



**San Francisco CASA (SFCASA)
Mandatory COVID-19 Vaccination Policy for
Staff, Board Members and Volunteers
November 1, 2021**

Purpose

COVID-19 is a highly transmissible disease that has resulted in a global pandemic and unprecedented disruption to the way we live and work. SFCASA is committed to doing our part to promote sound public health practices and to support safe living, working and community environments on behalf of our staff, volunteers, and the children, youth and families we serve. As such, SFCASA is adopting a mandatory vaccination policy to safeguard the health of our employees and their families, the health of systems-impacted children and youth and their families, and the community at large from COVID-19.

This policy complies with all applicable laws and is based on guidance from the Centers for Disease Control and Prevention, the California and San Francisco Departments of Public Health, and all applicable state and local health orders.

Scope

This policy applies to all SFCASA Board members, employees, temporary employees, on-site contractors (on-site contractors are those individuals providing independent contractor services in a manner that requires them to be present in the same room as SFCASA staff, Board members, or volunteers) and volunteer advocates who interact with the public, including systems-impacted children and youth, and/or employees or co-workers on behalf of SFCASA (Covered Parties). These Covered Parties are required to receive the COVID-19 vaccine unless a reasonable accommodation is approved through the process delineated below. If you have concerns about receiving a COVID-19 vaccine, please contact your immediate (case) supervisor to discuss.

Procedures

As of May 2021, all individuals over the age of 12 are eligible to receive the COVID-19 vaccine in the United States. To date, SFCASA has been relying on voluntary compliance. Now that all relevant parties are eligible to receive the vaccine, SFCASA has determined that it is in the best interest of the organization and the young people we serve to require those who will interact on behalf of SFCASA with the public, including those interacting with systems-impacted children, youth and families, and/or co-workers to be vaccinated. As a result, all such Covered Parties must within 30 days of receiving this policy: (1) obtain and provide proof of vaccination or (2) request an accommodation as detailed below.



Acceptable proof of vaccination includes a copy of your vaccination card or other similar official document confirming vaccination status. Covered Parties may get any of the COVID-19 vaccines that are/were approved in the USA, Canada or European Union on the date vaccination is verified with SFCASA.

SFCASA Employees

Employees will be paid for time taken to receive vaccinations and the cost of the vaccine if it is not covered by employee's insurance. Employees must work with their managers to schedule appropriate time to comply with this policy. Employees not in compliance with this policy will be placed on unpaid leave until their employment status is determined by the Executive Director.

Reasonable Accommodation for Employees

Covered Parties in need of an exemption from this policy due to a medical reason, or because of a sincerely held religious belief, must request an accommodation to begin the interactive accommodation process. Employees may request accommodation without fear of retaliation. SFCASA will engage in an interactive process with employees to determine if a reasonable accommodation can be provided so long as it does not create an undue hardship for SFCASA and/or does not pose a direct threat to the health or safety of others in the workplace and/or to the employee. To request an accommodation for one of the above reasons, employees will notify Amy DiBenedetto, Controller and Operations Director, in writing of your accommodation request. Once SFCASA is aware of the need for an accommodation, SFCASA will engage in an interactive process with the employee to identify possible accommodations. The organization reserves the right to require proof of negative COVID-19 tests from individuals who have been granted an accommodation.

CASA Volunteer Advocates

While SFCASA requires that all CASA volunteer advocates be vaccinated, it is important to note that SFCASA does not inquire about children, youth and family (foster and biological) vaccination status as a condition of service and that volunteers may be matched with a young person who is unvaccinated.

As of the date of this policy, all current trainees will be notified of the vaccination requirement along with the expectation that they demonstrate proof of vaccination, or receive formal medical exemption, by the end of the current training on November 10, 2021 and before matching.



All prospective and future trainees must demonstrate proof of vaccination *before* beginning training. This requirement will be clearly communicated on SFCASA’s website, during information sessions, on the volunteer application and during initial screenings. Proof of vaccination and/or formal exemption must be received prior to the first night of training.

Volunteers who are currently active and assigned a case as of the date of this policy will have 30 days from the effective date of the policy to provide proof of vaccination, or to formally request a medical exemption. If such proof is not provided to SFCASA staff (as designated below), nor an exemption request formally noted, that volunteer will be assumed to be unvaccinated and all contact between the volunteer and their assigned youth shall be virtual or by phone only. SFCASA will inquire, through conversation between such volunteer and their case supervisor, future intent regarding vaccination. If a current volunteer chooses to remain unvaccinated, without securing medical exemption, SFCASA will work with them to transition from their CASA role in a manner that is respectful of their relationship with the young person and within no more than 90 days. Upon the conclusion of any case to which such volunteer is assigned, he/she/they will not be assigned to a new case until or unless that volunteer provides proof of COVID vaccination.

Proof of vaccination status for CASA volunteer advocates will be provided to Jackie Moncada, SFCASA Custodian of Records, including a signed vaccination status form and a photo of vaccination card or QR code proof of vaccination. Volunteers in need of an exemption from this policy due to medical reasons must request an accommodation, along with a substantiating statement from their medical provider, with their case supervisor (or with Jackie Moncada in the case of prospective and future trainees and with Diane Posner in the case of current trainees) to begin the interactive accommodation process to determine if a reasonable accommodation can be provided.

If you believe that you have been treated in a manner not in accordance with this policy, please notify the Executive Director, Kate Durham (kate@sfcasa.org) immediately. Please also direct any questions regarding this policy to Kate.

By signing below, I acknowledge receipt of this Policy.

Signature

Date

Printed Name