



COVID 19 Vaccination Policy

In accordance with National Ability Center's duty to provide and maintain a workplace that is free of known hazards, we are adopting this policy to safeguard the health of our employees and their families; our volunteers, participants and guests; 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, federal and local health authorities, as applicable and is subject to change.

Scope

All employees, volunteers and interns are required to be fully vaccinated* for COVID-19 unless a reasonable accommodation is approved. To protect all staff, volunteers and participants, it is strongly recommended that participants be fully vaccinated. At this time, it is not required; however, all participants and family members must follow current program COVID-19 procedures and sign the COVID waiver that outlines the risks associated with COVID-19.

Procedures

Any of the current COVID-19 vaccinations are acceptable. For current employees, vaccination status is to be declared by October 1, 2021. Vaccinated employees are to turn in a copy of their vaccination card/records to HR. Unvaccinated employees are to declare that information and their intent to either get vaccinated or to request an accommodation. All current employees are to be fully vaccinated by November 15, 2021. New employees will be required to be vaccinated prior to their start date.

Currently COVID-19 vaccinations are free, whether an individual has health insurance or not. Vaccinations should be run through your health insurance and be submitted for reimbursement where applicable. If at some point there is a cost associated to the vaccine, NAC will reimburse the employee for that cost. NAC will not cover the cost of vaccination for volunteers.

All employees will be paid for time taken to receive vaccinations or to recover from any side effects of the vaccine. Employees are to work with their managers to schedule appropriate time to comply with this policy.

Before the stated deadlines to be vaccinated have expired, employees will be required to provide either proof of vaccination or an approved reasonable accommodation to be exempted from the requirements.

Proof of vaccination will be treated as a private medical record and kept confidential.

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. Accommodations will be granted where they do not cause National Ability Center undue hardship or pose a direct threat to the health and safety of others. Unvaccinated staff or volunteers who receive an accommodation will be required to wear face coverings at all times when working indoors and get tested at least weekly when working on NAC property.

Volunteers 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. Accommodations will be granted where they do not cause National Ability Center undue hardship or pose a direct threat to the health and safety of others. Unvaccinated volunteers will not be able to work directly with participants.

Please direct any questions regarding this policy to the human resources department.

**Fully vaccinated – Two weeks post final vaccine dose.*



COVID-19 Vaccine Mandate FAQ's

1. What is the new condition of employment?

NAC will be implementing a mandatory COVID-19 vaccine requirement as a condition of employment, effective Nov. 15, 2021, unless there is an approved legal accommodation.

2. Will accommodations be granted?

We will provide accommodations where legally required based on the relevant state and federal laws and regulations.

3. Will I be paid for time off to get vaccinated?

Employees actively working will be eligible for paid time off to receive a COVID-19 vaccination, and we will comply with federal and state laws for vaccination.

4. Do volunteers need to be vaccinated?

Yes, volunteers that are currently eligible to receive the vaccination are required to comply and are not able to support on programs without proof of vaccination.

5. Do participants need to be vaccinated?

We will not require proof of vaccination from participants at this time, but we will require that they comply with our program safety policies and sign a waiver that states they understand the risks associated with COVID-19.

6. Do visitors and guests need to be vaccinated or show proof of a negative test?

At this time, guests and visitors of the NAC do not have to show proof of vaccination or provide negative test results. All guests and visitors are required to wear face covering in public locations and in meetings.

7. How do I prove I have been vaccinated?

You will be required to show proof of your vaccination by providing a copy of your vaccination card or record. If you do not have your vaccination card, please refer to the appropriate resource to get a replacement <https://www.cdc.gov/vaccines/adults/vaccination-records.html> on the CDC website.

6. What about employees starting after Nov. 15, 2021?

For employees starting after Nov. 15, they will have to provide proof of vaccination before their first day of work.

7. How do I request an accommodation?

Your request an accommodation through human resources and will be required to complete a request form and provide documents from the appropriate professionals.

7. If boosters are recommended, will they be required as a condition of employment?

At this time boosters are not recommended by the health authorities and are not required as a condition of employment. We will continue to review our policies as the guidance from authorities is updated. NAC may change its workplaces policies accordingly.

8. What happens if I do not comply and I don't qualify for an accommodation?

You will have to comply with the policy as a condition of employment. Unvaccinated employees, with an accommodation, will not be allowed volunteer on programs or provide direct program services and will be required to wear a face covering at all times while indoors on NAC properties.

9. Is my vaccination record card/record confidential?

Your vaccination documents are considered medical information and will be kept confidential as will the accommodation process. Your manager may need to be made aware that an accommodation has been provided and what it is but won't know the specific details.

11. What resources can I reference to find out where to get a vaccine appointment?

<https://coronavirus.utah.gov/vaccine-distribution>