

MEMO TO: WCCA Staff

From: David White, CEO

Subject: COVID-19 Vaccination Mandatory Policy

Date October 15, 2021

**WCCA: New Policy October 14, 2021**

**COVID-19 Vaccination Mandatory Policy**

**Policy**

All employees of WCCA will be required to be fully vaccinated against COVID 19 by December 17, 2021.

In keeping with our commitment to provide a safe and hazard-free work environment for our employees; children, families, passengers, clients, visitors, and the local communities we serve. WCCA drafted this vaccine policy in compliance with all applicable federal and state laws, including guidance from the Center for Disease Control (CDC), the Office of Head Start (OHS), Department of Labor - Occupational Safety Health Administration Division, Equal Employment Opportunity Commission (EEOC), and local health authorities.

**Procedures**

1. ***WCCA requires all unvaccinated employees to receive at least their first dose of COVID-19 vaccine by November 5, 2021.*** And their second dose within the time specified by the vaccine. At each step, employees are required to provide a copy of their vaccination card to HR at HR@wcca.org .
2. Employees who do not get vaccinated within the designated time frame must have an approved medical or religious exemption per federal and state law. Also, the employee must submit to a COVID-19 test once a week.
3. **Accommodations:** Employees who request an exemption from the requirement to receive the vaccination must submit a request for accommodation to the Human Resources department by November 5, 2021. Once Human Resources has been made aware of the need for accommodation, the request will be evaluated in a manner consistent with all applicable laws. Accommodation Forms are available on WorkForceGo under the documents tab.

4. Employees who fail to get vaccinated within the designated time frame must have an approved medical or religious exemption per federal and state law, and will be required to wear a face-covering at all times while on-premises. Also, the employee must submit to a COVID-19 test once a week at their own expense and utilize their accrued sick leave time. If an employee tests positive for the virus, they are not to report to work until a negative test result is proven.
5. Employees are expected to consult with their respective managers regarding the best time to be excused to receive the vaccine or test.
6. Employees who fail to comply with this policy will be subject to disciplinary actions up to and including termination. The Agency reserves the right to make adjustments to this policy as it deems necessary in accordance with federal and state laws.