



## LASD - Department Operations Center

# COVID-19 NOTICE #60

## COVID-19 Vaccination and Testing



This COVID-19 policy on vaccination and testing applies to all Department members, including those who are working a modified position. For those employees who are off on a leave of absence due to (IOD, FMLA, etc.), the COVID-19 policy on vaccination and testing will apply upon the employees' return to work.

### **POLICY**

All Department members are encouraged to be fully vaccinated. One is considered fully vaccinated two weeks after receipt of:

- Any single-dose COVID-19 vaccine series that is authorized or approved by the U.S. Food and Drug Administration (FDA) or listed for emergency use by World Health Organization (WHO); or
- Any combination of two doses of an FDA approved/authorized or WHO emergency use listed COVID-19 two-dose series.

Department members who do not meet the above criteria will be required to provide proof of weekly COVID-19 testing.

Some Department members may be required by state or federal law to have or obtain a COVID-19 vaccination and have had a booster (or they are not yet eligible to be boosted) due to their specific job duties or assignment (e.g., hospitals, medical centers, custody facilities, etc.). Booster eligibility for Pfizer or Moderna is at least five (5) months after their initial vaccine series and two (2) months for Johnson & Johnson. Department members subject to mandatory vaccination requirements should follow all relevant vaccination procedures in this policy and are not given the choice to choose testing and face covering use in lieu of vaccination.

All Department members are required to register and report their vaccination status and, if vaccinated, provide proof of vaccination. Department members must provide truthful and accurate information about their COVID-19 vaccination status, and, if not fully vaccinated, their testing status. **Department members not in compliance with this policy may be subject to discipline.**

### **PROCEDURE**

#### **Vaccinated Department Members**

All vaccinated Department members are required to provide proof of COVID-19 vaccination, regardless of where they received vaccination. Vaccination status can be



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uploaded to the [Los Angeles County Sheriff's COVID-19 Employee Vaccination Status Portal \(SDREG\)](#).

Acceptable proof of vaccination status is:

1. The record of immunization from a health care provider or pharmacy;
2. A copy of the COVID-19 Vaccination Record Card;
3. A copy of medical records documenting the vaccination;
4. A copy of immunization records from a public health, state, or tribal immunization information system; or
5. A copy of any other official documentation that contains the type of vaccine administered, date(s) of administration, and the name of the health care professional(s) or clinic site(s) administering the vaccine(s).

Proof of vaccination generally should include the Department member's name, the type of vaccine administered, the date(s) of administration, lot number, and the name of the health care professional(s) or clinic site(s) that administered the vaccine. In some cases, state immunization records may not include one or more of these data fields, such as clinic site; in those circumstances, the Department will still accept the state immunization record as acceptable proof of vaccination.

### Unvaccinated Department Members

#### **Exemptions**

Effective immediately, all unvaccinated Department members, regardless of their hire date, are highly encouraged to request a medical or religious exemption.

#### **COVID-19 Testing**

**Department members who are not fully vaccinated will be required to comply with this testing policy. This policy does not allow exemptions or requests for accommodations, from the weekly test requirement. Weekly testing is an accommodation in lieu of vaccination.**

Department members are solely responsible for seeking weekly testing and have the option to choose the following:

- Polymerase Chain Reaction (PCR), rapid PCR, and rapid antigen tests from a licensed COVID-19 testing provider;



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- Guardian PCR self-test kits issued by the Department; or
- At home self-test kits.

If using an at-home self-test kit, apply the following procedure:

- Write your employee number and test date on the test kit;
- A picture of the labeled test kit (employee number and test date) will be accepted as proof of testing. The picture should be taken without showing test results; and
- Submit picture of the labeled test kit to your unit COVID-19 testing coordinator as proof of testing.

Department members may test on duty at the discretion of the unit commander, as overtime and mileage reimbursement are not available. Employees shall be allowed reasonable time to test, of no more than two (2) hours; however, in consideration of operational constraints (e.g., number of locations available for testing, availability of testing appointment, etc.) the Department may offer additional time to facilitate testing.

Department members required to test must submit their test verification to their unit COVID-19 coordinator no later than **Thursday of every week at 1700 hours**. Department members required to test who have missed a weekly test(s) due to an approved absence must provide proof of testing the first day back to work. If at any time your vaccination status changes, you must update your personal profile within the [Los Angeles County Sheriff's COVID-19 Employee Vaccination Status Portal \(SDREG\)](#).

Options for providing testing verification can include, but are not limited to, the following:

- E-mail (letter) notification via Department e-mail;
- Text message notification; and/or
- Pictures of the at-home self-test kit, as outlined above.

Department members should save proof of testing until they are in receipt of a confirmation e-mail from the Department that the proof of testing has been received and accepted, or that further information will be required. Department members who continue to test negative will receive a weekly testing notification of their personal status via Department e-mail.

A Department member with a positive test result will not be required to submit to weekly testing for a period of 90 days from the date of the positive test result. At-home self-test



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kits will not be accepted as proof of a positive COVID-19 test result. Only official correspondence from a licensed medical practitioner or licensed COVID-19 testing provider will be accepted as proof of testing positive for COVID-19 and must be provided to your COVID-19 unit coordinator prior to being exempted from testing for 90 days. For further guidance regarding positive testing, refer to your unit's COVID-19 coordinator and COVID-19 [NOTICE #46](#).

All Department members, regardless of vaccination status and purpose for testing, will be required to provide health insurance information and register with the testing sites. Recent legislation (California Senate Bill 510) guarantees tests will be at no cost to employees. Department employees may receive an "explanation of benefits" or other documents regarding payment for COVID-19 testing by their health plan/insurance, but these documents are not a bill.

### **Unit Testing Coordinators**

COVID-19 unit testing coordinators will receive a weekly Excel spreadsheet from the COVID Testing Help Desk indicating which Department members need to be tested at their unit of assignment (if a Department member is on loan, the unit who has the Department member on loan must make notifications to the concerned unit of assignment).

The unit testing coordinators will be responsible for entering the Department member's specific testing information into the Department's [COVID-19 Testing Status Portal](#):

- Employee number;
- Date of test; and
- Department e-mail address.

Once the proof of test is verified, testing coordinators shall not keep any of the submitted verifications; all pictures and e-mail submissions must be destroyed.

### **CONFIDENTIALITY AND PRIVACY**

All COVID-19 related medical information collected by the Department from their employees, including vaccination status, vaccination details, test results, and any other information obtained because of testing, will be treated in accordance with applicable laws and policies on confidentiality and privacy, and will not be shared outside of the Department.



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### **FACE COVERINGS**

Department members who work in County Jail facilities, where face coverings are ordered to be worn by the California Department of Public Health, will be supplied and replenished by the Department.

Those Department members also may be legally entitled to a reasonable accommodation if they are unable to wear a face covering (as otherwise required by this policy) because of a disability.

### **Additional Information**

For your convenience, the following websites may be utilized, as information from state and local agencies continues to evolve. Please visit these websites often for the most current and up-to-date information regarding COVID-19 testing:

- The **County of Los Angeles** maintains a list of community test sites on their website: [Click Here](#)
- The **County Department of Public Health** provides additional community test sites: [Click Here](#)

Additional community testing sites can be found at several Sheriff's Department Facilities; however, times and locations may vary. You can find a testing site closest to you by [Clicking Here](#).

The COVID Testing Help Desk is available for assistance Monday through Friday, 0800-1600 hours at 323-980-2101 and via email at [COVIDTestingHD@lasd.org](mailto:COVIDTestingHD@lasd.org).

**If you require additional information, contact Field Operations Support Services at (323) 890-5411 or [fossunit@lasd.org](mailto:fossunit@lasd.org).**