


RETURNING WORKFORCES

and Covid-19 Vaccines





CHAPTER 6

Sample Policies

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Mandatory COVID-19 Vaccination Policy

Purpose

ABC Company has adopted the following mandatory vaccination policy in keeping with our commitment to provide a safe and hazard-free work environment for our employees, their families, visitors and local community. ABC Company drafted this policy in compliance with all applicable federal and state laws, including guidance from the Centers for Disease Control and Prevention (CDC) and local health authorities.

Procedures

ABC Company is requiring that all employees receive and provide proof of a COVID-19 vaccination by [insert deadline]. Any individual seeking an exemption from this policy should speak with the human resources department as soon as possible.

The [human resources department] will notify employees as to which vaccinations will be required under this policy, and the deadline for compliance. ABC Company [will provide a list of local facilities offering the vaccination] [will provide access to the vaccine on company premises]. Employees are expected to consult with their respective managers regarding the best time to be excused to receive the vaccine.

Employees must certify prior to the deadline that they either received the vaccine or obtained an approved exemption from ABC Company as detailed below. Employees may certify that they received a vaccination by presenting [insert desired form of proof]. Employees who fail to meet one of the aforementioned criteria by the designated deadline will be [insert discipline].

Reasonable Accommodations

Employees who request an exemption from this policy for medical, religious or any other reason must submit a [request for accommodation form] to [human resources department] as soon as possible. Once the company has been made aware of the need for an accommodation, the request will be evaluated in a manner consistent with all applicable laws.

For additional information, please contact [insert contact name].

Voluntary COVID-19 Vaccination Policy

Purpose

ABC Company has adopted the following voluntary vaccination policy in keeping with our commitment to provide a safe and hazard-free work environment for our employees, their families, visitors and local community. ABC Company drafted this policy in compliance with all applicable federal and state laws, including guidance from the Centers for Disease Control and Prevention (CDC) and local health authorities.

Procedures

ABC Company is encouraging all employees to receive a COVID-19 vaccination within [insert designated time frame]. The [human resources department] will notify employees as to which vaccinations will be covered by this policy [and the time frame by which employees are encouraged to abide]. ABC Company [will provide a list of local facilities offering the vaccination] [will provide access to the vaccine on company premises]. Employees are expected to consult with their respective managers regarding the best time to be excused to receive the vaccine.

Employees who receive the vaccine will need to certify that fact within the designated time frame. Employees may certify that they received a vaccination by presenting [insert desired form of proof]. Employees who fail to become vaccinated within the designated time frame will be required to wear a face covering all at times while on ABC Company premises unless they have obtained an approved exemption.

Reasonable Accommodations

Employees who request an exemption from the requirement to wear a face covering for medical, religious or any other reason must submit a [request for accommodation form] to [human resources department] as soon as possible. Once ABC Company has been made aware of the need for an accommodation, the request will be evaluated in a manner consistent with all applicable laws.

For additional information, please contact [insert contact name].

Mandatory COVID-19 Vaccination Letter to Employees

05/01/21

Dear ABC Company Employee,

ABC Company is requiring that all employees receive the COVID-19 vaccine, effective [insert date], in accordance with our mandatory vaccination policy]. This is in keeping with our commitment to providing a safe and hazard-free work environment for our visitors, employees and their families.

All employees must receive their COVID-19 vaccine by [insert date]. Any individual seeking a delay or exemption—for medical, religious or any other reason—should speak with human resources as soon as possible.

ABC Company will cover all expenses related to receiving the vaccine.

[Optional: Insert details about where employees can get the vaccine, including location, time and provider.]

For additional information, please contact [insert contact name].

Regards,

Human Resources

Voluntary COVID-19 Vaccination Letter to Employees

05/01/21

Dear ABC Company Employee,

ABC Company is encouraging all employees to receive the COVID-19 vaccine [, as part of our voluntary vaccination policy]. This is in keeping with our commitment to providing a safe and hazard-free work environment for our visitors, employees and their families.

Employees may choose where they like to receive the vaccination, though ABC Company will provide vaccinations on-site through [insert vaccine provider]. Expect more details to follow.

[Optional: Delete the previous sentence and include details here, including the vaccine provider, when they will be on-site and other necessary information.]

Should you choose to receive the vaccine, ABC Company will cover all related expenses.

For additional information, please contact [insert contact name].

Regards,

Human Resources

COVID-19 Vaccination Employee Letter for Essential Workers

Dear ABC Company Employee,

Across the country, the COVID-19 pandemic is having devastating effects. We appreciate how much you have already done to adapt during this challenging time. As you know, we have been taking preventive measures at ABC Company against COVID-19 for the past several months to help keep you, our entire staff, your families and our customers safe. We have worked under some uncertain and often stressful conditions, and you have helped make it possible for us to continue our essential operations.

It's important that essential workers like you are vaccinated because of your role in maintaining critical infrastructure operations. Essential workers are at increased risk of getting COVID-19 and spreading it to others because work-related duties must be performed on-site and involve being in close contact (within 6 feet for a cumulative total of 15 minutes in a 24-hour period) with the public or co-workers.

Getting the COVID-19 vaccine gives you an added layer of protection against COVID-19 and could also protect your co-workers and your family. Here are some key points about COVID-19 vaccination:

- All COVID-19 vaccines available in the United States are very effective at preventing the disease.
- The most common side effects are pain in the arm where you got the shot, feeling tired, headache, body aches, chills and fever.
- Stopping a pandemic requires using all the tools we have available—wearing masks, staying at least 6 feet from people who don't live with you, avoiding crowds and poorly ventilated spaces, washing your hands frequently and getting vaccinated.

[Optional, if you have scheduled vaccination clinics] Your health and safety continue to be our priority and, to ensure convenient access to vaccination, we will have vaccines available to our staff at [insert information about where to get vaccinated].

If you have questions about our vaccination clinics, please contact [insert name and contact information for your company's point of contact].

If you want to know more about COVID-19 vaccines, visit www.cdc.gov/coronavirus/2019-ncov/vaccines.

Sincerely,

Human Resources

