



## AGENDA – SPECIAL MEETING

Board of Library Trustees | Altadena Library District  
Virtual – Zoom – September 7, 2021 – 5:00 p.m.

### IMPORTANT NOTICE REGARDING SEPTEMBER 7, 2021 SPECIAL BOARD MEETING

This meeting will be conducted utilizing teleconference and electronic means consistent with the **State of California Executive Order N-29-20** dated March 17, 2020, regarding the COVID-19 pandemic. The live stream of the meeting may be viewed by visiting the Altadena Library District's YouTube channel at the following URL <https://www.youtube.com/c/AltadenaLibrary>

**SUBMISSION OF PUBLIC COMMENT:** For those wishing to make Public Comments at the September 7, 2021 Meeting, please submit your comments by email to be read aloud at the meeting. If multiple comments are submitted, only the first comment will be read aloud during the meeting. Email and Electronic Comments submitted online will be accepted up to two (2) hours prior to the start of the meeting. Email comments can be submitted to [hello@altadenalibrary.org](mailto:hello@altadenalibrary.org) with the subject line: "Public Comment". Electronic Comments may also be submitted online at [www.altadenalibrary.org/publiccomment](http://www.altadenalibrary.org/publiccomment). If you wish to make your public comment during the live meeting, please state so in your email or select "*Yes – I want to provide this comment in real-time and need the Zoom link*" in the online form.

Email and Electronic Comments will be submitted to the legislative body and shall become part of the record of the meeting.

If you are unable to submit via email or the online, you can call in to (626) 798-0833 ext. 118, during the corresponding item of the agenda. For public comment on any non-agenda item, please plan to call at 5:00 pm.

**PUBLIC REQUESTS FOR DOCUMENTS:** The District provides a public inspection copy of all materials included in the agenda packet distributed to the Board members. Members of the public who wish to obtain a copy of any document may do so by completing a Request for Public Document form and submitting it to Administration who will arrange for the documents to be copied at a charge of 15¢ per page. Request forms are available at the District Administration offices.

In compliance with the Americans with Disability Act, if you need special assistance to participate in the meeting, please contact Library Administration at (626) 798-0833 x118 at least 48 hours prior to the meeting so the Altadena Library District may make reasonable arrangements to ensure accessibility to the meeting.

- I. **Call to order**
- II. **Open Session**
  - a. Roll Call
  - b. Approval/Reordering of Agenda Items
  - c. Adoption of Agenda
  - d. Public Comment on Non-Agenda Items
- III. **Unfinished Business**

**IV. New Business**

a. Review and Approval of ALD's COVID-19 Vaccination Policy (**Action**) [Pages 3-6](#)

**V. Adjournment**



**BOARD OF LIBRARY TRUSTEES  
AGENDA ITEM IV.A. REPORT FOR SEPTEMBER 2021**

**REPORT:** Agenda Item IV.a.

**MEETING DATE:** September 7, 2021

**PREPARED BY:** Nikki Winslow

**LOCATION:** Virtual Meeting

---

**TITLE:** Review and Approval of ALD COVID-19 Vaccination Policies

**BACKGROUND**

Staff was directed to draft a COVID-19 Vaccination Policy by the Library Board of Trustees after discussion at their August 23 meeting. I reviewed several policies of local jurisdictions and drafted a policy to reflect the Board's discussion.

Once drafted, the policy was reviewed by our attorneys at Best, Best & Krieger for legal compliance and I also had a meeting with them to review and discuss the policy on Friday, August 27. Following this meeting, the policy was emailed to staff that afternoon for their review and feedback with a deadline of close of business on August 31. Several staff members did respond to this request and this feedback was incorporated into the policy.

**FISCAL IMPACT**

If a vaccination policy is approved and implemented, unvaccinated staff would be required to test for COVID-19 on a weekly basis and ALD would need to pay for these tests. Based on research of typical COVID-19 testing prices, we anticipate a cost of \$55-95 per test per employee. This would be a fiscal impact of approximately \$1200 a month.

**RECOMMENDATION**

Staff recommends review and approval of the COVID-19 Vaccination Policy.



## ALTADENA LIBRARY DISTRICT | POLICY AND PROCEDURE MANUAL

**SUBJECT: COVID-19 VACCINATION POLICY**

**SECTION: GENERAL ADMINISTRATION**

**BOARD APPROVED:**

---

### COVID-19 Vaccination Policy

#### 1. Purpose

The purpose of this policy is to provide a safe work environment and protect the health and safety of the Altadena Library District (ALD) employees, and the public we serve. As a public library, many of our patrons are children under the age of 12, as well as those in the community who are high-risk and medically vulnerable, both of which are not eligible to be vaccinated at this time. Guidance from the State of California and Los Angeles County Department of Public Health reasonably determined that there was an imminent and proximate threat of the introduction of a contagious, infectious, or communicable disease in Los Angeles County and a threat to the public health of Altadena residents. This led to the implementation of a COVID Prevention Plan that has been adhered to by staff and community members visiting the library buildings since February 2021.

Recent updates supporting this information includes:

- The World Health Organization declared the COVID-19 outbreak a "public health emergency of international concern," on January 30, 2020;
- The US Department of Health and Human Services declared a "public health emergency" for the United States on January 31, 2020;
- The US Centers for Disease Control and Prevention (CDC) issued guidance to local health departments, including the Los Angeles County Department of Public Health, that requires the Altadena Library District to make extraordinary efforts to monitor and manage ongoing COVID-19 risk including monitoring individuals who may have been exposed to COVID-19.

The ALD COVID Prevention Plan continues to remain in place and will remain in place until the local health emergency is terminated.

Since June 15, 2021, when most restrictions from the state were lifted, the average daily incident case rate of COVID-19 in Altadena has increased, reaching the "High Transmission" level of the U.S. Centers for Disease Control and Prevention's (CDC) Indicators for Level of Community Transmission. Testing positivity, hospitalizations, and deaths have all increased across LA County, largely due to the significantly more transmissible Delta variant.

The Delta variant of the SARS-CoV-2 virus has become the predominant strain in the US as well as in Los Angeles County and has been detected in specimens collected from Altadena



## ALTADENA LIBRARY DISTRICT | POLICY AND PROCEDURE MANUAL

### SUBJECT: COVID-19 VACCINATION POLICY

### SECTION: GENERAL ADMINISTRATION

### BOARD APPROVED:

---

residents with laboratory-confirmed COVID-19, from multiple unrelated households. Research and field evidence indicates that authorized vaccines are highly protective against hospitalization and death from infection with the Delta variant (as well as other current known strains of SARS-CoV-2), and also indicates that people who are fully vaccinated are less likely to be contagious or to transmit the virus to someone else.

A continued increase in the vaccination rate is paramount to stem this rapid increase in COVID-19 transmission. Currently authorized vaccines have proven effective at preventing severe outcomes from the virus causing COVID-19, including the Delta variant. COVID-19 vaccines are free, safe, and widely available. Getting vaccinated is one of the most important ways to help stop COVID-19 spread. The State of California released an order effective August 12, requiring all school workers statewide to be vaccinated to prevent spread. School districts must be in compliance by no later than October 15. Similarly, on July 26, implementing a first-in-the-nation standard to require all state workers and workers in health care and high-risk congregate settings to either show proof of full vaccination or be tested at least once per week, and has encouraged all local government and other employers to adopt a similar protocol. Like school workers, library staff also work closely with children 12 and under, their caretakers and other at-risk populations.

Currently, 76% of Altadenans have received at least one dose of a COVID-19 vaccine and 87% of the Altadena Library District Staff are fully vaccinated.

### **2. Vaccination Requirement**

To ensure that the ALD fulfills its primary function of protecting the health and safety of the Altadena community while also meeting its obligation to provide a safe and healthy workplace for employees, all ALD employees must be fully vaccinated for COVID-19 as a condition of employment no later than Monday, September 27, 2021. If for some reason an extension to this deadline is required, a two-week extension may be granted at the discretion of the District Director. ("Fully vaccinated" does not presently include recommended booster vaccination shots as recommended by the CDC and Los Angeles County Department of Public Health but this policy may be revised in future to include them as official guidance changes).

### **3. Reporting Vaccination Status and Documentation**

- a. All ALD employees must report their vaccination status to the District Director no later than 5:00 p.m. on September 27, 2021. Employees will certify that they are:
  - i. Fully or partially vaccinated for COVID-19 by providing any of the following documents:



## ALTADENA LIBRARY DISTRICT | POLICY AND PROCEDURE MANUAL

**SUBJECT: COVID-19 VACCINATION POLICY**

**SECTION: GENERAL ADMINISTRATION**

**BOARD APPROVED:**

---

- a. A screen shot of the digital vaccination record, which is available free and instantly from the state of California, <https://myvaccinerecord.cdph.ca.gov/>.
- b. A photo of the CDC COVID-19 vaccination record card
- c. Documentation by the employee's healthcare provider

Employees will certify that the information they provide regarding vaccination status is true and accurate.

#### **4. Weekly COVID-19 Testing and Face Masking Requirement for Unvaccinated Employees**

As of September 28, 2021, all employees who are not fully vaccinated (meaning those partially vaccinated or unvaccinated) are required as a condition of employment to be tested weekly for COVID-19 and must wear a face mask covering nose and mouth indoors and when in a shared vehicle. COVID-19 testing will be provided to employees at no cost during their work hours following a process and timeline determined by the ALD. Failure to comply with this weekly testing schedule will result in the employee being put on unpaid administrative leave. Employees will not be allowed to return to work until a negative COVID-19 is presented and weekly testing is resumed. Request for accommodations must be submitted to the District Director.

#### **Definitions**

- a. COVID-19 Vaccine: A COVID-19 vaccine satisfies the requirement of this policy if the U.S. Food and Drug Administration (FDA) has issued Emergency Use Authorization (EUA) or full Licensure for the vaccine. Vaccines that currently meet this requirement include Moderna or Pfizer-BioNTech/Comirnaty (two-dose mRNA COVID-19 vaccine series) and Johnson & Johnson/Janssen (a single-dose COVID-19 vaccine).
- b. "Fully Vaccinated": To be fully vaccinated, 14 days or more must have passed from the date the employee received the final dose of a two-dose COVID-19 vaccine series (Moderna or Pfizer- BioNTech) or a single-dose COVID-19 vaccine (Johnson & Johnson/Janssen).
- c. "Partially Vaccinated": Employees who have received at least one dose of a COVID-19 vaccine but do not meet the definition of fully vaccinated as of the stated deadlines.
- d. "Unvaccinated": An employee who has not received any doses of COVID-19 vaccine or whose status is unknown.