



BRANDON NUNES  
*Acting Director*

State of California—Health and Human Services Agency  
**California Department of Public Health**



GAVIN NEWSOM  
*Governor*

December 28, 2020

Yvonne Walker, President  
Service Employees International Union  
1808 14<sup>th</sup> Street  
Sacramento, CA 95811

Dear Ms. Walker:

This letter is to provide notice that the California Department of Public Health (CDPH) has established a new policy on the Coronavirus Disease 2019 (COVID-19) Vaccine. As stated in the policy, it is the policy of the CDPH to minimize the spread of vaccine preventable diseases to employees, patients, residents and the public through public health prevention measures. All CDPH employees must comply with the COVID-19 vaccine policy in the course of completing work duties. CDPH encourages all employees to get the COVID-19 vaccine, when available to them according to the phased allocation framework.

The proposed implementation of this policy is December 29, 2020. A copy of the new policy is attached to this notice. If you have any questions or wish to meet, please contact Christina Montserrat at (916) 440-7348.

Sincerely,

Kristanna Rivera, Deputy Director  
Human Resources Division

cc: California Department of Human Resources  
1515 S Street, North Building, Suite 400  
Sacramento, CA 95811-1758

Attachment: COVID 19 Vaccine Policy

# Coronavirus Disease 2019 (COVID-19) Vaccine Policy 8-6300

## Introduction

8-6300

California established an inter-agency COVID-19 Governor's Vaccine Task Force, an integral part of the state's COVID-19 response, with the objective of developing a plan for equitable distribution of COVID-19 vaccines. The COVID-19 vaccine initial allocations for California counties were determined in accordance with a prioritization framework based on guidance from the federal government. California's plan for the distribution and administration of the COVID-19 vaccine is guided by the following overarching principles:

- Ensuring the COVID-19 vaccine meets safety requirements
- Ensuring the vaccine is distributed and administered equitably, at first to those with the highest risk of becoming infected and spreading COVID-19
- Ensuring transparency by bringing in community stakeholders from the outset

As doses of the COVID-19 vaccine are received in California, they will be distributed in accordance with the phased allocation framework. California Department of Public Health (CDPH) will follow the [CDPH Allocation Guidelines for COVID-19 Vaccine](#). During Phase 1a, CDPH recommends COVID-19 vaccine be offered to persons at risk of exposure to SARS-CoV-2 through their work in any role in direct health care or long-term care settings. CDPH further recommends health departments sub-prioritize doses as needed to match the level of available supplies in a sequential fashion, ranked by facility type or role, for persons exposed through work in health care or long-term care settings. Public health field staff are included in Phase 1a, sub-prioritization Tier 2, and laboratory workers are in Phase 1a, sub-prioritization Tier 3. CDPH employees (including state civil service and contracted employees) who are at risk of SARS-CoV-2 exposure and transmission as part of their work providing onsite visits to long-term care settings, including but not limited to skilled nursing facilities, are considered public health field staff. CDPH employees who do not enter facilities as part of their work are considered essential workers and will be included in a subsequent phase.

## Policy

8-6310

It is the policy of the CDPH to minimize the spread of vaccine preventable diseases to employees, patients, residents and the public through public health prevention measures. All CDPH employees must comply with the COVID-19 vaccine policy in the course of completing work duties.

## Authority

8-6320

Labor Code Sections 6401 and 6403 require employers to use safeguards and methods to render workplaces safe and healthy.

## Vaccinations

8-6330

CDPH encourages all employees to get the COVID-19 vaccine, when available to them according to the phased allocation framework. Employees who get the vaccine must provide proof of vaccination to the Human Resources Division, Disability Management Unit (DMU) at [DMU@cdph.ca.gov](mailto:DMU@cdph.ca.gov).

**Reasonable Accommodations** **8-6340**

Employees requiring an exemption to COVID-19 vaccination, as an accommodation, must contact the DMU at [CDPHRA@cdph.ca.gov](mailto:CDPHRA@cdph.ca.gov).

**Personal Protective Equipment** **8-6350**

CDPH employees, including those who have received the COVID-19 vaccine, must continue to use recommended or required personal protective equipment (PPE), regardless of vaccination status. In addition, CDPH employees, including those who have received the COVID-19 vaccine, must continue to implement source control and physical distancing at all times within the workplace and facilities they visit, until further notice.

**Emergency Deployment** **8-6360**

CDPH employees deployed to a facility during the state of emergency must use recommended or required PPE in compliance with the department respiratory protection policy and program, and comply with applicable local health and facility requirements, regardless of vaccination status.

**Facility Visits** **8-6370**

For onsite visits (e.g., direct patient care, surveys, investigations, infection prevention consultations, onsite training, correctional facilities, labs, and outbreak sites), CDPH employees, including those who have received the COVID-19 vaccine, should:

- Obtain information about patients or residents with COVID-19 on data dashboards on the CDPH website
- Wear a facemask or N95 respirator (if needed for PPE) for source control at all times within the facility
- Attempt to keep a 6-foot distance with all facility health care personnel, patients or residents while conducting state work
- Use appropriate infection control precautions and PPE, as recommended by the CDPH Healthcare-Associated Infections (HAI) program, when entering areas with patients or residents where COVID-19 is present or suspected to be present

CDPH will continuously reevaluate the necessary precautions for CDPH employees as guidance changes and the pandemic evolves.

**Implementation** **8-6380**

In order to receive the vaccine in priority order, employees will be given a letter, via email, on CDPH letterhead, stating their vaccine tier based on work duties. In addition to this letter, employees should also take their CDPH work identification badge when getting vaccinated. Field staff who work in health care facilities will receive their vaccine from the local health department, unless they choose to wait to use a voucher for Walgreens/CVS or go to their health care provider. Non-field staff, who will be vaccinated in subsequent tiers, may receive the vaccine from the local health department or their health care provider.