**COVID-19 Vaccination, Testing, and Face Covering Policy**

**November 9, 2021**

Consistent with its duty to provide and maintain a workplace that is free of recognized hazards, [COMPANY NAME] (the “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 hazards of COVID-19. This policy is intended to comply with OSHA’s COVID-19 Emergency Temporary Standard on Vaccination and Testing (“ETS”).

**Scope**

This COVID-19 vaccination, testing, and face covering policy applies to all employees, except for employees who do not report to a workplace where other individuals (such as coworkers or customers) are present; employees while working from home; and employees who work exclusively outdoors. This policy does not apply to customers and visitors.

[Some employees may be required to have or obtain a COVID-19 vaccination as a term and condition of employment at the Company due to their specific job duties (e.g., public facing positions). Employees subject to mandatory vaccination requirements should follow all relevant vaccination procedures in this policy and are not given the choice to choose testing and face covering use in lieu of vaccination. Identify specific groups of employees or job categories, if any, that are subject to a mandatory vaccination requirement.]

All employees (including employees who do not report to a workplace where other individuals are present; employees while working from home; and employees who work exclusively outdoors) must report their vaccination status to the Company and provide proof of vaccination. Employees will be considered unvaccinated unless the Employee provides proof of vaccination status. Employees must provide truthful and accurate information about their COVID-19 vaccination status, and, if applicable, their testing results. Employees not in compliance with this policy may be subject to discipline, up to and including termination.

**Procedures**

Vaccinations

Any employees that choose to or are required to be vaccinated against COVID-19 must be fully vaccinated no later than [Date]. Any employee not fully vaccinated by [Date] will be subject to the regular testing and face covering requirements of the policy.

To be fully vaccinated by [Date], an employee must:

* Obtain the first dose of a two dose vaccine no later than [Date]; and the second dose no later than [Date]; or
* Obtain one dose of a single dose vaccine no later than [Date].

Employees will be considered fully vaccinated two weeks after receiving the requisite number of doses of a COVID-19 vaccine as stated above. An employee will be considered partially vaccinated if they have received only one dose of a two-dose vaccine.

[Describe how employees may schedule their vaccination appointments, e.g., through an on-site clinic, through their own medical provider, or with a vaccination clinic.]

Vaccination Status and Proof of Vaccination

All employees, including those who are otherwise exempt from this policy because they either do not report to a workplace where other individuals are present; work from home; or work exclusively outdoors, must inform the Company of their vaccination status and provide proof of vaccination.

The following table outlines the requirements for submitting vaccination status documentation:

| **Vaccination Status** | **Instructions** | **Deadline** |
| --- | --- | --- |
| Employees who are fully vaccinated. | [Submit](https://uconn.kualibuild.com/app/builder/#/app/6116a93470c971651c9d7187/run) proof of vaccination that indicates full vaccination. | [December 5, 2021] |
| Employees who are partially vaccinated (i.e., one dose of a two dose vaccine series). | [Submit](https://uconn.kualibuild.com/app/builder/#/app/6116a93470c971651c9d7187/run) proof of vaccination that indicates when the first dose of vaccination was received, followed by proof of the second dose when it is obtained. | [December 5, 2021] |
| Employees who have not yet been vaccinated. | Submit statement that you are unvaccinated. | [December 5, 2021] |

All vaccinated employees are required to provide proof of COVID-19 vaccination, regardless of where they received the vaccination. Proof of vaccination can be submitted via [describe how employees can submit vaccination information, e.g., the employer’s vaccination portal or in-person at the HR office]. [Employees who have previously submitted acceptable proof of vaccination status need not resubmit such documentation, unless otherwise requested or required by the Company.] Employees are not required to submit documentation regarding any COVID-19 booster shot(s) received.

Acceptable proof of vaccination is limited to:

1. The record of immunization from a healthcare provider or pharmacy;
2. A copy of the COVID-19 Vaccination Record Card;
3. A copy of medical records documenting the vaccination;
4. A copy of immunization records from a public health, state, or tribal immunization information system; or
5. A copy of any other official documentation that contains the type of vaccine administered, date(s) of administration, and the name of the healthcare professional(s) or clinic site(s) administering the vaccine(s).

Proof of vaccination generally should include your name, the type of vaccine administered, the date(s) of administration, and the name of the healthcare professional(s) or clinic site(s) that administered the vaccine. In some cases, state immunization records may not include one or more of these data fields, such as clinic site; in those circumstances the Company will still accept the state immunization record as acceptable proof of vaccination. Please contact Human Resources if you are unable to produce one of these acceptable forms of proof of vaccination status. Any employee who does not provide one of the acceptable forms of vaccination status will be treated as not fully vaccinated for purposes of this policy.

Time Off to Support Vaccination

An employee (regardless of part-time or full-time status) may take up to four (4) hours of paid time off from work per dose to travel to the vaccination site, receive a vaccination, and return to work. If an employee spends less time getting the vaccine, the employee will be paid for the time it took to travel to the vaccination site, receive a vaccination, and return to work.

Employees who take longer than four (4) hours to get the vaccine must notify [Human Resources][via email] documenting the reason for the additional time. Any additional time requested may be granted, if reasonable, but will not be paid, unless otherwise required by law. The employee may elect to use accrued [paid time off/paid sick leave] to cover the additional time.

*If an employee is vaccinated outside of their normal working hours, they will not be compensated.* [The company may want to offer paid time off, regardless of when they get the vaccination]. [Employees will not be compensated for time taken to get a COVID-19 booster, unless otherwise required by applicable state or local law]. [Describe how an employee should obtain necessary approvals, how to submit requests, how leave is being granted, etc.]

Employees may also use up to two (2) days of accrued [paid sick leave] immediately following each dose if they have side effects from the COVID-19 vaccination that prevent them from working. Two (2) days, for purposes of this policy, will be calculated based on the number of hours the employee was scheduled to work but for their side effects. If an employee has at least two (2) days of accrued [paid sick leave], the employee will be required to use paid sick leave for their absence. Employees who have less than two (2) days of accrued [paid sick leave] will be granted enough additional sick leave so that the employee has two (2) days of accrued paid sick leave to be used to cover their absence due to side effects resulting from the COVID-19 vaccination. [Describe how an employee should obtain necessary approvals, how to submit requests, how leave is being granted, etc.]

Notification of COVID-19 and Removal from the Workplace

Employees must promptly notify [their supervisor or HR] when they have tested positive for COVID-19 or have been diagnosed with COVID-19 by a licensed healthcare provider.

If the employee learns of their positive COVID-19 test or diagnosis prior to the start of their workday, they must notify [their supervisor] prior to the start of their workday and must not come into the workplace. If the employee learns of their positive COVID-19 test or diagnosis during their workday, they must notify [their supervisor] as soon as safely possible, and the employee must take steps to avoid exposing any other individuals in the workplace.

[Describe any leave policies (e.g., sick leave, Family Medical Leave Act, other policies) that the employer will implement for employees who test positive for or are diagnosed with COVID-19.]

*Return to Work Criteria*

For any employee removed because they are COVID-19 positive, the Company will keep them removed from the workplace until the employee either:

1. Receives a negative result on a COVID-19 nucleic acid amplification test (NAAT) following a positive result on a COVID-19 antigen test if the employee chooses to seek a NAAT test for confirmatory testing;
2. Meets the return-to-work criteria in CDC’s “Isolation Guidance”; or
3. Receives a recommendation to return to work from a licensed healthcare provider.

Under CDC’s “Isolation Guidance,” asymptomatic employees may return to work once 10 days have passed since the positive test, and symptomatic employees may return to work after all the following are true:

* At least 10 days have passed since symptoms first appeared, and
* At least 24 hours have passed with no fever without fever-reducing medication, and
* Other symptoms of COVID-19 are improving (loss of taste and smell may persist for weeks or months and need not delay the end of isolation).

If an employee has severe COVID-19 or an immune disease, the Company will follow the guidance of a licensed healthcare provider regarding return to work.

COVID-19 Testing

All employees who are not fully vaccinated as of [Date] will be required to undergo regular COVID-19 testing.

Employees who report to the workplace at least once every seven (7) days:

* Must be tested for COVID-19 at least once every seven (7) days; and
* Must provide documentation of the most recent COVID-19 test result to [Human Resources] no later than the seventh (7th) day following the date on which the employee last provided a test result.

Any employee who does not report to the workplace during a period of seven (7) or more days (e.g., if they were teleworking for prior to reporting to the workplace):

* Must be tested for COVID-19 within seven (7) days prior to returning to the workplace; and
* Must provide documentation of that test result to [Human Resources] prior to return to the workplace.

If an employee does not provide documentation of a COVID-19 test result as required by this policy, they will be removed from the workplace until they provide a test result.

Employees who have received a positive COVID-19 test or have been diagnosed with COVID-19 by a licensed healthcare provider are not required to undergo COVID-19 testing for 90 days following the date of their positive test or diagnosis.

[Describe how employees can fulfill the weekly testing requirement, including where they can get tested, the required schedule for testing, and who will cover the costs.]

Face Coverings

All employees who are not fully vaccinated as of [Date] will be required to wear a face covering when in the workplace.

Face coverings must:

1. Completely cover the nose and mouth;
2. Be made with two or more layers of a breathable fabric that is tightly woven (i.e., fabrics that do not let light pass through when held up to a light source);
3. Be secured to the head with ties, ear loops, or elastic bands that go behind the head. If gaiters are worn, they should have two layers of fabric or be folded to make two layers;
4. Fit snugly over the nose, mouth, and chin with no large gaps on the outside of the face; and
5. Be a solid piece of material without slits, exhalation valves, visible holes, punctures, or other openings.

Acceptable face coverings include clear face coverings or cloth face coverings with a clear plastic panel that, despite the non-cloth material allowing light to pass through, otherwise meet these criteria and which may be used to facilitate communication with people who are deaf or hard-of-hearing or others who need to see a speaker’s mouth or facial expressions to understand speech or sign language respectively.

Employees who are not fully vaccinated must wear face coverings over the nose and mouth when indoors and when occupying a vehicle with another person for work purposes. Policies and procedures for face coverings will be implemented, along with the other provisions required by OSHA’s COVID-19 Vaccination and Testing ETS, as part of a multi-layered infection control approach for unvaccinated workers.

The following are exceptions to the Company’s requirements for face coverings:

1. When an employee is alone in a room with floor to ceiling walls and a closed door.
2. For a limited time, while an employee is eating or drinking at the workplace or for identification purposes in compliance with safety and security requirements.
3. When an employee is wearing a respirator or facemask.
4. Where the Company has determined that the use of face coverings is infeasible or creates a greater hazard (e.g., when it is important to see the employee’s mouth for reasons related to their job duties, when the work requires the use of the employee’s uncovered mouth, or when the use of a face covering presents a risk of serious injury or death to the employee).

Confidentiality and Privacy

All medical information collected from individuals, including vaccination information, test results, and any other information obtained as a result of testing, will be treated in accordance with applicable laws and policies on confidentiality and privacy.

Requests for Accommodation

Employees may request an exception from vaccination if the vaccine is medically contraindicated for them or medical necessity requires a delay in vaccination. Employees also may be legally entitled to a reasonable accommodation if they cannot be vaccinated and/or wear a face covering (as otherwise required by this policy) because of a disability, or if the provisions in this policy for vaccination, and/or testing for COVID-19, and/or wearing a face covering conflict with a sincerely held religious belief, practice, or observance. Requests for exceptions and reasonable accommodations must be initiated by submitting a completed *Accommodation Request Form* to [Human Resources]. All such requests will be handled in accordance with applicable laws and regulations.

Please direct any questions or concerns regarding this policy to Human Resources at \_\_\_\_\_\_.

[*Sidebar regarding new hires*: Employers may want to outline for new employees how they are to comply with this policy and have a process for ensuring your new hires comply with this policy. For example, you could state: “All new employees are required to comply with the requirements outlined in this policy by [date] and as a condition of employment. [Potential candidates for employment will be notified of the requirements of this policy prior to the start of employment.] [Describe how new employees must comply with this policy, including any deadlines for receiving vaccination.]”]

*Please note that these are fast-moving times, and the information provided is only accurate as of the day posted (November 9, 2021). The information provided does not, and is not intended to, constitute legal advice; instead, all information is prepared and provided for general informational purposes only.*

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