

*Effective: 11/8/2021*

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**POLICY:**

Harborcreek Youth Services has adopted this mandatory vaccination policy in keeping with our duty and commitment to provide a safe and hazard-free environment for our employees, clients, their families and visitors to the agency. This policy is in compliance with the Centers for Medicare & Medicaid Services (CMS) Emergency Regulation.

This policy requires all HYS employees as well as on-site contractors, volunteers and interns to receive and provide proof of a COVID-19 vaccination by 12/5/2021, unless a reasonable accommodation as defined by the EEOC has been approved. Employees not in compliance with this policy will be placed on unpaid leave until their employment status is determined by the human resources department.

**PROCEDURES:**

All vaccinated employees will be required to provide a copy of their CDC COVID-19 Vaccination Record Card to Human Resources as soon as possible, and no later than 12/5/2021. Record of booster shots received are not required to be submitted.

For those employees not currently vaccinated HYS will provide on-site access to the vaccine, as well as a list of locations to assist employees in receiving the vaccine on their own. HYS will pay for vaccines provided on-site. Employees must receive the first dose of the Pfizer or Moderna vaccine by 12/5/21, and the second dose by 1/4/22. The Johnson & Johnson vaccine requires only one dose.

A copy of the vaccination record card will need to be provided to Human Resources immediately after both the 1<sup>st</sup> and 2<sup>nd</sup> shots (if applicable) are administered.

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*All Policies and Procedures are updated, refined, or improved as ways are found to make them more effective. Comments and questions from any staff member are invited to accomplish this goal and are to be directed to the Chief Executive Officer.*

Employees who request an exemption from this policy due to a medical reason or because of a sincerely held religious belief must submit a completed Accommodation Request Form to Human Resources to begin the interactive accommodation process as soon as possible. Accommodations will be considered where they do not cause HYS undue hardship or pose a direct threat to the health and safety of others, and will be evaluated in a manner consistent with all applicable laws. Please contact Human Resources to obtain a form if you wish to request an exemption.

Any employee who requests and is granted a medical or religious exemption will be required to test negative for COVID-19 on a weekly basis prior to being permitted to work. The testing will be scheduled and performed by the HYS Medical Department staff. The employee will also be required to wear a mask or other approved face covering at all times while on HYS property, and to practice social distancing whenever possible. Exemptions will be required to be updated in writing every 90 days unless otherwise notified.

Vaccination information will be shared to the extent necessary to ensure compliance with health and safety requirements for unvaccinated individuals.

This policy will apply to any future vaccinations mandated by CMS or OSHA emergency regulations.

Please direct any questions regarding this policy to Human Resources.