



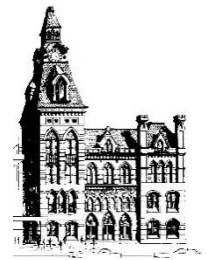
JUSTIN ELICKER
MAYOR

DEPARTMENT OF HUMAN RESOURCES

CHIEF ADMINISTRATIVE OFFICE

CITY OF NEW HAVEN

200 Orange Street, New Haven, CT 06510
(203) 946-8252
(203) 946-7166 fax
www.newhavenct.gov



STEPHEN J. LIBRANDI
MANAGER OF HUMAN RESOURCES
AND BENEFITS

Date: September 3, 2021
To: All City of New Haven and New Haven Board of Education Employees
Re: **Mandatory COVID Vaccine & Testing Policy**

In accordance with the Executive Order issued by Mayor Justin Elicker on August 27, 2021, in response to the uptick in COVID positivity as a result of the Delta variant and as part of our continuing efforts to insure the health and safety of our workforce, we are beginning the process of implementing the attached **Mandatory COVID Vaccine and Testing Policy**. We are taking this action based on the information available to us that clearly indicates that the best way for our employees to protect themselves and their coworkers from serious COVID-related illness is by being vaccinated and for those that are not vaccinated, frequent testing.

In order to properly monitor compliance with this policy, **all employees** are required to register in the **New Haven COVID Vaccination/Testing Portal** between Tuesday September 7, 2021 and Tuesday September 14, 2021, 11:59 p.m. Employees who are fully vaccinated will attach documentation in the Portal, where it will be verified by the Health Department. Employees who are fully vaccinated for COVID and whose status has been verified by the Health Department are not required to be tested for COVID in accordance with this policy. **All** other employees will be required to submit test results through the New Haven COVID Vaccination/Testing Portal on a weekly basis beginning with the week of September 27, 2021. Instructions on how to register and upload necessary documents will be available on the Human Resources page of the City website, <https://www.newhavenct.gov/gov/depts/hr>. Please note that both vaccination and testing sites can be found at several locations throughout the City and will be regularly updated on the City's Website.

All other existing protocols developed to help us work safely during this continuing health emergency remain in effect. We need to continue to properly wear masks in common areas of all City buildings, continue special cleaning protocols, perform the daily symptom check before coming to work, and report any potential exposures promptly. Employees who test positive or are exposed to someone who tests positive will need to quarantine in accordance with the latest CDC guidelines.

This Mandatory COVID Vaccine & Testing policy has been designed as part of the City's overall strategy and commitment to maintaining as safe and healthy a workplace as is possible at this time. The City is adopting this Policy to safeguard the health of our employees and their families; our customers and visitors; and the community at large. To that end, the City strongly encourages its employees to receive the COVID vaccine. If you choose to not be vaccinated for COVID for any reason, your reason is your own. You must, however, provide proof of a COVID test each week in order to help lower the risk of infection and transmission to your co-workers, our families, and the public. Thank you for your anticipated cooperation in this effort.

Very truly yours,

Stephen J. Librandi
Manager of Human Resources and Benefits

Enclosures: Mandatory COVID Vaccine & Testing Policy