

	Subject of Policy: COVID-19 Mandatory Vaccination Policy	
	Section of Manual: Human Resources	Policy Number: 188
	Originating Unit: Human Resources	Effective Date: 12/20/2021

Purpose:

Vaccination is a vital tool to reduce the presence and severity of COVID-19 cases in the workplace, in communities, and in the nation as a whole. CareLink has adopted this policy on mandatory vaccination to safeguard the health of our employees from the hazard of COVID-19. [Consider inserting additional statements about the impact of mandatory vaccination of employees on the safety of workers' families, customers and visitors, business partners, and the community.] This policy complies with OSHA's Emergency Temporary Standard on Vaccination and Testing (29 CFR 1910.501).

Scope:

This Mandatory COVID-19 Vaccination Policy applies to all employees of CareLink.

All employees covered by this policy are required to be fully vaccinated as a term and condition of employment. Employees are considered fully vaccinated two weeks after completing primary vaccination with a COVID-19 vaccine, with, if applicable, at least the minimum recommended interval between doses. For example, this includes two weeks after a second dose in a two-dose series, such as the Pfizer or Moderna vaccines, two weeks after a single-dose vaccine, such as the Johnson & Johnson vaccine, or two weeks after the second dose of any combination of two doses of different COVID-19 vaccines as part of one primary vaccination series. All employees are required to report their vaccination status and to provide proof of vaccination to Human Resources. Employees must provide truthful and accurate information about their COVID-19 vaccination status. Employees not in compliance with this policy will be subject to discipline up to an including termination.

Employees may request an exception from this mandatory vaccination policy if the vaccine is medically contraindicated for them or medical necessity requires a delay in vaccination. Proof of medical certification is required. Employees also may **be eligible for** a reasonable accommodation if they cannot be vaccinated and/or wear a face covering (as otherwise required by this policy) because of a disability, or if the provisions in this policy for vaccination, and/or testing for COVID-19, and/or wearing a face covering conflict with a sincerely held religious belief, practice, or observance. Requests for exceptions and reasonable accommodations must be initiated by Human Resources. All such requests will be handled in accordance with applicable laws and regulations and *HR Procedure 187: Interactive Process*.

Definitions

Medically Contraindicated	Anything (including symptom or medical condition) that is a reason for a person to not receive a particular treatment or procedure because it may be harmful.
Reasonable Accommodation	A modification in the work environment that enables a qualified person with a disability to perform the essential functions of a job without undue hardship to the employer.

Procedures:

Overview and General Information

All CareLink employees must be fully vaccinated no later than February 9, 2022.

Employees will be considered fully vaccinated two weeks after receiving the requisite number of doses of a COVID-19 vaccine. An employee will be considered partially vaccinated if they have received only one dose of a two-dose vaccine.

Employees will need to schedule their vaccination appointments with their primary care provider, or other medical professional. This policy will be maintained by the Human Resources Department.

All vaccinated employees are required to provide proof of COVID-19 vaccination, regardless of where they received vaccination. Proof of vaccination status can be submitted via email to hhampton@carelink.org or in person to the HR office.

Acceptable proof of vaccination status is:

1. The record of immunization from a healthcare provider or pharmacy;
2. A copy of the COVID-19 Vaccination Record Card;
3. A copy of medical records documenting the vaccination;
4. A copy of immunization records from a public health, state, or tribal immunization information system; or
5. A copy of any other official documentation that contains the type of vaccine administered, date(s) of administration, and the name of the healthcare professional(s) or clinic site(s) administering the vaccine(s).

Proof of vaccination generally should include the employee's name, the type of vaccine administered, the date(s) of administration, and the name of the healthcare professional(s) or clinic site(s) that administered the vaccine. In some cases, state immunization records may not include one or more of these data fields, such as clinic site; in those circumstances [Employer name] will still accept the state immunization

record as acceptable proof of vaccination.

If an employee is unable to produce one of these acceptable forms of proof of vaccination, despite attempts to do so (e.g., by trying to contact the vaccine administrator or state health department), the employee can provide a signed and dated statement attesting to their vaccination status (fully vaccinated or partially vaccinated); attesting that they have lost and are otherwise unable to produce one of the other forms of acceptable proof; and including the following language:

"I declare (or certify, verify, or state) that this statement about my vaccination status is true and accurate. I understand that knowingly providing false information regarding my vaccination status on this form may subject me to criminal penalties."

An employee who attests to their vaccination status in this way should, to the best of their recollection, include in their attestation the type of vaccine administered, the date(s) of administration, and the name of the healthcare professional(s) or clinic site(s) administering the vaccine.

All employees must inform CareLink of their vaccination status. The following table outlines the requirements for submitting vaccination status documentation.

Vaccination Status	Instructions	Deadline
Employees who are fully vaccinated.	Submit proof of vaccination that indicates full vaccination.	February 9, 2022
Employees who are partially vaccinated (i.e., one dose of a two dose vaccine series).	Submit proof of vaccination that indicates when the first dose of vaccination was received, followed by proof of the second dose when it is obtained.	January 10, 2022

Supporting COVID-19 Vaccination

An employee may take up to four hours of duty time per dose to travel to the vaccination site, receive a vaccination, and return to work. This would mean a maximum of eight hours of duty time for employees receiving two doses. If an employee spends less time getting the vaccine, only the necessary amount of duty time will be granted. Employees who take longer than four hours to get the vaccine must send their supervisor an email documenting the reason for the additional time (e.g., they may need to travel long distances to get the vaccine). Any additional time requested will be granted, if reasonable, but will not be paid; in that situation, the employee can elect to use accrued leave, e.g., sick leave, to cover the additional time. If an employee is vaccinated outside of their approved duty time they will not be compensated.

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 sick leave immediately following each dose if necessary.

The following procedures apply for requesting and granting duty time to obtain the COVID-19 vaccine or sick leave to recover from side effects:

Staff

1. Notify the supervisor via email of the date and time requested to receive the vaccination.
2. Submit time off requests in Paylocity.
3. Leave will be granted on a first come first serve basis to ensure minimal disruption to business operations.

Caregivers

1. Call the Homecare center at 501-688-0600 and inform the Services Coordinators of the date and time requested to receive vaccination.
2. The Services Coordinator will send notification to the Homecare Manager via the call center notes to process paid time off requests with Pay Roll.
3. Time off will be granted on a first come first serve bases to ensure minimal disruption to business operations.

CareLink will require employees to promptly notify their supervisor when they have tested positive for COVID-19 or have been diagnosed with COVID-19 by a licensed healthcare provider.

Employees will notify their supervisor immediately if they are sick or experiencing symptoms while at home or at work.

Medical Removal from the Workplace

CareLink has also implemented a policy for keeping COVID-19 positive employees from the workplace in certain circumstances. CareLink will immediately remove an employee from the workplace if they have received a positive COVID-19 test or have been diagnosed with COVID-19 by a licensed healthcare provider (i.e., immediately send them home or to seek medical care, as appropriate).

Authorized employees may be approved to work remotely or in isolation.

Return to Work Criteria

For any employee removed because they are COVID-19 positive, CareLink will keep

them removed from the workplace until the employee receives a negative result on a COVID-19 nucleic acid amplification test (NAAT) following a positive result on a COVID-19 antigen test if the employee chooses to seek a NAAT test for confirmatory testing; meets the return to work criteria in CDC's "Isolation Guidance"; or receives a recommendation to return to work from a licensed healthcare provider.

Under CDC's "Isolation Guidance," asymptomatic employees may return to work once 10 days have passed since the positive test, and symptomatic employees may return to work after all the following are true:

- At least 10 days have passed since symptoms first appeared, and
- At least 24 hours have passed with no fever without fever-reducing medication, and
- Other symptoms of COVID-19 are improving (loss of taste and smell may persist for weeks or months and need not delay the end of isolation).

If an employee has severe COVID-19 or an immune disease, CareLink will follow the guidance of a licensed healthcare provider regarding return to work.

Face Coverings

If an employee covered by this policy is not fully vaccinated (e.g., if they are granted an exception from the mandatory vaccination requirement because the vaccine is contraindicated for them), CareLink will require the employee to wear a face covering. Face coverings must: (i) completely cover the nose and mouth; (ii) be made with two or more layers of a breathable fabric that is tightly woven (i.e., fabrics that do not let light pass through when held up to a light source); (iii) be secured to the head with ties, ear loops, or elastic bands that go behind the head. If gaiters are worn, they should have two layers of fabric or be folded to make two layers; (iv) fit snugly over the nose, mouth, and chin with no large gaps on the outside of the face; and (v) be a solid piece of material without slits, exhalation valves, visible holes, punctures, or other openings. Acceptable face coverings include clear face coverings or cloth face coverings with a clear plastic panel that, despite the non-cloth material allowing light to pass through, otherwise meet these criteria and which may be used to facilitate communication with people who are deaf or hard-of-hearing or others who need to see a speaker's mouth or facial expressions to understand speech or sign language respectively.

Face coverings can be obtained from the Agency or self-provided. Face coverings should be worn any time an employee covered by this policy that is not fully vaccinated is in closer than 6 feet proximity to other employees or customers, and at the request of other employees or customers.

The following are exceptions to CareLink's requirements for face coverings:

1. When an employee is alone in a room with floor to ceiling walls and a closed door.
2. For a limited time, while an employee is eating or drinking at the workplace or for

identification purposes in compliance with safety and security requirements.

3. When an employee is wearing a respirator or facemask.

4. Where CareLink has determined that the use of face coverings is infeasible or creates a greater hazard (e.g., when it is important to see the employee's mouth for reasons related to their job duties, when the work requires the use of the employee's uncovered mouth, or when the use of a face covering presents a risk of serious injury or death to the employee).

New Hires:

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

All CareLink employees must provide proof of their first dose in a two-dose series, such as Pfizer or Moderna vaccines, or one dose of Johnson & Johnson vaccine prior to their start date. For the two-dose series new hires must have their second dose 3 weeks after the first dose for the Pfizer vaccine and 4 weeks after the first dose for the Moderna vaccine. Masks must be worn until the employee is fully vaccinated (2 weeks after the second dose in a two-dose series, or 2 weeks after a single-dose vaccine.)

Candidates that are unable to receive the COVID-19 vaccination will need to go through an Interactive Process.

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.

Questions:

Please direct any questions regarding this policy to the Human Resources Department.

Effective Date: January 10, 2022