

PARKS, RECREATION & YOUTH DEVELOPMENT

VOLUNTEER PROGRAM

We value our volunteers. Volunteers are willing to give their time and energy without pay. Volunteers enhance your programs but do not supplant staff and should never run programs or activities in the absence of staff.

There are some legal responsibilities and we must follow policy when utilizing volunteers at our sites. Volunteers must be 16 years or older and any volunteer under the age of 18 requires parental permission. Volunteers who will be volunteering with our program children or working around them will be required to follow many of the same procedures as our staff. Volunteers are also required to provide proof of vaccination per City policy, AI 593. The policy is attached for review. This is for the safety of all participants.

Volunteer Selection Process:

1. Volunteer submits to Site Director a completed Volunteer Application.
2. Site Director reviews the application and meets/interviews the volunteer to determine if the relationship is a good fit.
 - a. **Yes** = Site Director signs the Volunteer Application and forwards to OPR Payroll who will schedule the volunteer for fingerprinting and background check with OPD. No volunteer shall be scheduled prior to confirmation that they have passed the criminal background check.
 - b. **No** = Site Director gently and respectfully informs the volunteer of the decision and then forwards the application to the Volunteer Coordinator for consideration for opportunities at another site.
3. Volunteers who are part of a large one-time volunteer effort and will not have supervision over youth, are not subject to the volunteer registration process or background and fingerprint screening.

RECRUITMENT OF VOLUNTEERS

Use your personal contacts. Don't be afraid to ask! Appeal to groups, clubs, schools, organizations, and parents and colleges. Post recruitment flyers in bulletins, newsletters and brochures. Use social media. Welcome each volunteer and discuss how they desire to assist you and your programs.

CITY OF OAKLAND
ADMINISTRATIVE INSTRUCTION



SUBJECT	Employee Mandatory Vaccination Policy	NUMBER	593
REFERENCE	None	EFFECTIVE	October 4, 2021
SUPERSEDE	None		

I. PURPOSE

The City of Oakland (City) must provide a safe and healthy workplace, consistent with COVID-19 public health guidance and legal requirements, to protect its employees and the public as it reopens services and returns more employees to workplaces. According to the federal Centers for Disease Control (CDC), the California Department of Public Health (CDPH), and the Alameda County Health Officer, COVID-19 continues to pose a risk, especially to individuals who are not fully vaccinated, and certain safety measures remain necessary to protect against COVID-19 cases and deaths. Vaccination is the most effective way to prevent transmission and limit COVID-19 hospitalizations and deaths.

Compared to vaccinated individuals, unvaccinated full and part-time employees, interns, and volunteers are at greater risk of contracting COVID-19 and more likely to spread COVID-19. Unvaccinated individuals create additional risk to themselves and others in the workplace, including members of the public who depend on City services.

To best protect its employees and others in City facilities, and to fulfill its obligations to the public, all employees must, as a condition of employment: (1) report and verify their vaccination status to the City no later than November 15, 2021; and (2) be fully vaccinated as defined by this policy no later than November 29, 2021, unless the employee has applied for an exemption, and unless stricter Federal, State, or other legal requirements apply.

This policy applies to all employees, interns, and volunteers. It does not apply to vendors or visitors.

II. DEFINITIONS

Fully Vaccinated: Consistent with the current Cal/OSHA¹ definition, which is subject to change, employees are considered fully vaccinated:

- 14 days after their second dose in a 2-dose series, such as the Pfizer or Moderna vaccines,
- or 14 days after a single-dose vaccine, such as Johnson & Johnson's Janssen vaccine

¹ <https://www.dir.ca.gov/dosh/coronavirus/ETS.html>

Proof of Vaccination: COVID - 19 Vaccination Record Card (CRC) issued from the CDC, documentation of vaccination status from the employee's healthcare provider, or documentation of vaccination status issued by the State of California by visiting: <https://myvaccinerecord.cdph.ca.gov/> Proof must be in digital form for electronic uploading purposes and digital photographs are acceptable.

Employee: For the purposes of this policy, the term "employee" includes all full-time, permanent part-time, temporary part-time, and temporary agency employees. It also includes interns and volunteers.

III. POLICY

To protect the City's workforce and the public that it serves, all City employees must report their vaccination status to the City. The City will use this information to enforce Cal/OSHA masking, testing, quarantine, other legal requirements, and compliance with this Policy.

All City employees must report their vaccination status no later than November 15, 2021, even if they are not yet fully vaccinated at that time. Employees with a medical condition or other medical restriction that affects their eligibility for a vaccine, as verified by their medical provider, or those with a sincerely held religious belief that prohibits them from receiving a vaccine, may request a reasonable accommodation to be excused from this vaccination requirement. Requests for accommodation must be submitted on or before November 15, 2021. The City will review requests for accommodation on a case-by-case basis consistent with existing procedures for reasonable accommodation requests. Among the accommodations, the City may consider mandatory periodic testing at least once per week.

Employees who previously reported that they were unvaccinated, and who have not applied for an exemption, must update their status no later than November 15, 2021. Failure to comply with this policy shall result in discharge for failure to meet a condition of employment.

The City of Oakland will provide either onsite access to the vaccines or a list of locations to assist employees in receiving the vaccine on their own. COVID-19 vaccinations are free whether an individual has health insurance or not. When not received in-house, vaccinations should be run through the employee's health insurance and be submitted for reimbursement where applicable.

Unvaccinated employees requiring a vaccine to come into compliance with this policy will be paid for the time taken to receive vaccinations. For administrative leave requests, employees shall work with their managers to schedule an appropriate time to comply with this policy, but no more than two hours for each vaccine dose shall be granted.

The City of Oakland reserves the right to require that employees obtain periodic updated vaccinations (e.g. booster shots) and verification thereof under this policy. The City shall provide 10 weeks advanced notice of any such requirement.

IV. EMPLOYEE AND DEPARTMENT RESPONSIBILITIES

Individual employees are responsible for obtaining a COVID-19 vaccination and associated documentation. Additionally, employees must report their vaccination status and provide verification document(s) through the Oakland Vaccination Portal. Individual vaccine records are available electronically at <https://myvaccinerecord.cdph.ca.gov/>.

Department Directors are responsible for tracking their employees' reporting statuses and providing both work time and computer access to employees as needed to enter information into the Oakland Vaccination Portal. Department Directors should remind employees of reporting cut-off dates and encourage all employees to comply with the City's vaccination policy.

The Information Technology and Human Resources Management Departments are responsible for establishing and maintaining the Oakland Vaccination Portal. This portal will be user-friendly, collect and store employee information in a secure database, and include options for employees to request exemptions. Vaccination documents submitted by employees will be considered protected health information and will only be accessed by authorized City personnel to comply with applicable law and/or to promote workplace health and safety.

The City of Oakland Human Resources Department is responsible for tracking overall City compliance, evaluating vaccination exemptions through the interactive process, and processing discharge for those employees who fail to comply with the City's vaccination policy.

V. PROCESS FOR REPORTING VACCINATION STATUS

All City employees must report and verify their vaccination status into the Oakland Vaccination Portal no later than November 15, 2021, with the following information:

- If completely unvaccinated, an employee must indicate accordingly.
- If an employee is fully or partially vaccinated, an employee must provide all of the following:
 - The type of vaccine obtained (Moderna, Pfizer, or Johnson & Johnson)
 - Date of the first dose of vaccine
 - Date of the second dose of vaccine for a 2-dose vaccine
 - Declaration under penalty of perjury that they have been fully vaccinated
 - Uploaded documentation verifying proof of vaccination status. Proof of vaccination can include a copy of the CDC Covid-19 Vaccination Record Card, documentation of vaccine from the employee's healthcare provider, or documentation issued by the State of California by going to: <https://myvaccinerecord.cdph.ca.gov/>
- If requesting a medical or religious exemption through the interactive process, complete and upload all required forms

To be fully vaccinated, 14 days must have passed since an employee received a single-dose vaccine or the second dose of a 2-dose vaccine. In other words, employees must plan ahead.

- Employees must receive the final dose of their chosen vaccine no later than November 15, 2021, to be fully vaccinated by November 29, 2021.
- Since the 1-dose vaccine offered by Johnson & Johnson requires 14 days to have passed for an employee to be considered fully vaccinated, employees who wish to receive a 1-dose vaccine must receive their single dose on or before November 15, 2021.
- Since the 2-dose vaccine offered by Pfizer requires 21 days between the first and second doses, employees who wish to receive a Pfizer 2-dose vaccine must receive their first dose no later than October 25, 2021, to receive their second dose by November 15, 2021 to allow 14 days to have passed for an employee to be considered fully vaccinated.
- Since the 2-dose vaccine offered by Moderna requires 28 days between the first and second doses, employees who wish to receive a Moderna 2-dose vaccine must receive their first dose no later than October 18, 2021 their second dose by November 1, 2021 to allow 14 days to have passed for an employee to be considered fully vaccinated.

Unless excused through an approved reasonable accommodation request, all employees must comply with the requirement to be fully vaccinated and submit documentation of that status no later than November 29, 2021.

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OPRYD
250 Frank H. Ogawa Plaza, Suite 3330
Oakland, CA 94612
Phone (510) 238-7275

VOLUNTEER APPLICATION

First Name: Last Name:
Volunteer Site Volunteer Program:
Phone Number: () Email:
Address:
City: State: Zip:

CATEGORY OF ASSIGNMENT THAT YOU WOULD LIKE

Special Project (i.e. one day events, community clean-up projects, etc.)
Long Term (how long?)
On-Call (available same day/next day)
Availability: Dates to Days of Week (circle all that apply): M Tu W Th F Sat Sun
Hours per week: Time of Day (circle all that apply): Morning / Afternoon / Evening

VOLUNTEER SKILLS AND INTERESTS

Check once for activities you feel you are qualified to assist with. Check twice those you feel qualified to lead.

AQUATICS
certificates

- CPR
First Aid
Lifeguarding
Title 22
WSI

CAMP CRAFTS

- Backpack Trips
Fire Building
Rope & Lashing
Trail Cooking
Camping

DANCE

- Ballet
Folk
Modern
Square
Tap
Afro-Haitian
Hip Hop
Jazz

DRAMATICS

- Plays
Puppetry
Skits
Stage Crafts
Story Telling

DRILLS

- Double Dutch
Baton
Drill Team
Drum Corps
Flag Twirling
Cheer

GAMES

- 4 Square
Dodge Ball
Hopscotch
Kickball
Relays
Table Games

HANDCRAFTS

- Arts & Crafts
Calligraphy
Ceramics
Pottery
Silk Screening

MUSIC

- Group Singing
Instruments (Specify)
Song Writing
Music Production
Rap
Spoken Word

SPECIAL ACTIVITIES

- Carnivals
Cooking
Movie / Multi-Media Production
Photography
Creative Writing
Trips & Tours

NATURE

- Birds
Exhibits
Fishing
Flowers & Trees
Hiking
Nature Trails

BOATING

- Sailing
Kayaking
Canoeing
Dragonboating
Whaleboating

Other

SCIENCE

- Physics
Chemistry
Biology
Engineering

Other

SPORTS

- Baseball
Basketball
Fitness
Football
Gymnastics
Roller Hockey
Soccer
Tennis
Track
Golf
Skateboarding
Rock Climbing
Surfing

OTHER SKILLS / CERTIFICATION

Blank lines for other skills/certification

(Please complete other side)

PREVIOUS VOLUNTEER EXPERIENCE/REFERENCES

Resume enclosed

DATES WORKED/VOLUNTEERED From Mo. / Yr. to Mo. / Yr.:	EMPLOYER/BUSINESS/AGENCY NAME	VOLUNTEER POSITION	
HOURS PER WK.	ADDRESS, CITY, STATE	NAME OF SUPERVISOR	SUPERVISOR PHONE NO.
DUTIES			

DATES WORKED/VOLUNTEERED From Mo. / Yr. to Mo. / Yr.:	EMPLOYER/BUSINESS/AGENCY NAME	VOLUNTEER POSITION	
HOURS PER WK.	ADDRESS, CITY, STATE	NAME OF SUPERVISOR	SUPERVISOR PHONE NO.
DUTIES			

List any foreign language(s) you speak. Indicate Fluent or Conversational: _____

List any names by which you have been known or have used: _____

Have you ever been convicted of a felony? YES NO

Do you have proof of a COVID-19 vaccination? YES NO

*NOTE: Volunteers are required to provide proof of vaccination per City policy, AI 593.

EMERGENCY CONTACT INFORMATION

Please list the name, address and phone number of a person who can be contacted in case of emergency:

Name: _____ Relationship: _____

Mobile Phone No: (_____) _____ Email: _____

Address: _____ City: _____ State: _____ Zip: _____

CERTIFICATE OF APPLICANT: I certify that all statements made in this application are true, and I agree and understand that misstatements or omissions of any material will subject me to disqualification.

Signature: _____ Date: _____

Signature of parent (if volunteer is under 18 years of age): _____

FOR OFFICE USE ONLY	
<u>Site Director</u>	<u>Payroll</u>
Interviewer's Name _____	Date Received _____
Date Interviewed _____	Date Cleared Background _____
Site Directors Signature _____	Approved By _____
<input type="checkbox"/> A good fit, please process volunteer. <input type="checkbox"/> Not a good fit for my site.	