



EMPLOYMENT &  
HUMAN SERVICES

## MEMORANDUM

Kathy Gallagher, Director

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To: All Staff, Code 2A

Date: July 22, 2021

From: Kathy Gallagher, Director

Subject: Change in County's Vaccination Verification Policy

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The Contra Costa County Administrator issued the below memo to Department Heads directing a change in the vaccination verification policy. Please read this memo carefully in order to understand the new policy.

EHSD will be issuing guidance soon on the process to implement this new verification requirement – specific examples of what the acceptable verification will be; who to submit it to; how the mask mandate for the unvaccinated will be enforced; and a reminder of the process for reporting a positive COVID-19 test.

We know that this continues to be a difficult and challenging time for our employees, and we keep the health of our staff and our clients uppermost in our priorities. We do strongly encourage all of our staff to get the COVID-19 vaccine. It is easy to do, and you are entitled to two hours of release time for this purpose.

The pandemic is not going away without a fight – let's all fight back!

Best to everyone,

Kathy Gallagher, EHSD Director

Enclosure:

County CAO's COVID-19 Vaccine Update to Department Heads

## County Administrator

County Administration Building  
1025 Escobar Street, 4th Floor  
Martinez, California 94553-1229  
(925) 655-2075

**Monica Nino**  
County Administrator

# Contra Costa County



## Board of Supervisors

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July 22, 2021

COVID 19 Vaccine Update to Department Heads,

With COVID-19 cases rapidly on the rise, leaving **unvaccinated** individuals at risk for serious illness or **death**, the health officers of Contra Costa, Santa Clara, and San Francisco Counties have urged all employers to strongly consider workplace COVID-19 safety policies that require their workforce to get vaccinated now. Therefore, the following County policy will be immediately enforced:

1. All employees are **strongly encouraged** to be vaccinated immediately.
2. The previously distributed self-attestation forms are **no longer sufficient**. Employees who previously self-attested must now also provide proof of vaccination as described below.
3. For any employees that are not yet fully vaccinated or who do not provide proof of vaccination, we are **requiring** and **enforcing** masking for all time spent in County facilities.
4. In order for an employee to be exempt from Face Covering, the employee must **present** one of the following, to your departmental designee:
  - A photocopy of the CDC Card or WHO Yellow Card. The employee should be instructed to redact any other medical information that may appear, such as other vaccinations received; or
  - A photocopy of the individual's COVID-19 Vaccine record, obtained through the following portal: <https://myvaccinerecord.cdph.ca.gov/>. The employee should be instructed to redact any other medical information that may appear, such as other vaccinations received
5. Copies of the vaccination documents must be kept in a confidential medical folder for all employees.

It is important to report employee positive cases timely to Risk Management. This will allow for accurate notification of potential exposures to positive cases in the workplace, track for potential outbreaks, implement outbreak procedures timely, implement engineering controls and prevent further positive case transmission.

The risk of transmission of SARS-CoV-2 – the virus that causes COVID-19 – remains high; however, we can end this pandemic through stopping the spread of the disease. Again, all employees are strongly **encouraged** to get vaccinated. Meanwhile, the Board of Supervisors has requested that we begin discussions with our Labor Partners to make vaccination **mandatory** upon FDA approval of one of the vaccines.

Thank you for all you do, and for continuing to work with us to support our employees and our community through these challenging times.

Sincerely,

Monica Nino  
County Administrator

c: Board of Supervisors  
County Labor Partners