

Considerations

As COVID-19 vaccines become more readily available, many member organizations are considering developing policies around inoculated individuals returning to the program.

Attached are templets for policies, but it is important you craft a policy that is appropriate for your organizational needs.

Things to consider when developing a COVID-19 Vaccine Policy

- Any policy developed must be organization wide and should not be activity or population specific.
 - There should not be different requirements for staff and volunteers and must be held to the same standard.
- Be aware of partnering organizations & NGBs vaccine policies and how they might impact your event
- State & Local Guidance – Are there restrictions on whether you can mandate vaccinations?
- Any policy must include a section that addresses exemptions. There are two exemption categories: religious or medical
- If exempt, define what safety precaution accommodations those individuals must take to participate.
- Include information on process of verification for exemption.
- When will the policy go into effect? – Be sure to give enough lead time for actions to be taken prior to enforcement
- What is the mechanism to track compliance?
- Does your policy address the consequences for noncompliance?



SAMPLE VACCINATION POLICY: VOLUNTARY

Purpose

In accordance with [Company Name]'s duty to provide and maintain a workplace/environment that is free of known hazards, we are adopting this policy to safeguard the health of our employees and their families; our customers and visitors; and the community at large from infectious diseases, such as COVID-19 or influenza, 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 and local health authorities, as applicable.

Scope

All employees are encouraged to receive vaccinations as determined by the Centers for Disease Control and Prevention and [insert relevant local health department].

Vaccination is not the sole directive of our health and safety policy, and employees must continue to follow evolving and additional wellness and safety protocols while in the workplace as well.

Procedures

Employees/volunteers will be notified by the [human resources] department as to the type of vaccination(s) covered by this policy and the timeframe(s) for having it/them administered. [Company Name] will provide a list of locations to assist employees/volunteers in receiving vaccines on their own.

[Applicable to only paid staff] All employees will be paid for time taken to receive vaccinations. For offsite vaccinations, employees are to work with their managers to schedule appropriate time to comply with this policy.

Please direct any questions regarding this policy to the [human resources] department.



SAMPLE VACCINATION POLICY: MANDATORY

Purpose

In accordance with [Company Name]'s duty to provide and maintain a workplace/environment that is free of known hazards, we are adopting this policy to safeguard the health of our employees and their families; our customers and visitors; and the community at large from infectious diseases, such as COVID-19 or influenza, 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 and local health authorities, as applicable.

Scope

All employees/volunteers are required to receive vaccinations as determined by the Centers for Disease Control and Prevention and [insert relevant local health department], unless a reasonable accommodation is 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. Volunteers not in compliance with this policy will not be allowed to participate in [Company Name]'s programming.

Vaccination is not the sole directive of our health and safety policy, and employees must continue to follow evolving and additional wellness and safety protocols while in the workplace as well.

Procedures

Employees/volunteers will be notified by the [human resources] department as to the type of vaccination(s) covered by this policy and the timeframe(s) for having the vaccine(s) administered. [Company Name] will provide a list of locations to assist employees/volunteers in receiving the vaccine on their own.

[Applicable to only paid staff] All employees will be paid for time taken to receive vaccinations. For offsite vaccinations, employees are to work with their managers to schedule appropriate time to comply with this policy.



SAMPLE VACCINATION POLICY: MANDATORY

Procedures

Before the stated deadlines to be vaccinated have expired, employees/volunteers will be required to provide either proof of vaccination or an approved reasonable accommodation to be exempted from the requirements.

Reasonable Accommodation

Employees/volunteers in need of an exemption from this policy due to a medical reason, or because of a sincerely held religious belief must submit a completed Request for Accommodation form to the [human resources] department to begin the interactive accommodation process as soon as possible after vaccination deadlines have been announced. Accommodations will be granted where they do not cause [Company Name] undue hardship or pose a direct threat to the health and safety of others.

Please direct any questions regarding this policy to the [human resources] department.