



COVID-19 Vaccination Policy

Purpose

In accordance with the Governor's Executive Order 14 A, MARCH Inc. of Manchester is implementing a mandatory COVID-19 vaccination policy to safeguard the health of our employees and their families, the individuals that we support and visitors, and the community at large from COVID-19.

COVID-19 Vaccination Policy **applies to all employees** unless the individual qualifies for an exemption as provided herein.

Exemptions may be granted to employees:

- Who have certain medical conditions;
- On the basis of a strong religious or sincerely held belief

Employees who are denied an exemption shall have forty-five (45) days from the date of the notice of the denial to receive the vaccine (either a single dose vaccine or first dose of the 2-dose vaccine).

Deferral of the receipt of the vaccine may be granted to employees based on:

- who have certain medical conditions
- who are on approved block FMLA or supplemental leave
- due to a positive COVID test or treatment
- due to current pregnancy or breastfeeding

Scope

Effective immediately you have until **December 1, 2021**, all MARCH Inc. of Manchester employees are required to be either fully vaccinated against COVID-19 or have applied for exemption (submission of a weekly negative COVID-19 test will be part of the process). All records of vaccinations and approved exemptions will be maintained by Human Resources. Such records will be included in employees' medical files.

Procedures/Forms

Employees have two options under this policy:

Option 1: Vaccination

Employees who choose to receive the COVID-19 vaccine will need to receive the last dose of their vaccine no later than **December 31, 2021**, to meet the **January 4, 2022**, deadline to be fully vaccinated.

COVID-19 vaccinations are free, whether an individual has health insurance or not. While a provider may bill a patient's health insurance for administering the vaccine, there is no out-of-pocket cost to an individual.

All employees will be paid for time taken to receive vaccinations and to recover from any vaccine-related side effects. Employees are to work with their managers to schedule necessary time off.

Official documentation of vaccination status must be provided to human resources and include the following:

- The type of vaccine administered.
- The date(s) of administration.
- The name of the health care professional or clinic site administering the vaccine.

Employees must certify that the documentation they are submitting is true and correct. Employees found to have provided false documentation will be subject to termination of employment.

Employee will upload the proof of their vaccination card into the ADP Mobile App before reporting to work.

Option 2: Medical or Religious Reasonable Accommodation Exemption

Applicants and employees 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.

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

Employees granted the deferment or exemption under this policy shall be required to wear appropriate PPE and are subject to testing requirements up to and including testing once a week.

Employer will be responsible for providing the PPE.

Employees who choose **not** to be vaccinated against COVID-19 must present a negative COVID-19 test result weekly by every Wednesday (exemption will be granted when out on vacation/leave) and upload the proof into the ADP Mobile App before reporting to work.

Employees are responsible for obtaining the COVID-19 test.

Acceptable tests include: *Rapid or PCR*.

Employees found to have provided false documentation will be subject to termination of employment.

Enforcement

Leave of Absence

Employees who are removed from the schedule in accordance with the company's policy and the Governor's Executive order shall be placed on a 45-day unpaid leave of absence to reconsider their decision to be noncompliant with the Executive Order. Such employees may return to work if they become compliant within 45 days. If compliance is achieved before the end of the 45-day period, they may return to work at that time.

Employees who become in compliance with the Executive Order and the agency's COVID-19 vaccine policy after the 45-day period but within 1 year of the effective date of this policy may apply as internal candidate for any open position and return to work with their rate of pay and seniority intact.

Any absences that were a result of COVID-19 vaccines shall not be held against any employees for the purpose of discipline. Employees out longer than three (3) days shall provide a doctor's note.

Incentives

MARCH Inc. of Manchester will pay a \$150 supplemental wage payment to all employees who becomes fully COVID-19 vaccinated by January 4, 2022. This includes employees who were fully vaccinated prior to the issuance of the Executive Order.

Fully Vaccinated: Individuals are considered fully vaccinated 1) two weeks after their second dose in a 2-dose series (such as the Pfizer or Moderna vaccines); or 2) two weeks after a single-dose vaccine (such as Johnson & Johnson's Janssen vaccine).

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