



California Department of Public Health Order of August 5, 2021 - FAQs

Internal Q&A – Unified Autism Practice

Q - Where can I find free COVID-19 vaccinations or testing appointments?

A - Vaccines and testing are free to all and employees can learn more about vaccinations, testing, locations, and appointments at the following links:

Information on vaccination, locations, and appointments:

- <https://www.cdph.ca.gov/Programs/CID/DCDC/Pages/COVID-19/Covid19Vaccines.aspx>
- <https://myturn.ca.gov/>

Information on testing, locations, and appointments:

- <https://www.cdph.ca.gov/Programs/CID/DCDC/Pages/COVID-19/Testing.aspx>
- <https://www.arcgis.com/apps/Nearby/index.htmlappid=43118dc0d5d348d8ab20a81967a15401>

Q - Can I be paid for my time to be vaccinated?

A - Yes, if you are a Health Worker or Education Worker that is coming to the office or making direct face to face contact with clients, employees, or other stakeholders. Given the widespread availability of vaccination sites and appointments, we expect receiving each dose of the vaccination should take no more than 1.5 hours, and you will be compensated for 1.5 hours at minimum wage for each vaccine dose.

Q - Can I be paid for my time for weekly testing?

A - Yes, if the testing is a requirement of your job (i.e., if you are being tested for COVID-19 for a reason unrelated to work, you will not be paid for that time). Given the widespread availability of COVID-19 testing sites and appointments, we expect each test to take no more than 30 minutes, and you will be compensated for 30 minutes at minimum wage for each test.



THE STEPPING STONES GROUP
Transforming Lives Together



Q - How do I enter my time corresponding to any pay I am entitled to for vaccination or weekly testing?

A1 - For staff who use CentralReach as their primary timekeeping platform (All Non-Exempt Clinical Staff - BT's, Supervisors) the SC Team will enter your appointment based on your completed Formstack submission for proof of vaccination or test result. You will see them in your timesheets under one of the service codes below:

1. **CV19TEST**: COVID Testing Paid Time (@minimum wage)
2. **CV19VAX**: COVID Vaccination Paid Time (@minimum wage)

A2 - For staff who use Kronos as their primary timekeeping platform – instructions will be sent out separately.

Q - Can I get reimbursed for the cost of the COVID-19 vaccination or weekly testing?

A - The COVID-19 vaccination is widely available at no cost, and as such, we expect you to get a free vaccination. Free COVID-19 testing centers are also widely available, and as such, we expect you to utilize free testing. If you expect to encounter special circumstances that require you to incur any costs, reach out to your manager for pre-approval.

Q - When do I need to get tested in order to meet these requirements of the CA Department of Public Health Order?

A - Effective 8/23 you will be required to either show documentation that you have been fully vaccinated against COVID-19 OR submit to ongoing weekly testing.

Q - How long is my weekly test good for?

A - We expect that employees will submit testing results every 7 days.



THE STEPPING STONES GROUP
Transforming Lives Together



Q - What happens if I do not want to be vaccinated or agree to weekly testing?

A - We are taking this order from the State Public Health Department very seriously. If for some reason you choose not to be vaccinated or do not agree to submit weekly COVID-19 testing results by **August 23, 2021**, we will need to begin discussions with you which may lead to termination of your employment with us after that date.

Q - I would like to request an exemption to these requirements due to my medical condition(s) and/or my religious beliefs. What do I need to do?

A - You may complete an Exemption request through the Formstack Link or find it on our Employee COVID-19 Updates landing page. LOA department will review and either approve or deny the request. Weekly testing is not subject to either a medical or religious exemption:

https://starofca.formstack.com/forms/uap_employee_vax_or_test_submission

<https://info.thesteppingstonesgroup.com/starofca-covid19-staffupdates>

Q - The memo states that employees will receive a \$25 gift card upon “receipt and verification of your proof of full vaccination”. I have already been vaccinated. Will I receive a gift card too?

A - We want to thank you for already taking steps to become fully vaccinated against Covid-19 and making your health and the health of others a priority. The \$25 gift card is an incentive that we will only be able to provide to our employees who did not receive the vaccine up to now. It is our way of trying to close the gap that still exists in our employee population. Getting everyone vaccinated will ultimately benefit all of us.

Q - If I have any questions, who can I contact?

A - We ask that you first review the FAQs on our Employee COVID-19 Updates landing page. As things change, we will update the FAQs as quickly as possible. You may also reach out to your manager or email HR@thesteppingstonesgroup.com or ed@thesteppingstonesgroup.com.