

**Suffolk County Water Authority**

**Interoffice Memorandum**

**To:** Chairman, Board Members and all SCWA Employees  
**From:** Jeffrey W. Szabo, CEO  
**Re:** COVID-19 Response Plan - Phase VIII – Fully Vaccinated Employees  
**Date:** May 18, 2021

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SCWA responded to the COVID-19 pandemic by developing and implementing a phased Response Plan. Phase I governed the structural changes necessary to institutionalize social distancing within the workplace and in SCWA practices. As these changes were being implemented 180 employees worked remotely. Phase II guided the return of most of them. Resumption of full SCWA operations in the COVID environment occurred under Phase III. Phase IV of the Response Plan returned the SCWA workforce to a modified workplace. Phase V and its Implementation on January 6, 2021 instituted a modified remote work strategy in response to a post-holiday increase in the COVID positivity rate. Phase VI rescinded the Phase V measures. Phase VII recognized the efficacy of the emergency use authorization vaccines, the increasing number of SCWA fully vaccinated employees and lessened social distancing restrictions implemented in Phases I, II, and III.

This Phase follows guidance issued by the Centers for Disease Control and Prevention and New York State governing activities of fully vaccinated persons.

## Suffolk County Water Authority

### Guidance – COVID-19 Response Plan - Phase VIII – Fully Vaccinated Employees

- Components of Phase VII Plan:
- I. Fully Vaccinated Employee Definition
  - II. SCWA Wide Protocols
  - III. Employee Activity Restrictions
  - IV. Bar Against Harassing
  - V. Adoption and Incorporation of Prior Phases
  - VI. Implementation and Corrective Action
  - VII. Phase VIII Duration

#### I. Fully Vaccinated Employee Definition

SCWA employees are considered fully vaccinated for COVID-19  $\geq 2$  weeks after they have received the second dose in a 2-dose series (Pfizer-BioNTech or Moderna), or  $\geq 2$  weeks after they have received a single-dose vaccine (Johnson and Johnson (J&J)/Janssen).

This definition applies to COVID-19 vaccines currently authorized for emergency use by the U.S. Food and Drug Administration: Pfizer-BioNTech, Moderna, and Johnson and Johnson (J&J)/Janssen COVID-19 vaccines. This guidance can also be applied to COVID-19 vaccines that have been authorized for emergency use by the World Health Organization (e.g. AstraZeneca/Oxford).

To be deemed fully vaccinated, an employee must submit a copy of their vaccination card to Human Resources. Absent submission of their vaccination card, an employee shall not be deemed fully vaccinated no matter whether they have received COVID-19 vaccine.

#### II. SCWA Wide Protocols

SCWA encourages all employees to consult with their medical providers, and if medically appropriate, to be vaccinated against COVID 19.

#### III. Employee Activity Restrictions

- A. Fully vaccinated employees are not required to wear a mask or physically distance from other employees whether indoors or outdoors. Fully vaccinated employees may wear a mask if they so choose.
- B. Non-fully vaccinated employees must continue to wear a mask and physically distance from other employees in accordance with the prior Phases.
- C. Notwithstanding the foregoing, all employees must follow their supervisor's

directives concerning congregating with other employees.

IV. Bar Against Harassing

Employees may not harass other employees concerning an employee's vaccination status.

V. Adoption and Incorporation of Prior Phases

The measures instituted under Phase VIII are additive and supplementary to those implemented under the prior Phases. SCWA through its COVID Response Plan is building layers of best practices to create and maintain a safe working environment. In the event of a conflict, the protocols established under Phase VIII shall control.

VI. Implementation and Corrective Action

SCWA will enforce the COVID protocols through disciplinary action in accordance with SCWA Policy 406.

VII. Phase VIII Duration

The CEO, in consultation with the Board, Senior Leadership Team and Office of Emergency Management, shall determine the duration of the Phase VIII protocols. The CEO is authorized to modify or terminate any of the COVID Response Plan protocols issued under any Phase, or issue new Phases, as conditions require without action of the Board.