

## 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 infectious conditions that may be mitigated through an effective vaccination program. This policy is intended to comply with all state and local laws. It is based upon guidance provided by the Centers for Disease Control and Prevention (CDC) and 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 vaccinations identified by the Company’s Safety Committee.

### Policy

The Company’s Safety Committee maintains and promulgates a list of the vaccines that this policy encompasses and the applicable deadline(s) for complying with this policy. This list of vaccines also advises employees of dates when vaccines will be made available at designated locations.

Before expiration of the corresponding deadline, all employees must either (a) establish that they have received the designated vaccine(s); or (b) obtain an approved exemption as an accommodation. The process for seeking an accommodation is explained below. Employees who do not fulfill one of these two requirements will be placed on unpaid leave and their status will be evaluated periodically.

To establish that they have received a vaccination, employees may present written evidence of immunization from the designated site or from another authorized healthcare provider.

The Company will assist employees by providing on-site access to immunizations or identifying sites where employees may receive the vaccinations. The Company will pay for the cost of the vaccination.

### 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

**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 IN OREGON.

**Commented [A2]:** Or identify who fulfills this function.

**Commented [A3]:** Consider the wage and hour law implications if the employee is paid a salary or another guarantee.

**Commented [A4]:** Note that this time is likely to be considered “hours worked” as well.

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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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