

Mandatory COVID-19 Vaccination Policy

Policy ID: Safety-101		Safety & Environment	
Effective Date: 10/04/21	Last Revision:	Version: 1.0	Total Pages: 3

Purpose

Now that COVID-19 vaccines have been approved by the US Food and Drug Administration (FDA) and are readily available, we are implementing a mandatory vaccination policy, subject to the exceptions in this policy (explained below). This policy is designed to safeguard the health of our employees and their families, our clients, visitors and the community from COVID-19. This policy complies with all applicable laws and is based on guidance from the Centers for Disease Control and Prevention and state and local health authorities as applicable.

Policy

Store to Door requires that all *current*, paid employees for whom the COVID-19 vaccine is authorized by the FDA be fully vaccinated against COVID-19 by December 1, 2021 unless an exemption from this policy has been granted. For more on the exemption process, see Accommodation and Exemption Requests below. Employees who fail to comply with these requirements will be terminated. Any staff member hired after the policy effective date (10/04/2021) will be required to be fully vaccinated as a condition of employment.

Procedure

1. You must provide written proof of vaccination from the vaccine administrator or a CDC-issued vaccination card that includes your name, the vaccination place, and vaccination date(s) before 12/1/2021. The verification must be presented to the Office Manager either in person or by private Zoom Video conference so that the document can be visually verified. Do not include any medical or genetic information with your proof of vaccination. As with all identifiable employee medical information, the Company will safeguard information concerning COVID-19 vaccinations in accordance with applicable law.
2. For employees not yet vaccinated, paid time off will be given for vaccination appointments and COVID sick leave is available in the event of side effects or discomfort following vaccinations.
3. If you are seeking an accommodation or Exemption request as defined below, such requests must be made in writing and addressed to the Executive Director. Please include a description of the accommodation or exemption requested and

the reason for the requested accommodation or exemption. Do not provide any medical records or documentation when making the initial request.

Store to Door reserves the right to request additional documentation supporting the need for an accommodation or request for any other exemption. Store to Door will keep confidential any medical information obtained in connection with your request for a reasonable accommodation or other exemption. Direction on additional documents will be made by a qualified Human Resources professional.

Accommodations will be granted where they do not cause Store to Door undue hardship or pose a direct threat to the health and safety of others.

4. Failure to comply with or enforce this policy may result in discipline, up to and including termination of employment.

Accommodation and Exemption Requests

Disability Accommodation or Exemption

Store to Door 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 you are responsible for requesting a reasonable accommodation.

Other Medical Accommodation or Exemption

Exemptions for other medical reasons may be available for medical conditions that is a contraindication to the COVID-19 vaccine even if they do not qualify as a disability under federal, state, or local law. If you believe you need a medical accommodation regarding this policy you are responsible for requesting a reasonable accommodation.

Religious Accommodation or Exemption

Store to Door 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.

If you are seeking a disability or medical related accommodation or exemption complete the COVID-19 Vaccine Medical Exception Request Form and if you are seeking a religious accommodation or exemption complete the COVID-19 Vaccine Religious Exception

Request Form. Completed forms must be submitted in printed form to the Executive Director. Forms may be obtained from the Office Manager.

Policy Modification

Government and public health guidelines and restrictions and business and industry best practices regarding COVID19 and COVID-19 vaccines are changing rapidly as new information becomes available, further research is conducted, and additional vaccines are approved and distributed. Store to Door reserves the right to modify this policy at any time at its sole discretion to adapt to changing circumstances and business needs, consistent with its commitment to maintaining a safe and healthy workplace.

Employee Acknowledgment

I, acknowledge that I received and read a copy of Store to Door's Mandatory COVID-19 Vaccination Policy, dated 10/04/21 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 _____

Date _____

Printed Name _____