

**VILLAGE OF SALTAIRE**  
**COVID-19 VACCINATION/TESTING POLICY**  
**April 11, 2022**

**Introduction**

In an effort to maximize the health and safety of our employees, volunteers, Saltaire Volunteer Fire Company (“SVFC”) members and the public during the ongoing COVID-19 pandemic, it is essential that all Covered Individuals (as defined below) adhere to the below protocols when working within the Village or when conducting business elsewhere on the Village’s behalf.

This Policy will apply at all times unless suspended or revoked by the Village’s Board of Trustees, or superseded by the activation of the Village’s Pandemic Emergency Preparedness Plan. This Policy will be posted on the Village’s website and will be accessible to all covered Individuals.

Periodic changes may be made to reflect additional or revised guidance provided by the New York State Department of Health, the Suffolk County Department of Health, and/or the Centers for Disease Control and Prevention (“CDC”), as well as to incorporate relevant State or local mandates, laws, rules, regulations or guidance. Covered individuals will be notified of any changes to this Policy.

Please direct any questions regarding this Policy to the Village Administrator, Mario Posillico, at [mario@saltaire.org](mailto:mario@saltaire.org).

**Definitions**

“Covered Individuals” – includes, but is not limited to, full-time, part-time, per diem, and temporary staff; seasonal staff; volunteers; interns; anyone else providing services for, or conducting business on behalf of, the Village; and SVFC members (including anyone volunteering or participating in emergency medical services or fire prevention activities on behalf of the SVFC). Excluded from the definition of “covered individuals” are any members of a non-SVFC fire or rescue company responding to an emergency under the authority of a mutual aid agreement.

“Fully Vaccinated” –covered individuals are considered to be “fully vaccinated” after two or more weeks following the receipt of a one-dose COVID-19 vaccine (*i.e.*, Johnson & Johnson) or the second vaccine dose in a two-dose series (*i.e.*, Pfizer or Moderna), or as otherwise defined by the CDC. Covered Individual are not required to be boosted in order to be considered “fully vaccinated.”

“Unvaccinated Covered Individuals” – means covered individuals who are not “fully vaccinated” and includes covered individuals who: 1) have received no COVID-19 vaccinations; or 2) are partially-vaccinated; or 3) fail to provide the Village with proof of full vaccination.

“Social Distancing” – means a six-foot distance in all directions from other individuals.

“Exposure/Close Contact” – means within six feet of a COVID-19 infected individual for a cumulative total of 15 or more minutes over a 24-hour period, starting two days before the infected individual’s illness onset; or, for asymptomatic individuals, two days prior to the COVID-19 specimen collection date that led to the positive test result.

### **Vaccination and Testing**

By on or before June 15, 2022, or their first day of performing services for or on behalf of the Village, whichever is later, all covered paid-employees must be fully vaccinated against COVID-19, or they will be required, as of that date, to undergo weekly COVID-19 testing during the period of time for which they are performing services for or on behalf of the Village

Notwithstanding the preceding sentence, due to their frequent interactions with children (some of whom are currently unable to become vaccinated) and/or immunocompromised individuals, pursuant to the Board’s Resolutions dated March 29, 2022, all employees working within the Saltaire Day Camp and Saltaire Library Program, as well as all paid paramedics, must be fully vaccinated by on or before June 15, 2022.

In accordance with applicable law, employees will be permitted to take a paid leave of absence for a sufficient period of time, not to exceed four hours per vaccine injection, in order to receive the COVID-19 vaccine. Employees are also eligible to use paid time off to recover from the side effects of the vaccination. Covered individuals are strongly encouraged to schedule their vaccination(s) during weekends or other scheduled time off to minimize potential disruption to their work schedules.

At this time, COVID-19 vaccinations are being provided free of charge by the federal government to all people living in the United States, regardless of insurance or immigration status. If that changes, however, then covered individuals will be required to cover the cost of receiving their COVID-19 vaccination(s).

In order to be considered “fully vaccinated” in accordance with this Policy, covered individuals must submit to the Village Administrator one of the following as proof of full vaccination status: a copy of their original CDC-issued COVID-19 vaccination card or a screenshot of their Excelsior or Excelsior Pass Plus (for New York State residents) or the government agency equivalent for any out-of-State residents. This information will be kept in the covered individual’s confidential medical file. Covered individuals are encouraged to timely provide any updated proof of vaccination status to Village Administrator upon receipt of same. Covered individuals who provide inaccurate or falsified vaccination records may be subject to disciplinary action, up to and including termination of employment, and/or other legal consequences, as determined by the Board of Trustees.

While COVID-19 vaccine boosters are not required by the Village at this time, the Village maintains the right to require this in the future to protect our staff and community and/or to comply with applicable law. The Village will notify covered individuals, in writing, of any additional vaccination/booster requirements.

Unvaccinated covered employees will be required to take an at-home rapid/antigen COVID-19 test on a weekly basis (during the period of time for which they are performing services for or on behalf of the Village) and submit the results to the Village Monday of each week, or prior to the start of their first shift following after Monday of each week, via the Village's designated e-mail address: \_\_\_\_\_.

This e-mail address will only be accessed by authorized Village Administrators. The test results will be kept in the covered individual's confidential medical file. The Village will provide the rapid/antigen COVID-19 tests at no cost to covered individuals who are required to submit to daily COVID-19 testing in accordance with this Policy. Covered individuals seeking additional COVID-19 tests in order to comply with this paragraph should contact \_\_\_\_\_.

Unvaccinated covered individuals who fail to adhere to the testing requirements in accordance with the previous paragraph will not be permitted to perform services on or behalf of the Village, and may be sent home or otherwise subject to appropriate disciplinary or corrective action.

**Regardless of vaccination status, any covered individual who tests positive for COVID-19 or is exhibiting COVID-19 symptoms must advise \_\_\_\_\_ as soon as possible and must not report to the Village for their scheduled shift(s) unless and until cleared to do so by \_\_\_\_\_.**

#### **Reasonable Accommodation**

Reasonable accommodations may be provided to any covered individual where they do not cause an undue hardship on the Village or pose a direct threat to the health and safety of others. Covered individuals seeking an exemption from this vaccination/testing requirements of this Policy due to a medical reason or because of a sincerely held religious belief must submit a completed Request for Accommodation Form to the Village Administrator. The form can be obtained by contacting the Village Administrator's Office. Completed forms and any accompanying medical information will be kept in the covered individual's confidential medical file.