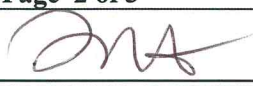


U.C.S. PERSONNEL POLICIES AND PROCEDURES**Section Appendix**
Division C
Page 1 of 3**SUBJECT:** COVID-19 Vaccination Policy**APPROVED BY:**
Executive Director**Effective Date/Revised:** Sept. 2021 / Mar. 2022


Consistent with its duty to provide and maintain a workplace that is free of recognized hazards, and to safeguard the health and well-being of its employees, clients, and students, United Community Services has adopted this COVID-19 Vaccination Policy, to be implemented as a condition of employment. This Policy will also serve to protect employees' families, our consumers family members, vendors, contractors, visitors, others who spend time in our facilities, and the community from the risks associated with COVID-19. This Policy is intended to comply with applicable state and local laws. It is based upon guidance provided by the Occupational Safety and Health Administration (OSHA), the U.S. Equal Employment Opportunity Commission (EEOC), the Vermont Attorney General's Office, the Centers for Disease Control and Prevention (CDC), Vermont Department of Health (VDOH), Agency of Education, and other public health and licensing authorities, as applicable. This Policy may be unilaterally amended or retracted by UCS consistent with UCS Personnel Policies and Procedures Section I Division B. The scope and conditions of this Policy applies to all employees, volunteers, and interns.

Clarification/Procedure:

1. Effective November 1, 2021, the Agency requires all employees to either (a) establish that they have received the complete SARS-CoV-2 vaccine series ("COVID-19 vaccine"); or (b) obtain an approved exemption as an accommodation in keeping with this Policy and the UCS Policy on Reasonable Accommodation (Section II Division B). For purposes of this Policy, an employee has fulfilled the vaccine requirement after receiving the second dose of a two-dose vaccine (Pfizer or Moderna) or one dose of a single-dose vaccination (Johnson & Johnson/Janssen) and any related booster as described in item c. below.
 - a. Employees who do not fulfill primary vaccine requirements will be placed on unpaid leave until their employment status is determined by the UCS Executive Director or Director of Human Resources.
 - b. To establish that they are vaccinated in accordance with this Policy, employees must photocopy or scan and provide a completed COVID-19 Vaccination Record Card or other appropriate confirming documentation to the Human Resources Department, including booster card updates. The Agency will treat all such information and documentation as confidential.
 - c. Should the COVID-19 vaccination become a series to include booster(s), employees must remain maximally vaccinated in accordance with those updates. Employees who do not fulfill booster requirements may also risk being placed on an unpaid leave of absence until their employment status is determined by the UCS Executive Director or Director of Human Resources.
 - d. New employees shall provide documentation of vaccine status prior to start or upon their first date of work. New employees who are not vaccinated shall present evidence of first vaccination no later than one week of hire and evidence of full vaccination as soon as practicable but no later than 8 weeks thereafter. Employees receiving the Johnson & Johnson/Janssen vaccination fulfills this requirement with the one dose vaccine within one week of hire. Head Start/Early Head Start new employees cannot begin employment until/unless they are verified as fully vaccinated. The Agency will consider starting new Head Start/Early Head Start employees who are partially vaccinated on a case by case basis, to be followed by full vaccination as outlined above.
 - i. Upon conditional offer of employment, an inquiry about the successful applicant's vaccination status will be sought, and any such successful applicant who is not fully vaccinated will be given a copy of this policy for their understanding and follow-up.
 - ii. The agency highly encourages conditionally offered applicants to begin the vaccination process as soon as possible.
2. To facilitate employees' ability to receive the vaccination(s), the Agency will consider timely requests for appropriate time off.
 - a. Use of regularly scheduled work time for this purpose should be requested and arranged when possible, including the travel to and from receiving the vaccine(s), for both exempt and non-exempt employees.

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- b. The Agency will also provide pay for up to two hours to its non-exempt employees for the time entailed in receiving each vaccination dose if it is outside of the employee's regularly scheduled work hours and weekly limits.
 - c. Any time outside of the employee's regular work hours spent receiving the vaccine, including travel to and from the clinic location, in excess of the two hours can be compensated using accrued, unused leave time.
 - d. Additionally, if an employee has exhausted their accrued Sick Leave or is not Benefit Eligible, the Agency will provide reasonable paid time off, not to exceed 8 (eight) hours if the employee is unable to report to work as a result of symptoms resulting from the COVID 19 vaccine. Any additional time required for this purpose can be compensated using additional accrued Leave if available.
3. Effective with this Policy, the Agency will reimburse employees, and conditionally job offered applicants, for the cost, if any, of receiving the vaccination, contingent upon receipt of appropriate supporting documentation, and only if free vaccination options are no longer available, as verified by the UCS Medical Director.
4. All Agency visitors, vaccinated or unvaccinated, will be required to follow Agency instructions up to and including masking protocols, use of social distancing, Personal Protective Equipment (PPE) and other infection control strategies, as directed by the Agency. Such protocols shall be communicated in a suitable manner at the discretion of the agency with or without formal change to this policy. Any applicable regulatory requirements about mask wearing for healthcare shall be followed.
5. This policy applies specifically to COVID-19 vaccines that are available to the public, which includes our employees. The Vermont Department of Health website will provide employees with the most recent information on COVID-19 vaccines and clinics which, at the time of the initial approval of this Policy is www.healthvermont.gov/covid-19/vaccine/getting-covid-19-vaccine.
6. Individuals who may be eligible for an accommodation in accordance with applicable laws may request an exemption from this policy. (See also the Agency's policy on Reasonable Accommodation Section II, Division B) Requests for exemptions as an Accommodation are as follows:
 - a. To assist any employee or conditionally offered applicant who is a person with a disability, who has a pregnancy-related condition, who 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 Agency 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 Agency and/or does not pose a direct threat to the health or safety of others in the workplace and/or to the employee. These limits will be assessed consistent with applicable legal requirements.
 - b. To request an accommodation for one of the above reasons, please contact the Director of Human Resources in writing by email, briefly stating the category of reason, as noted above, for the accommodation request.
 - c. Conditionally offered successful applicants must request any accommodation as an exemption to this Policy, as applicable, no later than one week *before* their anticipated start date. The start date may be adjusted to provide the Agency an opportunity to work with the successful applicant to review underlying medical documentation or documentation related to a request for religious exemption and engage in an interactive dialogue with them whether the exemption will be granted and, if so, about possible reasonable accommodations. Reasonable effort will be made by the Agency to decide on the reasonableness and safety of identified accommodations prior to the successful applicant's anticipated start date.
 - d. Once the Agency is aware of the need for an accommodation, the Agency will engage in an interactive process with the employee or successful applicant to identify possible accommodations, beginning with their timely completion of the Agency's accommodation form(s) that will be provided to the them upon receiving notice of request for accommodation. The interactive dialogue will begin shortly upon receipt

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- and within a reasonable timeline for scheduling purposes.
- e. This may require the employee's or successful applicant's consent to obtain or receive medical documentation or additional information about a particular religion and its tenets if either is determined to be necessary to support the Agency's consideration of the request for accommodation.
 - f. Individuals who are granted an exemption from the vaccination requirement must comply with any applicable accommodation requirement(s) as determined necessary by the Director of Human Resources and the Medical Director, in conjunction with the COVID Core Team. Such requirements may include but are not limited to use of additional personal protective equipment (PPE), testing requirements, and other limitations and modifications that may be applicable. Employees are required to comply with such requirements, which are sometimes referred to as the "alternative procedures to mitigate risk of transmission of vaccine preventable diseases." Failure to comply with such requirements and mitigation procedures may result in disciplinary or remedial action, up to and including termination, as described further in Section VII of the UCS Personnel Policies and Procedures.
7. The effectiveness of the protections afforded by this policy relies on truthful and accurate information. Individuals covered by this policy are prohibited from willingly supplying false statements or documentation for the purposes of complying with this policy. Any willful falsification of information will be considered misconduct resulting in termination of employment.
 8. If any employee believes that they have been treated in a manner not in accordance with this policy, please notify the Agency by speaking with the Director of Human Resources or, if unsatisfied, or if there is a conflict of interest, please follow the chain of command by contacting the Executive Director.
 9. As consistent with Agency's policy on reasonable accommodation, UCS shall not discriminate or retaliate to a good faith request for accommodation.