



# NEW HANOVER COUNTY

## COUNTY MANAGER'S OFFICE

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### Administrative Memorandum

<b>Memorandum No.</b>	AM 21-004
<b>Originally Issued:</b>	August 9, 2021
<b>Effective Date:</b>	August 10, 2021
<b>Last Revised Date:</b>	May 9, 2022
<b>Revision (select one):</b>	<input checked="" type="checkbox"/> As Needed <input type="checkbox"/> Annually
<b>Approved By:</b>	Chris Coudriet, County Manager

## Vaccination Requirements for Reportable Communicable Diseases

### I. INTRODUCTION AND PURPOSE

New Hanover County Administration is committed to ensuring the continuity of operations and promoting a safe environment for employees during outbreaks of reportable communicable diseases.

COVID-19 is a reportable communicable disease and has created a threat against our organization's ability to maintain county operations at the standard and level of service expected by the community and is creating an unsafe environment for New Hanover County employees.

New Hanover County Health and Human Services recommends vaccination from COVID-19 as the best protection against the disease and recommends maintaining an organizational and individual department vaccination rate of not less than 75% to help ensure continuity of operations and vital public services.

All employees are encouraged to be vaccinated and get a booster, when eligible, to ensure they remain up to date on their COVID vaccinations for the most protection possible.

### II. POLICY

In order to ensure the organization and individual departments are fully protected against COVID-19, it is New Hanover County Administration's policy to achieve a minimum vaccination rate of 75% against COVID-19. As of January 31, 2022, New Hanover County has achieved an organization vaccination rate of almost 87%. In order to ensure this vaccination rate for the organization is maintained, New Hanover County Administration will require the following measures:

- A. Vaccination Status** - All New Hanover County employees will be required to report their vaccination status.

**B. New Employees** - New employees will be required to be vaccinated within 30 days of employment (defined as two doses of mRNA vaccine, Pfizer (separated by at least three weeks) or Moderna (separated by at least four weeks), a single dose of Johnson and Johnson vaccine, or all actual doses of a COVID-19 vaccine authorized by the FDA for a clinical trial. New employees must seek their vaccination in a timely manner, to ensure compliance of receiving required doses by the 30-day deadline

Employees should seek guidance from their healthcare provider to review eligibility requirements related to individual vaccine selection.

New Hanover County Administration reserves the right to update this policy and explore other measures to ensure workplace safety and continuity of operations as needed. This could include reinstating COVID-19 weekly screening testing for unvaccinated employees.

### **III. ORGANIZATION/INDIVIDUALS IMPACTED**

All New Hanover County employees and temporary employees through a staffing agency.

### **IV. POLICY IMPLEMENTATION**

#### **Vaccination Status**

Employees are required to maintain their vaccination status with the WAY Wellness Center, operated by Synergy Healthcare, a third-party healthcare organization. This can be accomplished by completing a COVID 19 Vaccination Inquiry Form (found on Shorelines, under Human Resources' Forms, Guidelines & Reports) and submitting it to the WAY Wellness Center. Any employee that does not report their vaccination status will be considered unvaccinated. To comply with CDC guidelines that maintain a safe and healthy workplace, employees' vaccination status will be shared with direct supervisors. Falsifying this information is grounds for dismissal.

#### **New Employees**

External candidates hired into a job that posted on or after August 10, 2021 will be required to be vaccinated unless they have a qualifying medical exemption or religious exemption. Vaccination for COVID-19 is required within 30 days of employment. Vaccination status, to include documentation if vaccinated, is required by the first day of employment. This will be a condition of employment and communicated in the application process with all potential candidates.

### **V. POLICY EVALUATION**

The policy will be evaluated in the context of the spread of Communicable Diseases in our community and organization and in compliance with federal, state, and local orders.