

Federal Employer or Contractor Vaccination Policy

XYZ Company is considered a federal employer/contractor, and as such, requires all employees to be fully vaccinated in compliance with the federal mandate. This requirement applies to all workers associated with a federal contract regardless of position, work location, or number of hours worked.

As of December 8, 2021, all employees are required to a) provide an original COVID-19 Vaccination Record Card to establish that they have been fully vaccinated, or b) obtain an approved exemption as an accommodation. For purposes of this policy, an employee is considered fully vaccinated two weeks following the second dose of a two-dose vaccine or one dose of a single-dose vaccination. Employees with active antibodies or who were previously diagnosed with COVID-19 are not exempted from the vaccination requirement. Employees failing to provide proof of vaccination will be regarded as unvaccinated and considered ineligible for work.

Option 1 – No Requirement

Employees not currently assigned to federal contract work are not required to be vaccinated or provide proof of vaccination. If any employee refuses to be vaccinated, *XYZ Company* will attempt to assign work that does not require vaccination under a federal contract, however, the continuation of such work is not guaranteed. Unvaccinated employees may be subject to lay-off or termination if no work is available that is not covered by a federal contract.

Option 2 – Vaccination Required

While not all work performed by employees of *XYZ Company* falls under the federal vaccination requirement, all employees are required to comply with this policy. Although some contracts may not require vaccination, in order for *XYZ Company* to maintain continuous operations, employees must be able to work on all assignments, which means all employees must be fully vaccinated no later than December 8, 2021.

Any employee hired after November 24, 2021, must be fully vaccinated by the first day of work on any contract. Proof of vaccination will be required as part of the new hire process. To help employees hired prior to November 24, 2021, receive the required vaccination, *XYZ Company* will consider advance requests for schedule changes or time off to obtain the vaccination. In addition, *XYZ Company* will reimburse employees for the cost, if any, of receiving the vaccination, with submission of the appropriate supporting documentation.

Accommodation requests should be made through Human Resources, prior to November 24, 2021, or the first day of employment. To request an accommodation, employees will need to provide a Medical Accommodation form provided by Human Resources and completed by their Healthcare Provider or a religious accommodation request form. Employees requesting an exemption from receiving the COVID-19 vaccination are required to comply with the mask and social distancing recommendations issued by the CDC. Human Resources will review all requests and make determinations in compliance with the Americans with Disabilities Act (ADA). If you believe that you have been treated in a manner not in accordance with this policy, please notify Human Resources immediately. You may request an accommodation without fear of retaliation.

Employees who do not provide the requested information by December 8, 2021, or the first day of employment, will be placed on unpaid leave or the start date delayed, and their employment status will be reviewed by Human Resources. Failure to comply with this policy will be considered a resignation of employment.

All documents should be provided directly to Human Resources and will be treated as confidential information.

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