

NUECES COUNTY COMMUNITY ACTION AGENCY

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Alma A. Barrera
Chief Executive Officer

Joint Meeting of the Executive Committee & Fiscal/Audit Committee

Monday, November 8, 2021
SUPPLEMENTAL AGENDA

IV. Items of Business

A. Action Item

1. Discussion and Possible Action of the proposed revision to the NCCAA Employee Handbook – Policy 151 COVID-19 Mandate Policy.
Policy 151 – Plan 1 (Office of Head Start Mandate)....**Page 2**
Policy 151 – Plan 2 (OSHA ETS).....**Pages 3 - 4**



CHARTERED MEMBER



NCCAA Employee Handbook Proposed Revisions

Proposed
 Removed: strikethrough Added: underlined

Policy #	Title	
151 (New)	COVID 19 Mandate Policy	<p><u>151 COVID 19 Mandate Policy.</u> On September 9, 2021, The Office of the President published an Executive Order requiring, amongst others, that all Head Start personnel be vaccinated against COVID 19, by January 2022. This Order was followed by guidance from the Director of the Office of Head Start, reiterating the guidance from the Executive Order. This policy applies only to personnel who fall under the Head Start program. All personnel are required to provide proof of vaccination to HR; the copy of the vaccination card will be kept in the employee's medical file. Nueces County Community Action Agency allows for exemptions to COVID-19 immunization requirements as a reasonable accommodation to assist any employee who is disabled, has a qualifying medical condition that is a contraindication to the vaccination, or who objects based on sincerely held religious beliefs and practices. Please contact the HR Department if you require an accommodation. The deadline to submit a Request for Accommodation is November 30, 2021. If the Office of Community Services chooses to follow the Executive Order's mandate, or publishes their own mandate, (either with the executive mandate deadline, or their own deadline), this policy will also apply to all Community Services employees. might make changes to this policy based on additional guidance from the Office of Head Start (Interim Final Ruling, etc), Office of Community Services, Occupational Safety and Health Administration (OSHA), or any other federal agency. Failure to follow this guidance will result in termination.</p>

Policy #	Title	
151 (New)	COVID 19 Mandate Policy	<p>On September 9, 2021, The Office of the President published an Executive Order requiring, amongst others, that all Head Start personnel be vaccinated against COVID 19, by January 2022. This Order was followed by guidance from the Director of the Office of Head Start, reiterating the guidance from the Executive Order. As of today, this policy applies only to personnel who fall under the Head Start program.</p> <p>Based on the guidance published on November 4, 2021, by the Occupational Safety and Health Administration (OSHA) Emergency Temporary Standard (ETS), by January 4, 2021:</p> <p>1.NCCAA is required to determine the vaccination status of each employee, obtain acceptable proof of vaccination, maintain records of each employee's vaccination status, and maintain a roster of each employee's vaccination status.</p> <p>2.NCCAA will support vaccination by providing employees reasonable time, including up to four hours of paid time, to receive each vaccination dose, and reasonable time (1 to 2 days) and paid sick leave to recover from side effects experienced following each dose (see Policy 302 Sick Leave Benefits for guidelines).</p> <p>3.NCCAA will ensure that :</p> <p>a.all NCCAA employees who are not fully vaccinated are tested for COVID-19 at least weekly (before reporting to work, on the first day of the week), or within 7 days before returning to work (if away from the workplace for a week or longer). The Agency will not pay for any costs associated with testing. The testing will be conducted prior to reporting to work (see Policy 401 Attendance Standards guidelines).</p> <p>i.Copy of negative test results (no antigen or self-administered test) result will be provided to HR. Positive test results will be sent directly to HR (hr@nccaatx.org, or text to 361.906.4484).</p>

Policy #	Title	Proposed
151 (New)	COVID 19 Mandate Policy	<p>4. NCCAA requires employees to promptly provide notice when they receive a positive COVID-19 test or are diagnosed with COVID-19; immediately remove any employee from the workplace, regardless of vaccination status, who received a positive COVID-19 test or is diagnosed with COVID-19 by a licensed healthcare provider; keep removed employees out of the workplace until they meet criteria for returning to work.</p> <p>5. All employees who are not fully vaccinated must wear a face covering when indoors or when occupying a vehicle with another person for work purposes, except in certain limited circumstances (briefly while eating, or drinking). Fully vaccinated employees may wear face covering at their discretion.</p> <p>6. provide employees the following in a language and at a literacy level the employee understands:</p> <ul style="list-style-type: none"> a. information about the requirements of the ETS and workplace policies and procedures established to implement the ETS (this policy); b. the CDC document "Key Things to Know About COVID-19 Vaccines"; c. information about protections against retaliation and discrimination (Policy 103 EEOC); and d. information about laws that provide for criminal penalties for knowingly supplying false statements or documentation (Policy 403 Work Performance Standards). <p>7. The Agency will report work-related COVID-19 fatalities to OSHA within 8 hours of learning about them, and work-related COVID-19 in-patient hospitalizations within 24 hours of the employer learning about the hospitalization.</p> <p>8. make available for examination and copying an employee's COVID-19 vaccine documentation and any COVID-19 test results to that employee and to anyone having written authorized consent of that employee; make available to an employee, or an employee representative, the aggregate number of fully vaccinated employees at a workplace along with the total number of employees at that workplace.</p> <p>Further guidance from the Office of Head Start, or the Office of Community Services, will be provided in a separate revision or addendum.</p> <p>to follow this guidance will result in disciplinary action, up to, and including termination.</p> <p style="text-align: right;">Failure</p>