

COVID-19 Employee Vaccination Policy

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Purpose

The Occupational Safety and Health Administration COVID-19 Vaccination and Testing Emergency Temporary Standard applies to all employers with 100+ employees and requires all employees to be vaccinated against COVID-19 or be tested on a weekly basis and to have a negative test before coming to work.

In addition to these new regulations, the EEOC confirmed that employers can make vaccination against COVID-19 mandatory for employees, with some restrictions.

As a large organization, we have a duty to provide and maintain a safe workplace, and believe it is critical that we staff take any and all precautions to protect the community and our staff against COVID-19. Therefore, we have chosen to roll out a mandatory vaccination policy for all employees.

We feel this policy will safeguard the health of our employees and their families, our customers and visitors, and the community at large. The purpose of this Vaccination Policy (the "Policy") is to provide guidelines pertaining to the expectations and requirements of staff with respect to COVID-19 and vaccination.

Scope

This policy includes all [COMPANY NAME] employees across all locations or worksites, regardless of vaccination status, part-time or full-time status, or where you perform their work (including remote employees).

Employees who never interact with other individuals indoors are exempt. This includes remote workers as well as those who work exclusively outdoors.

Definitions

Fully vaccinated: An employee has received either the single-dose Johnson & Johnson or the two-dose Pfizer or Moderna vaccine a minimum of two weeks prior. It also includes employees who have received any combination of two doses of the above vaccines.

Partially vaccinated: Someone has started the vaccination series but hasn't completed it or two weeks haven't passed from the second dose of the vaccination.

Acceptable proof of vaccination: Acceptable proof is any one of the following:

- An immunization record from a healthcare provider or pharmacy
- A copy of the U.S. CDC COVID-19 Vaccination Record Card
- A copy of medical records that document the vaccination
- A copy of an immunization record from a public health, state or tribal immunization system
- A copy of other official documentation with the type of vaccine administered, dates of administration, and the name of the healthcare professional or clinic that administered the vaccine.

Mandatory Vaccination Policy

It is [COMPANY NAME]'s official position to strongly recommend and encourage all employees to become vaccinated against COVID-19. All employees must provide, in writing, confirmation of their vaccination status via the [Employee COVID-19 Vaccination Status Form](#).

If you choose not to be vaccinated, you will be required to disclose in writing to Human Resources the reason for not being vaccinated (e.g., personal choice, religious, medical grounds, etc.). If you have chosen not to be vaccinated, [COMPANY NAME] will also review the information and may implement necessary actions up to and including:

- weekly testing,
- mandatory masking,
- restricting access to the workplace,
- an unpaid leave of absence,
- and/or modifying or terminating your contract of employment.

All employees must be fully vaccinated no later than [DEADLINE]. Individuals who opt for weekly testing or are seeking an exemption from this requirement for medical or religious reasons should contact Human Resources immediately for further details.

This information will be kept in each employee's confidential medical information file and is collected for the purpose of minimizing risks to other employees and others who come in contact with those employees in the event of any COVID-19 case.

Once you are vaccinated, please provide proof of immunization to [HR CONTACT], both when you receive your first dose and again when you receive the second shot, if applicable.

[COMPANY NAME] will also pay for all vaccinations and the time spent receiving the vaccinations.

PTO

All employees will receive up to four hours paid time off to receive each vaccine dose during working hours, as well as reasonable time off for recovery from side effects following a dose. You are not required to use any accrued sick leave or PTO for vaccines received during work hours.

Any paid sick leave for recovery from vaccine side effects can be paid using accrued sick leave or PTO. If you do not have enough leave available to cover side effects, we will still provide paid sick leave for a reasonable time frame. Employees may utilize up to two workdays of sick leave immediately following each dose if they have side effects from the COVID-19 vaccination that prevent them from working. Employees who have no sick leave will be granted up to two days of additional sick leave immediately following each dose if necessary.

If you need reliable transportation to a vaccination appointment, please reach out to [HR CONTACT]. We will also offer on-site opportunities for vaccination as we approach the deadline.

Unvaccinated employees

If you've received an exemption to this mandatory vaccination policy, you must submit to weekly testing (every 7 calendar days regardless of work schedule.) We must receive documentation of your negative no later than the 7th day following the date of your last test.

Employees who are not fully vaccinated must also wear a face covering when indoors or when occupying a vehicle with another person for work purposes, except in certain limited circumstances.

Employees who work remotely must be tested within 7 days prior to returning to the workplace.

Tests cannot be self-administered or self-read unless the test is observed by your authorized company representative or an authorized telehealth practitioner. Antibody tests also do not meet the definition of a COVID-19 test within the context of this ETS.

Positive COVID-19 test results

Employees must promptly provide notice when they receive a positive COVID-19 test or are diagnosed with COVID-19, regardless of vaccination status.

Employees who have received a positive COVID-19 test or are diagnosed with COVID-19 by a licensed healthcare provider need to immediately leave the workplace and must be isolated until they meet return-to-work criteria. They may be allowed to work in complete isolation or work remotely, if practical.

An employee can return to work after a negative test or after they follow CDC isolation guidance: 10 days since symptoms first appeared, 24 hours without a fever, and a notable improvement in other COVID-19 symptoms.

An employee can also return to work if recommended by a licensed healthcare provider.

New hires

All new employees are required to comply with the vaccination, testing, and face covering requirements outlined in this policy as soon as practicable and as a condition of employment. Potential candidates for employment will be notified of the requirements of this policy prior to the start of employment.

[Describe how new employees must comply with this policy, including any deadlines for submitting vaccination documentation or COVID-19 test results.]

Confidentiality and privacy

All medical information collected from individuals, including vaccination information, test results, and any other information obtained as a result of testing, will be treated in accordance with applicable laws and policies on confidentiality and privacy.

Information relating to an individual's proof of vaccination and/or the reason(s) for not receiving a COVID-19 vaccination will remain in their confidential Human Resources file for the purposes of ensuring the safety of the Company's employees, contractors, and local communities, in the event of a COVID-19 outbreak.

If you inform us of a positive test result, we will disclose to other employees that a co-worker (or a visitor to the office) has tested positive for COVID-19, without disclosing any identities. We may ask whether an employee is willing to disclose symptoms or a positive diagnosis to others, or whether the employee is comfortable with us doing so. Any disclosure of identity under these circumstances is completely voluntary on the part of the employee.

We may also ask an employee who has tested positive to provide a list of individuals (employees, clients, contractors, vendors) with whom the employee came in contact in the last 14 days in connection with their employment, as well as floors they may have visited, whether they were in shared spaces such as a cafeteria, etc. We may disclose this information to the office or individuals affected (again, without disclosing the identity of the individual).

Questions:

Please direct any questions regarding this policy to [HR CONTACT].