

## **Employee, Student and Volunteer COVID-19 Vaccination Policy**

**Educate Youth Ypsi~ July 2021**

**Effective September 1, 2021**

In the wake of the COVID-19 pandemic, Educate Youth remains committed to maintaining a safe and healthy environment for staff, volunteers, and participants.

Now that COVID-19 vaccines have been approved by the US Food and Drug Administration (FDA) and are readily available to the general public, we are implementing a mandatory vaccination policy, subject to the exceptions in this policy (explained below).

This policy is based on guidance from the Centers for Disease Control and Prevention (CDC) and the Equal Employment Opportunity Commission, as well as relevant state and local agencies, and is designed to comply with all applicable federal, state, and local laws.

This policy only applies to individuals for whom the COVID-19 vaccine has been authorized by the FDA. This policy does not apply to individuals for whom the COVID-19 vaccine has not been authorized by the FDA, such as individuals under 12 years of age.

Compliance with this policy is a condition of your continued employment or ability to volunteer. Please read this policy carefully.

### **Information About COVID-19 Vaccines**

The CDC has promoted the benefits and safety of approved COVID-19 vaccines. In addition, the Michigan Department of Health and Human Services (MDHHS) recommends that all individuals aged 12 and over who can safely do so get vaccinated against COVID-19. According to the CDC:

- COVID-19 vaccines currently approved or in development in the US do not contain the COVID-19 virus and will not make you sick with COVID-19.
- Getting the COVID-19 vaccine will not make you test positive for COVID-19.
- COVID-19 vaccinations have been shown to be highly effective at preventing you from getting sick with COVID-19 and may prevent you from experiencing the most severe consequence of the disease and spreading the virus to others.
- COVID-19 vaccines reduce the risk of spreading COVID-19.
- COVID-19 vaccines do not change your DNA.
- COVID-19 vaccinations are an important tool in helping to stop the pandemic.

- COVID-19 vaccines will be free to you, though some charges may be billed to your insurance company.

An individual is considered fully vaccinated two weeks after the second dose of a two-dose vaccine (Moderna or Pfizer) or two weeks after a single-dose vaccine (Johnson & Johnson).]

More information about COVID-19 vaccines and the vaccine approval process is available and frequently updated on the CDC's website at:

<https://www.cdc.gov/coronavirus/2019-ncov/vaccines/>. Additional information from MDHHS is available at:

[https://www.michigan.gov/coronavirus/0,9753,7-406-98178\\_103214---,00.html](https://www.michigan.gov/coronavirus/0,9753,7-406-98178_103214---,00.html).<sup>[SE1]</sup>

## **Vaccination Requirements**

Consistent with CDC and MDHHS guidance, to prevent the infection and spread of COVID-19, and as an integral part of its public health and safety measures, Educate Youth requires that all employees and volunteers get vaccinated against COVID-19 before entering any Educate Youth facility, or participating in any in person Educate Youth programing, unless an exemption from this policy has been granted as an accommodation or otherwise. For more on the accommodation and exemption process, see Accommodation and Exemption Requests below.

Employees and volunteers who fail to comply with these requirements will be barred from entering the worksite and employees may be subject to disciplinary measures, up to and including termination of employment subject to reasonable accommodation and other requirements of applicable federal, state, and local law.

## **Vaccine Administration and Proof of Vaccination**

You are responsible for scheduling and obtaining all recommended doses of an FDA-approved COVID-19 vaccine. You may get the vaccine during your regularly scheduled work hours if feasible.

Once you have received a vaccination, you must provide written proof of vaccination from the vaccine administrator or a CDC-issued vaccination card, including the vaccination place, date(s), and name, before entering Educate Youth's facilities. **Do not include any medical or genetic information with your proof of vaccination.**

## **Accommodation and Exemption Requests**

### **Disability Accommodation**

Educate Youth provides reasonable accommodations, absent undue hardship, to qualified individuals with disabilities that enable them to perform their job duties. Reasonable accommodation may include appropriate adjustment or modifications of employer policies, including this Mandatory Vaccination Policy.

If you believe you need an accommodation regarding this policy because of a disability, you are responsible for requesting a reasonable accommodation. Please contact Executive Director Gail Wolkoff.

### **Religious Accommodation**

Educate Youth provides reasonable accommodations, absent undue hardship, to employees with sincerely held religious beliefs, observances, or practices that conflict with getting vaccinated.

If you believe you need an accommodation regarding this policy because of your sincerely held religious belief, you are responsible for requesting a reasonable accommodation. Please contact Executive Director Gail Wolkoff.

### **Interactive Process**

Educate Youth will engage in an interactive dialogue with you to determine the precise limitations of your ability to comply with this mandatory vaccination policy and explore potential reasonable accommodations that could overcome those limitations. Educate Youth encourages employees to suggest specific reasonable accommodations. However, Educate Youth is not required to make the specific accommodation requested and may provide an alternative effective accommodation, to the extent any reasonable accommodation can be made without imposing an undue hardship on Educate Youth or posing a direct threat to you or others in the workplace.

### **Exemption for Other Medical Reasons**

Exemptions for other medical reasons may be available on a case-by-case basis even if they do not qualify as a disability under federal, state, or local law. Educate Youth will engage in an interactive dialogue with you to determine whether an exemption is appropriate and can be granted without imposing an undue hardship on Educate Youth or posing a direct threat to you or others in the workplace. Individuals for whom currently available COVID-19 vaccines have not been approved and who therefore are ineligible to receive a COVID-19 vaccine are not covered by this policy. However, Educate Youth reserves the right to take any necessary and appropriate steps, including imposing alternative COVID-19 prevention measures, to ensure that the individual does not pose a direct threat to the health or safety of others in the workplace.

### **Policy Administration and Questions**

If you have any questions about this policy or about health and safety issues that are not addressed in this policy, please contact Executive Director Gail Wolkoff.

## **Policy Modification**

Government and public health guidelines and restrictions and business and industry best practices regarding COVID-19 and COVID-19 vaccines are changing rapidly as new information becomes available, further research is conducted, and additional vaccines are approved and distributed. Youth Educate reserves the right to modify this policy at any time in its sole discretion to adapt to changing circumstances and business needs, consistent with its commitment to maintaining a safe and healthy workplace.

## **Acknowledgment of Receipt and Review**

I, \_\_\_\_\_ (employee or volunteer name), acknowledge that on \_\_\_\_\_ (date), I received and read a copy of Educate Youth's COVID-19 Vaccination Policy and understand that it is my responsibility to be familiar with and abide by its terms. This policy is not promissory and does not set terms or conditions of employment or create an employment contract.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Date]