HR software, PeopleSoft, using an entry panel for medical information that has limited access.

Overview and Frequently asked questions

Can the vaccine information I provide Metro be shared if someone puts in a public records request?

These records are considered public records subject to Oregon Public Records Law. However, there are other laws that either prohibit public bodies like Metro from disclosing certain records, or give public bodies the discretion not to disclose. Metro will keep this information confidential to the extent possible absent authorization from the employee, or if we are directed to disclose from an agency such as the Multnomah County District Attorney, or court order.

How long will Metro keep my vaccine information on file?

Metro's Record Retention policy Personnel management: 13.04.06 covers this information and provides the records be maintained for 6 years after employment separation: Records documenting individual employee's work related medical history/medical records (except hazard exposure records) will be maintained separately from the Employee Personnel Records and handled as confidential medical information, as required by the Americans with Disabilities Act.

Isn't vaccine information protected by law? HIPAA?

HIPAA is a federal law that created standards for how sensitive patient health information is shared. HIPAA eligible entities include health care or plan providers or other entities that act on their behalf for things like claims and billing processes. While Metro is not a covered entity under HIPAA, we are managing employee vaccine information with great care.

Will Metro be publishing information about vaccination rates across the agency or by work site?

Not right now. There are no current plans to publish employee vaccination rates. Employees who feel they need this information to make health safety decisions should assume Metro's vaccination rate mirrors that of the county in which their workplace is located. If any information is shared about vaccination rates it would be aggregate information for the entire organization or larger worksites.

If employees do not have information about the vaccination status of colleagues they work with, how can they make informed decisions about their own personal risk?

It is understandable to have concerns about your personal safety risk while at work and we should expect our worksites to take every reasonable measure to be safe. It is also reasonable for employees to have a right to privacy around certain decisions like a vaccine. Please do not ask your colleagues about their vaccination status or make assumptions about their status based on perceived accommodations. There are many reasons someone may be keeping a distance or wearing an N95 mask. If you are concerned about your personal risk the best thing to do right now is assume that people around you are not vaccinated and take measures to protect yourself such as a high-quality face masks, practice distancing and minimize interactions. If you have concerns at your worksite connect with your supervisor.

COVID-19 Vaccination policy



600 NE Grand Ave.
Portland, OR 97232-2736

Overview and Frequently asked questions

NEW If an employee is laid off, will vacation accrued be paid?

Generally speaking, within Metro policy and guidance in union Collective Bargaining Agreements, vacation hours are paid in the last pay check when an employee is laid off.

NEW Does this policy apply to contractors?

The Office of Metro Attorney in coordination with Finance and Regulatory Services are determining that on a case-by-case basis.

NEW Are vaccines required for consultants and community partners? Is it legal for Metro staff to inquire about non-Metro staff's, community member's or partner's vaccination status to evaluate feasibility for an in-person meeting?

Researching answer, will be provided in future FAQ update. Consultants would be considered the same as contractors and requirements decided on a case-by-case basis.

NEW Can another entity working with Metro on a project or program, require proof of vaccination for an in-person meeting?

Researching answer, will be provided in future FAQ update.

NEW Does this policy apply to new employees?

Yes. New employees will need to meet policy requirements and current job postings include the policy requirement and information on the reasonable accommodation process.

NEW How will those who were not in attendance at the town hall receive this information?

Employees are receiving this information in one or more of these ways: Metro-provided email address, letters to current home mailing addresses, workplace posters and handouts and personal email through their union hiring hall.

NEW Will laid off staff be eligible for unemployment?

The Oregon Employment Department (OES) determines each person's unemployment benefit eligibility, not Metro. Recent updates from OED indicates that failure to meet a vaccine requirement (vaccination or accommodation) are not qualifying reasons for unemployment.

NEW Will variable hour employees not scheduled through the end of the year be required to show proof of vaccination?

If people are scheduled to report to work, they will be required to upload their vaccination cards or seek accommodation. We are notifying all current and former employees (as of April 2020) of this requirement so when hours are available or they receive a recall notice they are aware of the policy.

NEW Will the vaccine mandate be retired when numbers go down?

This is unlikely. Long-term, sustained reduction of COVID-19 infections needs to occur for business viability at our venues and safe, in-person operations for our whole staff. Vaccines are key to long-term disease reduction.

Overview and Frequently asked questions

NEW Will the vaccine mandate apply to guests and visitors?

Currently, proof of vaccination or negative COVID-19 test is required at indoor events when social distancing cannot be maintained at Portland's, OCC and Expo. See COVID-19 Safety guidance for Metro directors. A vaccination or testing requirement is not currently being considered for outdoor events.

NEW Do we expect a certain percentage of the workforce to be laid off?

The policy goal is 100% vaccination or accommodation. We will know more about employee choices on these options in the near future.

NEW Why is this required for remote workers?

We believe getting vaccinated is the right thing for safe workplaces and our entire community. And while right now we have a portion of our workforce who works from home, we also need the ability to have that same workforce participate in-person when activities require it. A policy that applies to all employees provides us with the most consistency, adaptability, and resiliency.

NEW Will flu shots become mandatory as well?

COVID-19 is not the flu and the two illnesses have significantly different impacts on people, the community, and the economy. COVID-19 is more likely to spread and more likely to cause serious disease than the flu. COVID virus reproduction rate is higher than the flu meaning it reproduces at larger rates and is therefore more infectious. COVID is also shown to have a much higher mortality, or death rate than the flu. The flu is largely seasonal in outbreaks, COVID-19 is so far an all-season virus with peaks of infections occurring in summer and winter months.

Source: John Hopkins University and San Francisco Bayhealth Network.

NEW If vaccines prove to be ineffective against new variants, will laid off individuals be called back?

Employees who are laid off will need to meet Metro policy requirements to return to work. Metro's goal with this policy is to reduce severe disease from COVID-19 among employees and the public, and to safely reopen or continue operations at venues and departments. Vaccines are the best long-term prevention method. Currently, in Oregon vaccines are at least 95% effective at preventing hospitalization and death. High community wide vaccination rates will also minimize spread in the community and help prevent variants from occurring.

Source: Oregon Health Authority

NEW Will there be a vaccine requirement for visitors of MRC (when it reopens?)

Possibly but that has not been determined yet.

NEW Once everyone is vaccinated, will MRC be reopened? Will this policy also speed up the process for MRC and other offices to allow employees to return to work?

When we see COVID-19 infection rates come down there will be more spaces for in-person work provided and more regular in-person activities resume in the building. Right now employees who are requested to work remotely but unable to work from home due to hardship or personal reasons can request an in-person workspace.

FAQ: ACCOMMODATIONS

NEW What's the difference between an exemption and an accommodation?

In the context of the vaccine policy, “exemption” refers to the reason an employee will seek to be excused from getting vaccinated. For example, an employee could seek a medical exemption if they have a condition that prevents them from getting vaccinated. “Accommodation” refers to the modifications or adjustments that can be made to the job or work environment that allow Metro operations to continue but that take into consideration the employee’s limitations. It is important to understand that no employee is completely excused from the obligation to maintain a safe work environment at Metro which is the goal of the vaccine policy. Therefore, if you are unable to become fully vaccinated due to a medical condition, disability or sincerely held religious belief, you should request a reasonable accommodation.

An accommodation may include wearing a certain type of face mask or requiring use of a face mask where vaccinated individuals are not masked, physical distancing and/or other protective measures. Metro may or may not be able to provide a reasonable accommodation depending upon your job duties, worksite and whether workplace health and safety may be maintained.

NEW How will all managers be informed of accommodation requirements?

Human Resources will notify supervisors during the process to help confirm essential duties and determine what, if any, accommodations can be made.

NEW What’s the process? How long does it take?

An interactive process is used to determine whether an effective and reasonable accommodation is available for an employee. This approach is a requirement under the Americans with Disabilities Act (ADA) and intended to have both the employee with a disability and the employer work together to determine an accommodation.

Each employee situation is unique and Human Resources evaluates each request for accommodation based on an employee’s specific health condition, circumstances and job at Metro.

Human Resources staff are working to process accommodations for the vaccination policy within 14 days but it could take longer. That is why it is important to submit your request as soon as possible.

NEW Can an employee do regular testing instead of receiving a vaccine or an accommodation?

Requests for accommodations are evaluated by the employee, Human Resources and the supervisor in consultation with the COVID-19 safety team as needed. Each case is handled individually based on the employee’s unique situation, job duties and workplace. Regular testing is not an alternative to vaccination or an outlined accommodation in the policy. Should regular testing be determined as an effective accommodation we would explore options for free testing and coverage under existing healthcare plans. Any costs of the tests would be paid for by Metro.

Overview and Frequently asked questions

NEW Who will be evaluating accommodation requests - a panel and or a union representation?

Trained personnel in Human Resources team will process each accommodation request and use the interactive process established under the ADA that involves both the employee and employer. Employees can request a union representative attend any meeting that is part of the accommodation process.

NEW Is there any privacy around accommodations?

Information submitted to Human Resources staff in accommodation forms is kept confidential to the extent possible under Metro policies and information will only be shared on a need to know basis to meet review and decision requirements or as required by law. For example, let's say an employee has an underlying medical condition, such as a spinal injury, that makes it difficult to lift anything over 15 pounds. The actual condition is kept confidential but the supervisor is involved in helping determine how the job tasks can be modified to prevent heavy lifting.

Similarly for the vaccination policy, the medical condition that prohibits an employee from receiving a COVID-19 vaccine is kept confidential but the supervisor is involved with determining what accommodations such as adjusting job duties for more distancing or face mask requirements. Human resources will consult with the COVID-19 safety team as needed.

NEW What's the definition of "sincerely held belief?"

Federal and state employment laws define religion very broadly. Religion includes not only traditional, organized religions such as Christianity, Judaism, Islam, Hinduism, and Buddhism, but also religious beliefs that are new, uncommon, not part of a formal church or sect. An employee's belief or practice can be "religious" under these laws even if the employee is affiliated with a religious group that does not espouse or recognize that individual's belief or practice. Religious beliefs include theistic beliefs (i.e. those that include a belief in God or gods) as well as non-theistic "moral or ethical beliefs as to what is right and wrong which are sincerely held with the strength of traditional religious views."

However, beliefs are not protected merely because they are strongly held. Rather, religion typically concerns "ultimate ideas" about "life, purpose, and death." Social, political, or economic philosophies, as well as mere personal preferences, are not "religious" beliefs protected by law.

NEW How will religious views be reviewed?

A form for religious accommodations has been created for this purpose and asks employees to provide an explanation of their sincerely-held belief. Human Resources staff may follow up with questions once the form has been received.

NEW Will working near a colleague with an accommodation expose an employee to more risk when compared to working near a vaccinated colleague?

Provided accommodations cannot pose a threat to the safety of others in the workplace or cause a financial hardship to the employer. Metro's COVID-19 safety team is working with Human Resources to review potential accommodations on a case by case basis to ensure that overall workplace safety needs for COVID-19 are met.

Overview and Frequently asked questions

NEW The vaccine does not stop infection or transmission and vaccinated people remain vulnerable to new strains and variants. Why do staff that are seeking exemptions need to be treated differently and have "accommodations"?

The focus of this policy is on reducing severe disease, and safely reopening or continuing operations. Vaccines are over 95% effective at preventing hospitalizations and deaths. Staff that are seeking medical and religious accommodations will participate in an interactive process with HR and their manager to identify accommodations. The COVID-19 safety team will also be involved. Accommodations may require an employee to use other COVID mitigation techniques, such as an N95 mask, to reduce their risk of severe disease.

NEW Is there a form for my doctor to fill out for medical exemption?

Verification of medical conditions may be requested during the accommodation process and Human Resources staff supporting your request will provide you with instructions and documents.

NEW If accommodations can't be made, will an employee be reassigned?

If there is another job that is open that the employee is qualified for, and if that job can be performed with an accommodation, then re-assignment is a possibility. However a reassignment is not guaranteed.

FAQ: PAID TIME FOR VACCINATIONS and EMERGENCY LEAVE

NEW Do I receive paid time for both doses and future boosters?

Yes, up to 4 hours paid time is covered under the policy for each vaccination dose and any booster shots that may be recommended by the CDC.

NEW If I got vaccinated and didn't take paid time can I submit that now and be paid for it?

Yes. Paid time to receive a COVID-19 vaccine can be applied retroactively. Let your supervisor know the date and time period you received a vaccine and they can coordinate with Payroll for that payment to be added in an upcoming paycheck.

NEW If an employee gets seriously ill from the vaccine are they eligible for paid time off?

Metro's COVID-19 Emergency Leave provides up to 80 hours of paid leave for several COVID related reasons including post vaccine symptoms and recovery. Additionally, protected leave such as FMLA and OFLA could be provided.

An employee's vaccination is outside of their work hours. Do they still receive paid time?

Yes. Supervisors should adjust schedules if possible to avoid overtime but that may not always be possible. Hourly employees who receive the vaccine outside of their regular work hours should receive paid time to do so.

COVID-19 Vaccination policy



600 NE Grand Ave.
Portland, OR 97232-2736

Overview and Frequently asked questions

Do exempt, or salaried employees receive the paid time?

Yes and no. Exempt, salaried employees will not be paid any additional amount to receive the vaccine, do not need to use paid time off for the appointment and should adjust their schedule to accommodate the time away from work duties.

Do variable hour employees also receive paid time for the vaccine?

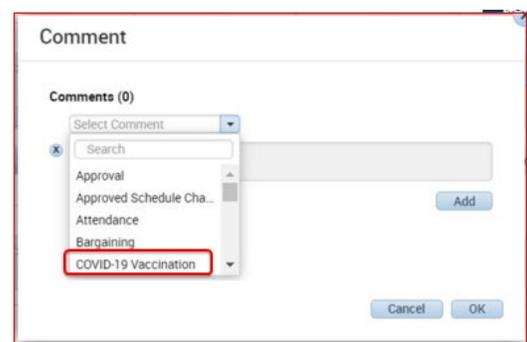
Yes. Variable hour employees are eligible for up to four hours per vaccine dose as long as they have worked within the last 8 weeks or are scheduled to work within the next 8 weeks.

What if my vaccination appointment takes less than four hours? Do I report back to work right away?

The vaccine policy provides up to four hours for each COVID-19 vaccination that includes travel time to and from the appointment, any waiting in line you experience and the medical observation period after you've received your dose (typically 15-30 minutes). If it takes less than four hours from start to finish, please return to work as soon as you are able. Employees should not lose work hours to receive a vaccine. If for any reason it is not feasible for an employee to report to work before or after an appointment please make sure they are paid for that day's scheduled hours.

Are there special instructions for entering the time in Kronos for timecards?

While paid time for a vaccine should be coded as regular time, managers need to select the comment "COVID 19 Vaccination" from the drop-down box of comments for any hours used towards employee's receiving their vaccination.



I used accrued leave to cover time off to get the vaccine. Do I get that time back?

Yes, if you used accrued leave, including vacation, personal or sick leave, to cover time needed to receive the vaccine we will restore your leave banks for the time you used. Contact your supervisor.

What should I do if I experience symptoms after receiving the vaccine?

The 4 hours of paid time in the vaccine policy is not intended to cover any time away from work for post-vaccine symptoms you experience. If you experience symptoms follow guidance provide by the vaccination clinic or medical provider. If you are unable to report to work notify your supervisor.

COVID-19 Emergency leave or sick or vacation leave can be used for any absences related to post-vaccine symptoms.

Is the 80 hours of COVID-19 Emergency leave bank reset?

Yes, the COVID-19 Emergency Leave of up to 80 hours is retroactive to Aug. 1, 2021 where a new bank of hours was provided to all employees to request if needed.

Overview and Frequently asked questions

Is there sick leave for employees who have children that get sick with COVID-19?

Yes, the COVID-19 Emergency sick leave of up to 80 hours is available to care for your own COVID-19 illness or another person. Regular sick leave can also be used for a sick child. Please contact the benefits department for information on medical leave that may be available to you.

FAQ: VACCINATIONS DOCUMENTATION

NEW How do I know Metro received my card?

Confirmations were sent by email to employees with a Metro email address. Those without are receiving confirmation by mail.

NEW What information can be made available to inform decisions about working with those who are not vaccinated? I am uncomfortable being in contact with people that are not vaccinated.

Employees' personal information on accommodations will not be shared with other employees. There may be some instances where a reasonable person could assume a colleague may have an accommodation due to additional safety precautions that the person may meet. In no instances will disrespectful treatment of another employee based on known or presumed accommodations be tolerated. Appropriate ways for an employee to lower their risks would be to get vaccinated, receive boosters as they become available, consistently wear a tight-fitting high quality mask such as a KN95, maintain at least six feet physical distancing, and ensure proper air ventilation such as meetings outdoors or opening doors and windows.

NEW If employees do not have information about the vaccination status of colleagues they work with, how can they make informed decisions about their own personal risk?

It is understandable to have concerns about your personal safety risk while at work and we should expect our worksites to take every reasonable measure to be safe. It is also reasonable for employees to have a right to privacy around certain decisions like a vaccine. Please do not ask your colleagues about their vaccination status or make assumptions about their status based on perceived accommodations. There are many reasons someone may be keeping a distance or wearing an N95 mask. If you are concerned about your personal risk the best thing to do right now is assume that people around you are not vaccinated and take measures to protect yourself such as a high-quality face masks, practice distancing and minimize interactions. If you have concerns at your worksite connect with your supervisor.

NEW What should someone do if they've misplaced their card?

It is likely your medical provider has this information in their records. You can also refer to this OHA article for help: <https://covidblog.oregon.gov/cant-find-your-vaccination-card-here-are-some-ways-you-can-replace-it/>

NEW Are vaccine cards considered generally reliable?

We believe so yes.

Overview and Frequently asked questions

NEW Will termination result if cards are forged?

Falsifying a document such as a vaccination card would be a violation of Metro's Employee Conduct policy.

NEW Will employees be notified if they are required to attend an in-person event with nonvaccinated employees?

No, this information will not be distributed.

FAQ: VACCINE AND COVID-19 SAFETY, OTHER

NEW Will staff be required to wear facemasks in MRC regardless of vaccination status?

Yes, masks will continue to be required indoors following Oregon state rules.

NEW Do I have to wear a mask when I'm in an office by myself?

No. If you are the sole occupant of an office with the door closed you do not need to wear a face mask.

NEW What's guidance on carpooling?

Right now we recommend employees avoid sharing a vehicle with others. If you have to make sure to provide ventilation in the vehicle, distance passengers (passenger sits in back opposite of driver and wear proper-fitting face masks).

NEW What percentage of people need to be vaccinated to reach herd immunity? How does this policy relate to herd immunity, if the % who need to be vaccinated to reach herd immunity is lower than 95%?

It's estimated 80 to 85% need to be vaccinated to reach herd immunity. This will continue to evolve with new variants. This policy is focused on long term efforts to safely continue operations, reopen venues, and support Greater Portland's recovery. This policy also protects the whole community and those who cannot get vaccinated such as children.

NEW Who can I talk to about my fears of receiving the vaccine?

We're working with local doctors and setting up 30 minute sessions to learn more information and working with colleagues for peer to peer conversations. You can email covid.vaccine@oregonmetro.gov.

NEW What is the reporting protocol for interacting with someone without a mask indoors?

It is best to discuss this with your supervisor as different site and facilities have different rules. In some places, such as Metro's parks and natural areas it makes more sense to maintain distance from the individual rather than confronting them and risking a long, maskless interaction.

COVID-19 Vaccination policy



600 NE Grand Ave.
Portland, OR 97232-2736

Overview and Frequently asked questions

NEW Why not just test everyone regularly for the most safety, since vaccinated can have asymptomatic spread? Since asymptomatic spread is very likely from vaccinated individuals, will all staff be required to undergo regular testing?

Tests are expensive, resource intensive, and currently in Oregon, scarce. Most health systems are limiting tests to individuals with symptoms. Metro does not want to contribute to scarce testing resources as ample testing is important for mitigating COVID's impacts. Vaccines are largely protecting vaccinated individuals from COVID infection and transmission. OHA's most recent numbers estimated that only 15% of cases in the state were from fully vaccinated individuals. Vaccinated individuals can still contract and spread COVID-19, but it is far less likely than an unvaccinated individual.