

**From:** [Neukirch, Ghida](#)  
**To:** [All Users](#)  
**Cc:** [Taub, Emily](#)  
**Subject:** COVID-19 Vaccine Policy - Effective September 20, 2021  
**Date:** Monday, September 20, 2021 8:42:10 AM  
**Attachments:**

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Good morning Colleagues,

Since the beginning of the pandemic, the City has prioritized the safety of our employees, residents and visitors. Over the past 18 months, safety has been the primary consideration in our decision-making process as we adapted our operations to the pandemic while continuing to provide exemplary service. While we are proud of creating and maintaining a safe working environment, the pandemic continues to present a significant challenge to public health and safety. Consistent with our priority of public safety, and in accordance with the City's duty to provide and maintain a workplace free of known hazards, the City is implementing a COVID-19 Vaccine Policy.

The policy is intended to safeguard the health and well-being of our employees and their families as well as residents, businesses and others who interact with us. Employees must be fully vaccinated no later than November 12, 2021 (earlier deadlines apply to employees covered by Governor Pritzker's Executive Order 2021-22). The Policy can be found on [HPShare](#) as well as the City's web site, [COVID-19 Information for Employees \(cityhpil.com\)](#).

The Policy sets forth the purpose and scope of the policy, procedure to provide proof of vaccination, accommodation requests and consequences for non-compliance. Also included is a list of anticipated questions and answers. If you have any other questions, please do not hesitate to contact Emily Taub, Nick Barnes or Aaron Smith in Human Resources.

The City of Highland Park is one of numerous public and private agencies implementing a vaccine mandate. Recent local examples include the City of Chicago, who reported a vaccine mandate for all City employees on August 25, 2021; Lake County Health, who is requiring all Lake County Health staff to be vaccinated by October 31, 2021, and the Village of Winnetka who introduced their vaccine mandate on August 25, 2021. The Village of Glencoe and other area municipalities are similarly drafting policies and plans for implementation.

The vaccine is an essential component to help prevent the spread of this infectious disease and vaccinations are one of the most effective and powerful tools we have to keep ourselves, each other, and our community safe. The Centers of Disease Control and Prevention has a wealth of information about the vaccines and associated health and safety information at [COVID-19 Vaccination | CDC](#). We encourage you to review the information provided by the CDC and discuss any concerns you may have with your health care provider.

The safety of our employees and the public continues to be of utmost importance and if you have recommendations or feedback anytime, please contact me.

Best wishes to you and your families for continued good health.

**Ghida S. Neukirch, CM**  
City Manager



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