

Chicago Park District COVID-19 Vaccination Policy

I. Purpose

Consistent with its duty to provide and maintain a workplace that is free of recognized hazards, the Chicago Park District (“CPD”) has adopted this policy to safeguard the health and well-being of employees, and the park patrons that spend time in our facilities and interact with CPD employees. This policy is intended to comply with all federal, state, and local laws. All employees must continue to comply with any applicable safety requirements related to COVID-19.

II. Scope and Applicability

This Policy applies to all CPD employees.

III. Limitations

Nothing in this Policy is intended to nor shall be construed to provide a private right of action against the Chicago Park District or any of its employees. Furthermore, no part of this Policy shall be construed to create contractual or other rights, obligations, or expectations.

IV. Policy

- A. Effective December 15, 2021, CPD employees, as a condition of employment, must be fully vaccinated against COVID-19 or undergo COVID-19 testing as set forth in Section IV.B. (You are considered fully vaccinated 14 days after receiving the final dose of a two-shot vaccine (Moderna or Pfizer) or a dose of a one-shot vaccine (Johnson & Johnson). All CPD employees who are fully vaccinated by December 15, 2021 shall receive one (1) personal day that must be used by June 30, 2022. The personal day granted by this policy shall not count towards the carryover day limit contained in an employee’s collective bargaining agreement.
- B. Employees with a medical condition or other medical restrictions that affects their eligibility for a vaccine, as verified by their medical provider, or those employees with a sincerely held religious belief that prohibits them from receiving a vaccine, may request a reasonable accommodation as described in Section VI below.
- C. Employees who are not vaccinated in accordance with this policy for reasons including but not limited to verified medical conditions or sincerely held religious beliefs must undergo COVID-19 testing on a twice weekly basis with tests separated by 3-4 days. Employees shall be responsible for obtaining tests on their own time and at no cost to CPD and reporting those results in the manner described in Section VII below. This testing option will sunset on March 1, 2022. Thereafter, employees must be fully vaccinated as a condition of employment unless they have received an approved accommodation.
- D. Employees who are not fully vaccinated by March 1, 2022, unless they have received an approved accommodation, will be placed on a non-disciplinary no-pay status until they have become fully vaccinated.
- E. Violations of this policy, including but not limited to, non-compliance with section IV.A, providing false or misleading information about vaccination status, test results, or the need for an accommodation, may be subject to disciplinary action up to and including discharge.

V. Proof of Vaccination

- A. Employees are responsible for scheduling and obtaining all recommended doses of an FDA-approved COVID-19 vaccine, a COVID-19 vaccine granted Emergency Use Authorization by the FDA, or the World Health Organization (WHO). Employees shall receive two (2) hours of paid leave for each required dose of COVID-19 vaccine.
- B. All employees must report their vaccination status through CPD's secure COVID-19 Vaccination Portal or provide hard copies to the Human Resources Department no later than December 15, 2021, with the following information:
 - The type of vaccine obtained (Moderna, Pfizer, or Johnson & Johnson);
 - Date of first dose of vaccine;
 - Date of second dose of vaccine for a 2-dose vaccine;
 - Declaration under penalty of perjury that the information submitted is true and correct; and
 - Documentation verifying proof of vaccination status. Proof of vaccination can include a copy of the CDC COVID-19 Vaccination Record Card, documentation of vaccine from the employee's healthcare provider, or documentation issued by the State of Illinois by going to <https://idphportal.illinois.gov>.
- C. Employees hired after the effective date of this policy must be fully vaccinated as a condition of employment. Proof of vaccination will be required prior to the employee's start date unless the employee has received an accommodation as outlined in Section VI of this policy.
- D. Any employee who becomes fully vaccinated after December 15, 2021, must report their change in vaccination status in the manner prescribed in Section V.B. above within three (3) business days.
- E. In cases where CPD has reason to believe that the information provided by the employee was not true or accurate, an employee may be required to submit verification of vaccination from a state immunization information system.
- F. Employees who have not reported their vaccination status by December 15, 2021 will be placed in a non-disciplinary no-pay status until they have reported their vaccination status.
- G. All employees must continue to comply with masking, testing, and other safety requirements as outlined in other CPD policies and directives.

VI. Accommodations

- A. Disability and Medical Accommodations
 1. In accordance with the CPD's Reasonable Accommodation Policy, the CPD provides reasonable accommodations to qualified persons with a disability that enables them to perform the essential functions of their job unless such an accommodation would create an undue hardship or the accommodation would result in a direct threat to the health and safety of the employee or others. Requests for accommodations will be made on a case-by-case basis consistent with existing procedures for reasonable accommodation requests.
 2. Employees who believe they need an accommodation regarding this policy because of a disability or a medical condition may request a reasonable accommodation through the Department of Human Resources and the Office of Disability.
- B. Religious Accommodations
 1. The CPD provides religious accommodations to employees with sincerely held religious beliefs unless such an accommodation would create an undue hardship. Requests for

- accommodations will be made on a case-by-case basis consistent with existing procedures for reasonable accommodation requests.
2. Employees who believe they need an accommodation regarding this policy because of a sincerely held religious belief may request a reasonable accommodation through the Department of Human Resources.

VII. Reporting Test Results

- A. Employees who are not vaccinated by December 15, 2021, for reasons including but not limited to verified medical conditions or restrictions or sincerely held religious beliefs (as discussed in Section VI), shall be required to undergo COVID-19 testing on a twice weekly basis with test separated by 3-4 days. Employees shall be responsible for obtaining tests on their own time and at no cost to CPD.
- B. Employees must report their test results through the COVID-19 Employee Testing Portal. Employees will be required to submit the following information:
 1. The date of the test;
 2. Patient name and date of birth;
 3. The type of test obtained;
 4. The results of the test;
 5. A declaration that the information provided is true and accurate; and
 6. A copy of the test results.
- C. In cases where the CPD has reason to believe that the testing information provided by the employee was not true or accurate, an employee may be required to provide additional information, including but not limited to a written statement describing the testing process.
- D. Employees who fail to report test results as required by this section will be placed in a non-disciplinary no-pay status until they report their test results.

VIII. Non-Retaliation

The CPD prohibits retaliation for reporting violations of this policy or any other health and safety concern. Employees have the right to report work-related injuries and illnesses and the CPD will not tolerate retaliation against employees for reporting work-related injuries or illnesses or good faith health and safety concerns.

IX. Policy Modification

Public health guidelines regarding COVID-19 and COVID-19 vaccines are rapidly changing as new information becomes available, as further research is conducted, and additional vaccines are approved and distributed. The CPD reserves the right to modify this policy at any time to adapt to changing circumstances and business needs consistent with its commitment to maintaining a safe and healthy workplace.