

CITY OF SANTA ROSA  
CITY COUNCIL

TO: MAYOR AND CITY COUNCIL  
FROM: AMY REEVE, DIRECTOR OF HUMAN RESOURCES  
SUBJECT: COVID-19 VACCINATION VERIFICATION AND TESTING POLICY

AGENDA ACTION: MOTION

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RECOMMENDATION

It is recommended by the Human Resources Department and the City Manager that the Council, by motion, due to the urgent and significant impacts of the delta variant, and to follow the County Health Officer's strong recommendation to help further reduce the spread of the COVID-19 virus, direct the City Manager to adopt a policy requiring all City employees to provide proof of vaccination or submit to weekly testing by October 1, 2021.

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EXECUTIVE SUMMARY

By adopting this motion, Council will implement the recent recommendations of the Sonoma County Health Officer to protect the safety of City employees and the public by requiring proof of vaccination or weekly COVID-19 testing for unvaccinated employees.

BACKGROUND

On August 4, 2021, the Sonoma County Health Officer issued an order calling for all fire, law enforcement and emergency medical service workers and staff at disaster shelters to show proof of vaccination. If proof of vaccination is not available, those workers would be required to undergo weekly COVID-19 testing. This new mandate takes effect on September 1, 2021.

For informational purposes, the Human Resources Department is advising the Council that the City will be complying with and implementing the Health Officer's order requiring that law enforcement, emergency medical service workers and staff at disaster shelters provide proof of vaccination, or undergo weekly, COVID-19 testing effective September 1, 2021.

To protect public health and safety, the Health Officer also strongly recommended that all employers implement the same requirements for the entire workforce and all employees. Consistent with that recommendation, on August 17, 2021, the County of

ADOPTION OF VACCINATION OR WEEKLY COVID TESTING POLICY  
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Sonoma adopted policies for all its employees to show proof of vaccination or submit to weekly testing.

The Human Resources Department is bringing forward this item to ask Council to direct the City Manager to adopt a policy that would apply to all City employees, consistent with the recommendation of the Health Officer's recommendation. This policy would require proof of vaccination or weekly testing for all City employees.

ANALYSIS

This policy demonstrates the City's commitment to implement all recommended measures by the Health Officer to reduce the COVID-19 transmission rate and will protect our employees and the community we serve. In addition to the County, the State, Federal Government, University of California system, and many other California Counties and school districts have already implemented or announced their intention to implement similar policies.

Implementing the recent health orders and the proposed policy for City of Santa Rosa is a significant operational challenge. Once vaccination verifications are collected from the workforce, Human Resources will know the full scope of needed testing. Human Resources estimates that approximately 60% to 70% of the workforce are vaccinated. Human Resources expects that the verification process under the new health orders and the proposed policy will result in a higher actual percentage of vaccinated employees. Once this data is collected, the number of vaccinated employees can serve as the benchmark. Human Resources is working with labor organizations and meeting and conferring on the impacts of the health orders and the proposed policy and working with departments to set up the procedures. There could be a need to add additional staffing to administer aspects of the health orders or policy. If so, departments or Human Resources will work with the City Manager on staffing and/or budgetary needs.

Given the dynamic nature of this pandemic, Human Resources has drafted the policy to allow the City Manager to make updates to the policy or determine the policy can be ended, after consultation with the Health Officer, Human Resources, and City Attorney. Human Resources will oversee and administer the policy including guiding departments on implementation and compliance and will work with labor organizations as needed.

FISCAL IMPACT

Costs associated with implementing widespread testing are under development. Costs will depend on the number of administered tests. In addition, there may be a need to add additional staffing to administer aspects of the health orders or policy. If so, Human Resources will work with the City Manager to develop staffing or budgetary adjustments.

ENVIRONMENTAL IMPACT

This action is exempt from the California Environmental Quality Act (CEQA) because it is not a project which has a potential for resulting in either a direct physical change in the environment, or a reasonably foreseeable indirect physical change in the environment, pursuant to CEQA Guidelines Section 15378.

BOARD/COMMISSION/COMMITTEE REVIEW AND RECOMMENDATIONS

Not applicable.

NOTIFICATION

Not applicable.

ATTACHMENTS

- Attachment 1 – Correspondence

CONTACT

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