**Subject: COVID Vaccination Policy**

**Effective Date: August 16, 2021**

**Policy Number: HR-002**

**Applies To: OIC, Inc.**

**Vaccination Policy: Mandatory**

**Purpose**

OIC Inc, is part of a healthcare organization, working with the public and with those with at-risk conditions and many of our processes and procedures require close contact and some procedures may aerosolize bodily fluids. We have monitored vaccination rates and COVID-19 rates, to include the Delta and Lambda variant. OIC Inc’s duty to provide and maintain a workplace that is free of known hazards, therefore, effective **August 16, 2021,** we are adopting this policy to safeguard the health of our employees and their families; our patients, 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 required to receive vaccinations as determined by OIC Family Medical Center COVID Vaccination TEAM or a medical facility of their choice unless a reasonable accommodation is approved. HR will evaluate reasonable accommodation based on the employee’s job functions and other factors. Employees not in compliance with this policy may be placed on unpaid leave until their employment status is determined by the human resources department.

This leave will be evaluated on an ongoing basis. Termination may occur at the point that the OIC feels the leave is not progressing towards re-instatement.

**Procedures**

Employees will be notified by the human resources department for those employees that have not been vaccinated and the timeframe(s) for having the vaccine(s) administered. OIC, Inc. will provide either onsite access to the vaccines or a list of locations to assist employees in receiving the vaccine on their own.

OIC, Inc. will pay for all vaccinations if any. When not received in-house, vaccinations should be run through employees’ health insurance where applicable and otherwise be submitted for reimbursement.

All employees will be paid for time taken to receive vaccinations and one day after if the employees encounter any side effects. Should an employee have more serious side effects that cause a longer time out of work, please contact the HR Director. For offsite vaccinations, employees are to work with their managers to schedule appropriate time to comply with this policy.

Unvaccinated employees must receive their first dose of the vaccine by September 15th and their second dose by October 13th. Employees will be required to provide either proof of vaccination or an approved reasonable accommodation to be exempted from these requirements as soon as possible, but no later than October 13th.

**Reasonable Accommodation**

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 after vaccination deadlines have been announced. (See Attached).

Employees that have an approved exemption from this policy will be required to submit to weekly COVID testing and take other safety precautions.

OIC, Inc. is committed to an interactive and respectful dialogue about individual employee needs and will, at that time, request additional information if needed to substantiate the employee’s ADA condition or religious beliefs and will discuss potential alternatives (reasonable accommodations) to receiving the vaccine.

OIC, Inc. is committed to providing reasonable accommodation unless such accommodation is an undue hardship or causes a direct threat to the health or safety of the employee or others in the workplace.

ADA defines direct threat as a significant risk of substantial harm to the health or safety of the individual or others that cannot be eliminated or reduced by reasonable accommodations.

Retaliation for reporting an ADA or religious objection to getting the vaccine is expressly prohibited and should be reported to Human Resources should it occur.

**Onboarding New Hires**

Upon hire, OIC will also require that all new hires have received the COVID vaccination prior to start date and will be required to provide either proof of vaccination or an approved reasonable accommodation to be exempted from the requirements.

Please direct any questions regarding this policy to the HR Director.

Acknowledgement

I have read this document (“Covid Vaccination Policy”) and I understand and agree to abide by its provisions.

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Employee Name (Printed)

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Employee Signature

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Date

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Company Witness