



Northwest Youth Corps



COVID-19 Vaccination Requirement Policy

Purpose

In accordance with Northwest Youth Corps' duty and commitment to provide and maintain a workplace that is free of known hazards, we are adopting a companywide policy requiring COVID-19 vaccinations. We take this action with deep consideration of the importance of individually held rights and beliefs, but in order to safeguard the health of our employees and their families; our corps members and visitors; and the communities in which we live and serve; from COVID-19, for which vaccinations significantly reduce risk of transmission. This policy will comply with all applicable laws and is based on guidance from the Centers for Disease Control and Prevention (CDC) and local health authorities, as applicable.

Scope

All Northwest Youth Corps employees are required to receive a full course of COVID-19 vaccination by **October 31, 2021**, unless a medical or religious exemption is submitted and approved (medical exemptions also require a physician's signature). Employees not in compliance with this policy by the required date will be placed on unpaid leave until their employment status is determined. Noncompliance may result in termination.

Procedures and Due Dates

- All staff are required to confidentially submit to HR Officer Jessie Johnson, an [Affidavit of Vaccination Status](#) before or by **September 17, 2021**.
- All staff are required to submit to HR Officer Jessie Johnson, before or by **October 31, 2021**:
 - An *official record of full vaccination* (i.e., documenting two shots of either Pfizer or Moderna, or a single shot of Johnson & Johnson vaccines). Please note: should vaccine boosters be recommended by the CDC at some later date, the requirement to receive a booster to keep this vaccination policy up to date shall be assumed.
 - A completed *medical or religious exemption*. 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 Exemption form to the HR Officer to begin the interactive accommodation

process as soon as possible and prior to **October 31st 2021**. Accommodations will be granted where they do not cause Northwest Youth Corps undue hardship; pose a direct threat to the health and safety of others; and may require the individual receiving exemption to follow additional safety protocols not required of vaccinated staff. Form(s) are available at the following links: [Medical Exemption form](#) , [Religious Exemption form](#)

Notes

COVID-19 vaccinations are cost free, whether an individual has health insurance or not. If any costs related to receiving a vaccination are somehow incurred, those costs can be submitted to HR for reimbursement where applicable.

All employees will be considered “on the clock”, paid for work time taken to receive vaccinations. Further, if any symptoms or discomfort caused by the vaccination occurs, employees are awarded up to sixteen hours of PTO (beyond the employee’s current amount) to utilize for rest and recovery.

Please direct any questions regarding this policy, purpose, requirements or due dates to the Human Resources Officer.