

## **JCS Vaccination Policy-Employees**

### **Purpose**

In accordance with Jewish Community Services' ("JCS") goal to provide and maintain a workplace that is free of known hazards, we are adopting this policy to safeguard the health of our employees and their families; our customers and visitors; and the community at large from infectious diseases, such as COVID-19, that may be reduced by vaccinations. In the wake of the COVID-19 pandemic, JCS wants to assure you of its continued commitment to maintaining a safe and healthy workplace.

In furtherance of our goals, and now that COVID-19 vaccines have been approved for emergency use authorization for distribution by the US Food and Drug Administration (the "FDA"), and have been made widely available and continue to be made more and more available in the coming months to the general public in our geographic locations, we are implementing a mandatory vaccination policy for our workforce, subject to the exceptions in this policy (explained below).

This policy is based on guidance from the Centers for Disease Control and Prevention (the "CDC"), the Equal Employment Opportunity Commission (the "EEOC") and state and local governmental agencies, and is designed to comply with all applicable federal, state, and local laws.

### **Information About COVID-19 Vaccines**

The CDC has promoted the benefits and safety of approved COVID-19 vaccines. The CDC recommends that all individuals who can safely get vaccinated against COVID-19 do so. According to the CDC:

- COVID-19 vaccines currently approved or in development in the US do not contain the COVID-19 virus and will not make you sick with COVID-19.
- Getting the COVID-19 vaccine will not make you test positive for COVID-19.
- COVID-19 vaccinations have been shown to be highly effective at preventing you from getting sick with COVID-19 and may prevent you from experiencing the most severe consequence of the disease and spreading the virus to others.
- COVID-19 vaccines do not change your DNA.
- COVID-19 vaccinations are an important tool in helping to stop the pandemic.

### **Scope**

All employees are required to be fully vaccinated by October 30, 2021 or the earliest date in which you are eligible for the vaccine in your locale, unless a reasonable accommodation (for a disability, *bona fide* religious belief, or extreme moral concern) is approved. Employees must receive all recommended doses of the vaccine (which includes the boosters, where applicable based on the type of vaccine you receive).

## Procedures

If the vaccine is administered during working hours, you will be provided time off for the time needed to receive the vaccine. For offsite vaccinations, employees are to work with their managers to schedule appropriate time to comply with this policy.

JCS will pay for all vaccinations, when not free to the employee. Vaccinations should be run through employees' health insurance, where applicable, and otherwise be submitted to JCS for reimbursement through the Human Resources Department.

Before the stated deadline to be vaccinated have expired, employees will be required to provide either proof of vaccination or an approved reasonable accommodation to be exempted from the requirement. Vaccination proof and Exemption Requests may be scanned and sent via email to: Human Resources Director Ramona White at: [RWhite@JCSFL.org](mailto:RWhite@JCSFL.org).

Proof of vaccination is required to be submitted to comply with this policy. Rest assured, employees' medical and health information is kept confidential (see GINA Safe Harbor below).

The vaccination policy is not a substitute for other infection control measures, such as a face mask or social distancing policy or health screening protocols, though this may vary depending on disease transmission and infection rates in our different locations and evolving information about vaccinated individuals' ability to transmit the disease.

## Reasonable Accommodations

Employees in need of an exemption from this policy due to a disability or because of a sincerely held religious belief or extreme moral concern must submit a completed Request for Accommodation Form to the Human Resources Department to begin the interactive accommodation process. Employees in need of an accommodation due to an extreme moral concern must discuss with the Human Resources Department via email or telephone call to begin the accommodation process. Accommodations will be granted where they do not cause JCS undue hardship or pose a direct threat to the health and safety of others.

### How to Request an Accommodation

You may request a reasonable accommodation due to disability or religious reasons from this policy by completing the Request for Accommodation Form and returning it to the Human Resources Department. The form is available in the Human Resources Department. Please include all relevant information requested, including the reason for the requested accommodation. Those employees who are seeking an accommodation due to an extreme moral concern must discuss with the Human Resources Department via email or telephone call. In order to provide sufficient time for review of exemptions requests, **the deadline for exemptions is October 4<sup>th</sup> at 5:00pm.**

JCS reserves the right to request additional documentation supporting the need for an accommodation. We will keep confidential any medical information obtained in connection with your request for a reasonable accommodation or other exemption. However, we ask that you not provide any genetic information to us when responding to a request for additional information for us to consider your request for an accommodation (*see also* GINA Safe Harbor provision below).

## Determinations

JCS makes determinations about requested accommodations and exemptions on a case-by-case basis considering various factors and based on an individualized assessment in each situation. We strive to make these determinations expeditiously and in a fair manner. We will inform you after we make a determination. If you have any questions about an accommodation request you made, please contact the Human Resources Department.

JCS' anti-discrimination policy applies to this policy and JCS enforces its vaccination requirements in a non-discriminatory manner.

## **Testing**

In the event that an employee requests and JCS approves a reasonable accommodation due to disability, religious reasons and/or an extreme moral concern, employees must submit to weekly COVID-19 testing in accordance with CDC guidance. The employee must present a negative test result on each Monday morning prior to entering JCS' premises/worksites. Covid-19 test should be taken no later than Friday of the previous week.

Testing must be completed during non-working hours and employees will not be compensated for time spent taking the test or waiting for test results, as this alternative to getting vaccinated is an accommodation, at the employee's request. Miami-Dade County and Broward County are currently providing free coronavirus tests at numerous locations, including at Tropical Park in Olympia Heights and various CVS locations in Fort Lauderdale and Plantation or any other location of your preference.

If the employee tests positive, the employee **should not** report to work or enter JCS' premises/worksites. An employee who tests positive for COVID-19 will be directed to self-isolate away from work consistent with the latest CDC guidance. If an employee attempts to report for work at JCS' office without a negative COVID-19 testing, he or she will be sent home without pay.

## **GINA Safe Harbor**

The Genetic Information Nondiscrimination Act of 2008 ("GINA") prohibits employers and other entities covered by GINA from requesting or requiring genetic information of an individual or family member of the individual, except as specifically allowed by this law. To comply with this law, JCS asks that you not provide any genetic information when responding to any request for medical information under this policy. "Genetic information," as defined by GINA, includes:

- An individual's family medical history.
- The results of an individual's or family member's genetic tests.
- The fact that an individual or an individual's family member sought or received genetic services.
- Genetic information of a fetus carried by an individual or an individual's family member or an embryo lawfully held by an individual or family member receiving assistive reproductive services.

## **Modifications**

Government and public health guidelines and restrictions and business and industry best practices regarding COVID-19 and COVID-19 vaccines are changing rapidly as new information becomes available, further research is conducted, and additional vaccines are approved and distributed. JCS reserves the right to modify this policy at any time in its sole discretion to adapt to changing circumstances and business needs, consistent with its commitment to maintaining a safe and healthy workplace.

## **Enforcement**

Employees not in compliance with this policy will be placed on unpaid leave until their employment status is determined by the Human Resources Department. Failure to comply with this policy ultimately may result in termination from employment.

## **Non-Retaliation**

JCS will not permit retaliation against employees who:

- Report violations of this policy;
- Seek an accommodation from the policy requirements; or,
- Express any other safety complaint or concern in good faith.

## **Oversight of Policy**

Please direct any questions regarding this policy to the Human Resources Director, Ramona White.

# **Acknowledgment of Receipt and Review of JCS Vaccination Policy**

I acknowledge that I received and read a copy of Jewish Community Services' Vaccination Policy and that I understood it and agree to comply with it. I understand that no statement or representation by a supervisor or manager or any other employee, whether oral or written, can supplement or modify this policy. I understand that this policy is not intended in any way to create a contract of employment. I understand that, unless I have a written employment agreement signed by an authorized JCS representative, I am employed at will and this policy does not modify my at-will employment status.

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Employee Signature

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Printed Name

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Date