

## **Mandatory COVID-19 Vaccine Policy**

### ***Overview:***

Berkshire County Arc is committed to a high standard of safety. We have implemented multiple measures to prevent COVID-19 from spreading within our company and from being transmitted to employees and individuals. As an additional measure, BCARC is mandating COVID-19 vaccines for all employees to reduce the risk of harm to employee and individuals' health. This policy is intended to comply with all state and local laws and to be in alignment with guidance from the Center for Disease Control and Equal Employment Opportunity Commission.

### ***Employees Covered by This Policy:***

Due to the nature of our business, we are requiring vaccination against COVID-19 for all employees to avoid increasing potential risk and harm to the safety and health of our employees and individuals. All new employees need to be vaccinated when hired.

### ***Procedures:***

All employees must be fully vaccinated by January 31, 2022. (This does not include booster shots.)

All employees must provide proof of vaccination to the Human Resources Department by January 31, 2022, unless a reasonable accommodation is approved. If the employee has a qualifying medical condition which would prevent them from safely having the vaccine administered to them, or if they have a religious objection to a vaccine, the employee should contact the Human Resources department and submit a completed exemption request to the HR Director by January 10, 2022. Exemption forms can be obtained from the Director of HR or on the BCARC website.

BCARC will request additional information if needed to substantiate the employee's medical condition or religious beliefs and will discuss potential alternatives (reasonable accommodations) to receiving the vaccine. BCARC will provide reasonable accommodation unless such accommodation is an undue hardship or causes a direct threat to the health or safety of others.

If a Medical or Religious exemption is approved, the employee will need to be tested weekly. The cost of the tests are the responsibility of the employee. They will need to present the test results to the Agency and will continue to wear masks at all times in the workplace.

Employees who do not comply with any portion of this policy will be placed on a two (2)-week unpaid suspension. Termination may occur at the point that the company feels the employee is not progressing towards re-instatement.

The Agency reserves the right to change this policy at any time.