

## **COVID-19 Vaccination Policy for Mandatory Vaccination**

In light of the ongoing COVID-19 pandemic, and as part of our continued efforts to maintain a safe workplace for employees and patients, the Company is requiring all employees to become fully vaccinated\* for COVID-19 as a condition of continued employment. Below you will find additional information regarding this policy. This is an evolving public health emergency. The Company fully intends this policy to comply with all applicable federal, state, and local law or guidance. The Company is monitoring guidance from applicable public health authorities and reserves the right to modify this policy as it determines may be necessary or appropriate. For information regarding COVID-19 vaccine efficacy, safety, and the benefits of being vaccinated, please review “Key Things to Know about Covid-19 Vaccines,” available at <https://www.cdc.gov/coronavirus/2019-ncov/vaccines/keythingstoknow.html>. Employees should consult with their healthcare provider regarding questions about COVID-19 vaccines.

### **Proof of Vaccination**

Employees shall provide proof of vaccination in the time and manner reasonably requested by the Company. Acceptable proof of vaccination status is:

- (i) the record of immunization from a health care provider or pharmacy;
- (ii) a copy of the COVID-19 Vaccination Record Card;
- (iii) a copy of medical records documenting the vaccination;
- (iv) a copy of immunization records from a public health, state, or tribal immunization information system; or 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).

As with all identifiable employee medical information, the Company will safeguard information concerning COVID-19 vaccinations in accordance with applicable law.

### **Requests for Reasonable Accommodations**

The Company will reasonably accommodate employees who cannot receive a COVID-19 vaccination or cannot wear a mask/face covering due to a medical reason or sincerely held religious belief in accordance with applicable legal requirements. Employees requesting accommodations from the COVID-19 vaccination requirement should request the accommodation in writing in the attached form. Employees requesting accommodations from the mask/face covering requirement should contact Human Resources.

### **Notice of Positive COVID-19 Test or Diagnosis**

If an employee receives a positive COVID-19 test or is diagnosed with COVID-19 by a licensed healthcare provider, the employee must promptly notify the Company. Upon such notice, the employee will be immediately removed from the workplace. The employee is not eligible to return until the employee: (i) 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; (ii) meets the return to work criteria in CDC’s “Isolation Guidance”; or (iii) receives a recommendation to return to work from a licensed healthcare provider.

## **Mask/Face Covering Requirement**

All employees who are not fully vaccinated are required to wear a face covering when indoors and when occupying a vehicle with another person for work purposes, except:

- i. when an employee is alone in a room with floor to ceiling walls and a closed door;
- ii. for a limited time while the employee is eating or drinking at the workplace or for identification purposes in compliance with safety and security requirements;
- iii. when employees are wearing respirators or face masks; or
- iv. where the employer can show that the use of face coverings is infeasible or creates a greater hazard.

Face covering means a covering that completely covers the nose and mouth of the wearer, excluding face shields, which is made with two or more layers of a breathable fabric that is tightly woven, is secured to the wearer's head with ties, ear loops, or elastic bands that go behind the head, and is a solid piece of material without slits, exhalation valves, visible holes, or other openings in the material. This definition encompasses face coverings that otherwise meet the definition of face covering, but include clear face coverings or cloth face coverings with a clear plastic panel, such as those utilized by persons communicating with those who are deaf or hard-of-hearing or when seeing a person's mouth is otherwise important. Face coverings can be manufactured or homemade, and they can incorporate a variety of designs, structures, and materials. Face coverings can be disposable or reusable.

Employees not required to wear a face covering may do so if they choose.

## **Continuing COVID-19 Safety Protocols**

Unless notified otherwise in writing by the Company, employees must continue to comply with all applicable COVID-19 safety protocols after they are vaccinated, regardless of information that may be available from the CDC or other federal/state/local health authorities. The Company will determine, based on guidance from the CDC and applicable state/local public health authorities, whether and when such Company protocols will be modified or eliminated for fully vaccinated employees.

## **Failure to Comply with Vaccination Policy**

If you are not vaccinated, you are required to have received at least one COVID-19 shot prior to your first day of employment and to provide proof of your vaccination status within the first 10 days of your employment. For the two COVID-19 shot regimen, you will be required to provide proof of your second COVID-19 shot within the first 45 days of your employment. In some states and roles, you may be required to provide proof of full vaccination before you can begin to actively work. Failure to provide timely proof of your COVID-19 vaccination status will result in the termination of your employment with People Empowering People of AZ Inc.. Failure to comply with this vaccination policy may result in disciplinary action, up to and including termination of employment. Employees who knowingly supply false statements or documentations may be subject to criminal penalties pursuant to 18 U.S.C. §1001 and Section 17(g) of the Occupational Safety and Health Act (OSH Act), as detailed at [Information for Employees on Penalties for False Statements and Records \(osha.gov\)](#)

## **Protection from Discrimination and Retaliation**

The Company prohibits discrimination and retaliation against employees for exercising their rights under the OSH Act, including filing an occupational safety or health complaint, reporting a work-related injury or illness, or otherwise exercising any rights afforded by the OSH Act. If any employee believes they have been discriminated or retaliated against, please contact Human Resources.

## Questions

If you have any questions regarding this policy, please contact Human Resources at [hr@pepofaz.com](mailto:hr@pepofaz.com).

*\*According to the CDC, people are considered **fully vaccinated** for COVID-19 greater than or equal to 2 weeks after they have received the second dose in a 2-dose series (Pfizer-BioNTech or Moderna) or greater than or equal to 2 weeks after they have received a single-dose vaccine (Johnson & Johnson [J&J]/Janssen); there is currently no post-vaccination time limit on fully vaccinated status. Employees are also considered fully vaccinated if they have received a COVID-19 vaccine that has been listed for emergency use by the World Health Organization or if they were clinical trial participants from a U.S. site who are documented to have received a full series of an “active” (not placebo) COVID-19 vaccine candidate, for which vaccine efficacy has been independently confirmed. “Unvaccinated” for purposes of this policy refers to any employee who does not meet the above definition for “fully vaccinated.”*