



333 W El Camino Real, Suite 330 | Sunnyvale, CA 94087 | 1-844-474-SVCE (7823) | [SVCleanEnergy.org](http://SVCleanEnergy.org)

## MEMORANDUM

TO: All SVCE Personnel

FROM: Girish Balachandran, Chief Executive Officer  
Greg Stepanicich, SVCE General Counsel

RE: **COVID-19 Vaccination Requirement for SVCE Personnel**

DATE: October 15, 2021

---

According to the Centers for Disease Control (CDC) and California Department of Public Health (CDPH), COVID-19 remains a serious health concern and threat. The CDC has stated that the federally approved COVID-19 vaccines are the most effective method of preventing widespread outbreaks. Current hospitalizations and deaths of those recently infected with the virus, are primarily among unvaccinated persons. Unvaccinated persons are more likely to get infected and spread the virus.

Santa Clara County's Health Officer issued an order on August 2, 2021, which included a strong recommendation that businesses and governmental entities "implement mandatory vaccination requirements for all personnel, subject only to the limited exemptions required by law." (See Order of the Health Officer of the County of Santa Clara Requiring Use of Face Coverings Indoors by All Persons, dated August 2, 2021, section 4(1).)

Based on this guidance and in order to protect SVCE personnel and the community members with whom SVCE personnel interact, SVCE will require all personnel to be fully vaccinated subject to the limited exemptions below. SVCE will ensure that employees, interns, volunteers, and any contractors who regularly workonsite, comply with this policy. This policy is issued as an emergency measure based on the significant rise of COVID-19 cases and hospitalizationsamong the unvaccinated due to the Delta variant.

SVCE personnel may obtain the COVID-19 vaccine at a vaccination siteof their choosing. SVCE employees may take paid time off to obtain the COVID-19 vaccination, consistent with information previously provided to all staff. Information on the COVID-19 vaccines and how to obtain vaccination is available at [sccfreevax.org](http://sccfreevax.org) or <https://covid19.ca.gov/vaccines>.



333 W El Camino Real, Suite 330 | Sunnyvale, CA 94087 | 1-844-474-SVCE (7823) | [SVCleanEnergy.org](http://SVCleanEnergy.org)

## A. Definitions

**SVCE personnel**, for purposes of this Memorandum and related requirements, includes: (1) SVCE employees, interns, and volunteers; and (2) SVCE contractors who regularly perform services onsite and interact with SVCE employees or members of the public in person as part of their services for SVCE. SVCE contractors who qualify as personnel include, for example, Climate Corps fellows and independent contractors who work directly on SVCE projects, but would not include, for example, a third-party that operates entirely offsite, and who does not interact directly in person with SVCE staff or the community.

**COVID-19 vaccine** means a vaccine to prevent COVID-19 authorized by the federal Food and Drug Administration, including by way of an emergency use authorization.

**Fully vaccinated** means (1) it has been at least two weeks since a person has completed the entire recommended series of a COVID-19 vaccine, and (2) the person has provided proof of vaccination in a form consistent with the requirements for verification of vaccine status in the State of California's [July 26, 2021 Public Health Officer Order](#).

**Partially vaccinated** means (1) a person has received (i) one dose of a two dose recommended series of a COVID-19 vaccine or (ii) the complete recommended series of a COVID-19 vaccine but it has not been at least two weeks since the person has completed the entire recommended series, and (2) the person has provided proof of vaccination in a form consistent with the requirements for verification of vaccine status in the State of California's [July 26, 2021 Public Health Officer Order](#).

## B. Required Vaccination

- **By October 29, 2021** (*14 days from issuance of policy*) **all personnel must be partially or fully vaccinated** or must have submitted a request for exemption.<sup>1</sup>
- **By December 10, 2021** (*8 weeks from issuance of policy*) **all**

---

<sup>1</sup> If a person will not work for an extended period due to a leave of absence (such as for FMLA leave or pregnancy disability leave), they may contact their department head or designee to request a deferral of the vaccination requirements until they return to work. But they must be fully vaccinated or have submitted a request for exemption by the time they return to work.



333 W El Camino Real, Suite 330 | Sunnyvale, CA 94087 | 1-844-474-SVCE (7823) | [SVCleanEnergy.org](http://SVCleanEnergy.org)

**personnel, including any newly hired employees and any volunteers, interns, and/or contractors must be fully vaccinated** or must have submitted a request for exemption.

Requests for exemption must be submitted per Section C, below. If a person's request for exemption is not approved, they must be partially or fully vaccinated within 14 days and fully vaccinated within 8 weeks of when they were notified that the request was not approved.

SVCE employees who fail to comply with this policy are subject to release or discharge from employment. SVCE contractors who fail to comply with this vaccination or exception requirement may be barred from SVCE worksites and not allowed to perform services for SVCE. In addition, SVCE may, as appropriate, suspend or terminate the applicable contract.

This policy does not limit the application of any potential additional requirements to SVCE personnel from federal, state, or local health orders or guidance. Such requirements may include, but are not limited to, facial coverings, social distancing, stay at home orders, or other public health measures.

## **C. Limited Exemptions to Vaccination Requirement**

### **1. Limited Exemptions for SVCE Employees**

*Limited exemptions.* SVCE employees may request an exemption to the vaccination requirement if they:

1. Have a contraindication recognized by the [U.S. Centers for Disease Control and Prevention](#) (CDC) or by the vaccine's manufacturer to every approved COVID-19 vaccine. A contraindication means a condition that makes vaccination inadvisable;
2. Have a medical condition or disability and are requesting an exception as a reasonable accommodation; or,
3. Object to COVID-19 vaccination based on their sincerely-held religious belief, practice, or observance.

*How to request exemption.* To seek an exemption from the vaccination requirements in this Memorandum, employees should:

1. Contact the SVCE Administrative Services Manager (ASM) to obtain a



333 W El Camino Real, Suite 330 | Sunnyvale, CA 94087 | 1-844-474-SVCE (7823) | [SVCleanEnergy.org](http://SVCleanEnergy.org)

copy of the appropriate form. The available forms are:

- a. Medical Exemption and/or Disability Accommodation Request Form
- b. Religious Accommodation Request Form

2. Complete and submit the applicable form(s) to the SVCE ASM.

If an exemption is granted, the ASM will notify the employee and their department director of the approval and the associated expiration date. If a request for exemption is denied, the ASM will notify the employee and their department director.

## **2. Limited Exemptions for SVCE Contractors, Interns, and Volunteers**

If an SVCE contractor, intern, or volunteer is covered by this Memorandum and does not meet the vaccination requirements, the individual's sponsoring department may request an ad hoc exemption from the Chief Executive Officer, who will consider the requested exemption on a case-by-case basis. The Chief Executive Officer's consideration will include but not be limited to the sponsoring department's need and whether the contractor, intern, or volunteer meets the standard for an exception under Section C-1.

## **CONCLUSION**

Thank you for assisting with SVCE's efforts to control the spread of COVID-19. Employees, contractors, interns, and volunteers may direct any questions to their department director or the SVCE ASM.