

COVID-19 Vaccination Policy

Purpose

Consistent with its duty to provide and maintain a workplace that is free of recognized hazards, the **COMPANY NAME** (“Company”) has adopted this policy to safeguard the health and well-being of employees and their families, our customers and visitors, others who spend time in our facilities, and the community from the risks associated with COVID-19. This policy is intended to comply with all state and local laws. It is based upon guidance provided by the Occupational Safety and Health Administration (OSHA), the Centers for Disease Control and Prevention (CDC) and other public health and licensing authorities, as applicable.

Scope

This policy applies to all employees. It does not apply to customers and visitors. The policy applies to COVID-19 vaccinations that are available to our employees.

Policy

By (DATE), the Company will expect all covered employees to either (a) establish that they have been fully vaccinated; or (b) obtain an approved exemption as an accommodation. The process for seeking an accommodation is explained below. For purposes of this policy, an employee is considered fully vaccinated two weeks after receiving the second dose of a two-dose vaccine (Pfizer or Moderna) or one dose of a single-dose vaccination (Janssen).

Employees who do not fulfill one of these two requirements will be placed on unpaid leave and their employment will be subject to termination.

To establish that they are fully vaccinated, employees may present a completed COVID-19 Vaccination Record Card for inspection by an authorized Company representative. The Company will treat all such information as confidential.

To facilitate employees’ ability to receive the vaccination, the Company will consider timely requests for appropriate schedule changes. In accord with its time-keeping policies, the Company will also pay non-exempt employees for time spent receiving the vaccination. Additionally, the Company will reimburse employees for the cost, if any, of receiving the vaccination, contingent upon receipt of appropriate supporting documentation.

Commented [A1]: This policy must be tailored to the employer’s circumstances, including state and local law, any applicable licensure requirements. Employers with multiple locations must be particularly sensitive to this issue. THIS POLICY MAY NOT BE USED AS WRITTEN IN OREGON.

Commented [A2]: In CA, employers should use the following definition: For purposes of this policy, an employee is considered “fully vaccinated” if it has been at least 14 days since the employee received the last dose, as recommended by the manufacturer, of a vaccine that has been authorized by the FDA for use in the United States, including vaccinations that have been approved pursuant to an Emergency Use Authorization. For employees fully vaccinated outside of the United States, the vaccination must be listed for emergency use by the World Health Organization (WHO).

Commented [A3]: In CA, employers should also include the following language in this sentence “and time experiencing symptoms related to a COVID-19 vaccine that prevent employees from being able to work or telework”

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Requests for Exemptions as Accommodations

To assist any employee who is disabled, who is pregnant, who is a nursing mother, who has a qualifying medical condition that contraindicates the vaccination, or who objects to being vaccinated on the basis of sincerely held religious beliefs and practices, the Company will engage in an interactive process to determine if a reasonable accommodation can be provided so long as it does not create an undue hardship for the Company and/or does not pose a direct threat to the health or safety of others in the workplace and/or to the employee. To request an accommodation for one of the above reasons, please notify the **POSITION TITLE** in writing at **[insert email/contact]**. Once the Company is aware of the need for an accommodation, the Company will engage in an interactive process to identify possible accommodations. If you believe that you have been treated in a manner not in accordance with this policy, please notify the Company immediately by speaking to the **POSITION TITLE**. You may request an accommodation without fear of retaliation.

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