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Scope:	Agency-wide			
Original Date:	07/28/201	Review Date:		
Effective Date:	09/01/2021	Revision Date:		
Approval:	Human Resources	Originating Department:	Human Resources	

POLICY: Jewish Family Service (JFS) continues in its commitment to protecting the health and well-being of our employees, their families, and members of our community against the coronavirus (COVID-19).

This COVID-19 Vaccination Policy (“Policy”) is based on guidance and recommendations issued by the federal Centers for Disease Control and Prevention (CDC) and other public health authorities. The COVID-19 vaccine has been determined to be a safe and effective measure for preventing COVID-19 infection.

Effective 09/01/2021, JFS will require all employees to be COVID-19 vaccinated and to maintain any future related requirements.

PURPOSE:

JFS believes this is an important measure to protect the health and safety of employees, clients, family members, and those who visit the workplace from the COVID-19 infection.

DEFINITIONS:

None.

APPLICABLE STATUTES/REGULATIONS/OTHER REFERENCES:

- HR-F-321 Request for Medical Accommodation Form
- HR-F-322 Request for Religious Accommodation Form

Links to learn about the COVID-19 Vaccines:

Vaccination Informational Websites:

- Colorado Department of Health: <https://covid19.colorado.gov/Learn-about-COVID-19-vaccines>
- Tri-County Health Department: <https://www.tchd.org/818/Coronavirus-COVID-19>
- Centers for Disease Control and Prevention: <https://www.cdc.gov/coronavirus/2019-ncov/vaccines/different-vaccines.html>
- National Jewish Health: <https://www.nationaljewish.org/patients-visitors/patient-info/important-updates/coronavirus-information-and-resources/covid-19-vaccines/faqs>
- Kaiser Permanente: https://thrive.kaiserpermanente.org/thrive-together/colorado-news?kp_shortcut_referrer=kp.org/doctalks/co
- Kaiser Permanente: <https://healthy.kaiserpermanente.org/colorado/health-wellness/coronavirus-information/vaccine-learn#jj>

PROCEDURE(S):

Current employees will need to provide a copy of their COVID 19 vaccination card by scanning a copy to vaxcard@jewishfamilyservice.org. These copies are to be submitted no later than 09/01/2021. Any documentation received by an employee will be kept confidential to the extent required by law.

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Employees will be required to maintain and provide written proof that they have been fully vaccinated against COVID-19. Employees should not provide proof of vaccination that includes any genetic information (e.g., family medical history).

During the interview process, job candidates will be asked if they have been vaccinated. If not, they will either be eliminated from the applicant pool; or, if enough time would be available to receive the required vaccine(s) before the first date of hire, they could continue to be considered a viable job candidate. During the onboarding process, new hires must present proof of their COVID-19 vaccination(s).

This policy is mandatory except for employees with a documented medical and/or religious reason for not receiving the COVID-19 vaccine. The process for seeking an exemption or reasonable accommodation based on a medical and/or religious reason is addressed below.

Requests for Exemptions as a Reasonable Accommodation

An employee or job applicant (i) who has a qualifying medical condition that contraindicates a COVID-19 vaccination, or (ii) who objects to being vaccinated on the basis of a substantiated religious belief, observance, or practice may request an exemption from this vaccination policy. All requests should be directed to Human Resources. JFS will determine if an exemption as a reasonable accommodation may be appropriate. This process will involve exchanging information about the reasons for the request and identifying appropriate workplace accommodations

An exemption as a reasonable accommodation may be provided so long as it does not cause an undue hardship for JFS or pose a direct threat to others' health and safety. This determination will be made on a case-by-case basis. Any medical information concerning an employee's or job applicant's limitations and/or reasonable accommodation needs will be kept in strict confidence in compliance with applicable federal, state, and local laws. Employees and job applicants may request an exemption as a reasonable accommodation without fear of retaliation.

Compensation

Non-exempt employees will be paid their hourly rate (and overtime, as applicable) for the time spent waiting and getting the COVID-19 vaccination, as well as for the waiting time after receiving the vaccine to monitor for an adverse reaction to the vaccine. The employee will also be compensated for the time traveling to and from the vaccination site.

Non-compliance

An employee who does not provide proof that they have been fully vaccinated for COVID-19 (e.g., received the two doses for the Pfizer and Moderna vaccines; and one dose for the Johnson & Johnson) will be considered non-compliant with this policy. Non-compliance will result in termination.

This provision does not apply to an employee who has been provided an exemption. In the event that an employee is unable to receive a vaccine due to factors outside of their control (e.g., lack of vaccine supply), contact Human Resources.