

## THE GUIDANCE CENTER

Section II	Personnel Policies
II.C	Employee's Responsibilities
II.C.15	Mandated Vaccines

### Purpose

In accordance with The Guidance Center's duty to provide and maintain a workplace that is free of known hazards and to comply with Federal Executive Order 14043, we are adopting this policy to safeguard the health of our employees and their families; our clients; and the community at large from infectious diseases, such as COVID-19, that may be reduced by vaccinations. This policy will comply with all applicable laws and is based on guidance from the Centers for Disease Control and Prevention, state and local health authorities, and the occupational Safety and Health Administration (OSHA), as applicable.

### Scope

The policy applies to COVID-19 vaccinations only and to all employees. It does not apply to clients and visitors.

### Procedures

By November 22, 2021, all employees will be expected to comply with one of the following:

1. Establish that they have been fully vaccinated OR
2. Obtain an approved exemption as an accommodation

For 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/Johnson & Johnson).

Employees who do not meet one of the above requirements; may be subject to disciplinary action up to and including termination of employment.

The Center will provide either onsite access to the vaccines or a list of locations to assist employees in receiving the vaccine offsite. All employees will be paid for time taken to receive vaccinations as well as time to recover from any side effects from the vaccinations. For offsite vaccinations, employees will be required to coordinate with their supervisor to schedule appropriate time to receive the vaccination. Employees will be required to record this time as Extended Vacation on their timecard record.

Employees should provide their health insurance information to the entity providing the vaccine. The Guidance Center will reimburse employees for the cost, if any, of receiving the vaccine, contingent upon receipt of appropriate supporting documentation submitted to Accounts Payable. Supporting documentation may include an invoice and/or itemized receipt displaying the date of the service, amount owed or paid by the employee, and the provider of the vaccination on either a mileage reimbursement form or Purchase Order form found on TGC Central. Expenses must be submitted for payment within forty-five (45) days of the date incurred. Expense reimbursement requests submitted more than 45 days past the date incurred will not be paid. (See policy III F.1. Employee-Incurred Expenses.)

Before the stated deadlines 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

requirements. Proof of vaccination is completed by submitting a COVID-19 Vaccination Record Card to Human Resources. These will be treated as confidential and filed separately from the employee's personnel file.

New employees will be required to be fully vaccinated or have an approved exemption as an accommodation by their first day of employment.

### **Reasonable Accommodation**

To assist any employee who is disabled, 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 Guidance Center 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 Center 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, please notify Human Resources in writing no later than October 8, 2021. Once the accommodation is requested, Human Resources will engage in an interactive process to identify possible accommodations. Employees may be required to submit medical exemption from vaccination and/or religious accommodation requests forms. Retaliation against an employee for requesting an accommodation is prohibited and subject to disciplinary action.

Approved 09/23/2021