

# **Mandatory COVID-19 Vaccination Policy**

## **1. Overview**

To help protect the health and wellbeing of our workforce and clients from the risks associated with COVID-19, Jewish Family Services (the “Organization”) is implementing this Mandatory COVID-19 Vaccination Policy (“Policy”). As a condition of employment, all employees who work on the Organization’s premises and/or, pursuant to their job duties, have in-person contact with the Organization’s clients, volunteers, and/or donors, are required to: (a) obtain a COVID-19 vaccination, unless an exemption/accommodation is approved pursuant to the procedures identified below; and (b) provide acceptable documentation to the Organization indicating their receipt of the COVID-19 vaccination.

At this time, wearing a mask (face covering) and following social distancing guidelines is not considered an effective alternative to obtaining a COVID-19 vaccination. In addition, all employees, including employees who have received the COVID-19 vaccination, are still required to follow all of the Organization’s COVID-19 protocols and workplace safety measures (subject to any Human Resources-approved accommodations).

This Policy is effective as of May 1, 2021 (the “Effective Date”) and will be in place until further notice. Questions or concerns regarding this Policy should be directed to Human Resources.

## **2. Application**

This Policy applies to all employees who work on the Organization’s premises and/or, pursuant to their job duties, have in-person contact with the Organization’s clients, volunteers, and/or donors, including those who do so only periodically.

## **3. Procedures**

*Deadline for Receiving the COVID-19 Vaccination:* Employees subject to this Policy as of the Effective Date must receive all required vaccination doses by June 30, 2021. If an employee becomes subject to this Policy after the Effective Date, the employee should contact Human Resources as soon as possible to determine the deadline by when he or she must receive all required vaccination doses.

*Which COVID-19 Vaccine to Obtain:* Any COVID-19 vaccine that has been approved for use by the FDA is acceptable for purposes of this Policy.

*How to Obtain the COVID-19 Vaccine:* Employees should work with Human Resources to receive additional information about how to schedule an appointment/appointments to receive the COVID-19 vaccine.

*Time Away from Work to Obtain COVID-19 Vaccination:* If necessary based on appointment availability, employees may take time away from work to receive a COVID-19 vaccination. Employees should provide as much advance notice as possible to their manager concerning this

time away from work and work with their manager to schedule the absence. As discussed in Section 4, time away from work to receive a COVID-19 vaccination will be considered work time and will not be counted against employees' PTO; provided, however, that qualified time away from work to receive a COVID-19 vaccination will count toward an employee's leave entitlements under the Families First Coronavirus Response Act and/or American Rescue Plan Act.

*Documentation of COVID-19 Vaccination:* Employees must submit to Human Resources written evidence from their health care provider, pharmacy, or local health department indicating only the provider/location and the date(s) on which the employee received the COVID-19 vaccination. If the employee receives a COVID-19 vaccine that requires two doses, documentation reflecting receipt of both doses in accordance with medical recommendations is required. Documentation should be provided as soon as feasible following receipt of a COVID-19 vaccination. Such documentation will be handled in a confidential manner by the Organization to the extent possible and required by law.

#### **4. Reimbursement / Compensation**

The Organization will reimburse employees for the reasonable cost, if any, of the employee's COVID-19 vaccination, subject to timely submission by the employee of appropriate documentation concerning the expense in accordance with the Organization's expense reimbursement procedures. COVID-19 vaccination costs should first be submitted through employees' health insurance where applicable and otherwise be submitted for reimbursement.

Time spent obtaining the COVID-19 vaccination will be treated as work time. Non-exempt employees will be paid for their time spent obtaining a COVID-19 vaccination, regardless of whether the employee obtains the vaccination during normal working hours. Non-exempt employees should accurately track and record their time spent obtaining the vaccine on their timesheet, from the time employee leaves his/her home, worksite, etc. to go to the vaccination location and ending with the time employee returns to his/her home, worksite, etc. following receipt of the vaccination. If the employee receives a COVID-19 vaccine that requires two doses, the employee must accurately track and record their time spent obtaining both vaccine doses. Only time actually spent obtaining the vaccination will count as hours worked. Time spent on side trips, or other errands run before or after receiving the vaccination, is not hours worked. For information regarding leave benefits under the Families First Coronavirus Response Act and/or American Rescue Plan Act, please consult with Human Resources.

#### **5. Requests for Exemption or Accommodation**

Employees who: (a) are unable to receive a COVID-19 vaccination due to disability, pregnancy or pregnancy-related condition (such as being a nursing mother), or other qualifying health condition; or (b) object to receiving a COVID-19 vaccination based on a sincerely-held religious belief or practice; or (c) object to receiving a COVID-19 vaccination based on any other protected class under applicable law, should contact Human Resources to discuss their situation. Requests for exemption and/or accommodation will be kept confidential to the extent possible.

Exemptions and/or other accommodations (such as a delay in the timing of receipt of a COVID-19 vaccine) will be evaluated through an interactive process on a case-by-case basis and will be

provided to the extent that the request is reasonable, supported by appropriate documentation (as requested), does not impose an undue hardship on the Organization, and/or would not lead to a direct threat of a significant risk of substantial harm to the health or safety of the employee or others that cannot be reasonably accommodated.

The Organization prohibits retaliation in connection with a request for exemption or accommodation under this Policy. Any employee who feels he/she has been treated unfairly or in a manner inconsistent with this Policy should contact his/her manager or Human Resources.

#### **6. Refusal to Obtain COVID-19 Vaccination**

Subject to the exemption/accommodation procedures outlined above, employees subject to this Policy who refuse to timely obtain a COVID-19 vaccination will be excluded from the Organization's premises and/or having contact with clients, volunteers, and/or donors, placed on unpaid leave, and subject to disciplinary action, up to and including termination.

#### **7. General Reminders**

The submission of false information in connection with this Policy – for example, submitting a fabricated document as proof of receipt of vaccination or in support of a request for exemption/accommodation – is prohibited and may result in disciplinary action, up to and including termination.

This Policy is intended to comply with all applicable federal, state and local requirements and guidance, including guidance from the Centers for Disease Control and Prevention and local health authorities, as applicable.

The Organization reserves the right to modify or withdraw this Policy at any time. This Policy neither forms a contract of employment or commitment of any kind, nor alters the Organization's employment at-will policy.