

COVID-19 VACCINATION POLICY

Purpose: Consistent with its duty to provide and maintain a workplace that is free of recognized hazards, the Library District has adopted this policy to safeguard the health and well-being of employees and their families; This policy is intended to comply with all state and local laws. It is based upon guidance provided by the Centers for Disease Control and Prevention (CDC) and public health and licensing authorities, as applicable.

Scope/Applicability: This policy applies to all employees, interns, volunteers and consultants. It does not apply to vendors or visitors.

Policy: The Library District strongly encourages all employees to receive the Covid-19 vaccine and any recommended boosters. However, effective January 1, 2022, all new employees shall be required to be vaccinated for COVID 19, unless a reasonable accommodation is approved by the Library Director. Any offer of employment to a new employee shall be contingent on the employee submitting proof of being vaccinated for COVID 19.

Vaccine Administration: Employees are responsible for scheduling and obtaining all recommended doses of an FDA-approved COVID-19 vaccine or a COVID-19 vaccine granted Emergency Use Authorization by the FDA. In order to minimize business interruptions, employees must obtain supervisor approval prior to taking leave to get the vaccine during work hours. However, such leave shall not be unreasonably denied. In addition, upon submission of documentation verifying that the employee obtained the vaccine during work hours, he/she shall be approved for up to four hours of leave time, without reduction of leave accruals. In the event the employee experiences symptoms after receiving the vaccine and needs to be out of work, he/she shall be permitted to use his/her sick leave accruals.

Proof of Vaccination Status: To establish that an employee has received a vaccination, employees are asked to present written evidence of immunization from the designated site where the vaccine was provided or from another authorized healthcare provider. This written evidence should include the employee's name, as well as the date and place the vaccine was administered. Do not include any medical or genetic information with your proof of vaccination. If the employee refuses to provide such evidence of immunization, he/she shall be treated as unvaccinated for purposes of quarantine or any other requirements for unvaccinated individuals.

Request for Exemptions

- **Disability Accommodation:** The Library District provides reasonable accommodations, absent undue hardship, to qualified individuals with disabilities that enable them to perform their job duties. If you believe you need an accommodation regarding this policy because of a disability, you are responsible for requesting a reasonable accommodation from the Library Director.
- **Religious Accommodation:** The Library District provides reasonable accommodations, absent undue hardship, to employees with sincerely held religious beliefs, observances, or practices that conflict with getting vaccinated. If you believe you need an accommodation regarding this policy because of your sincerely held religious belief, you are responsible for requesting a reasonable accommodation from Library Director.

- **Exemption for Other Medical Reasons:** Exemptions for other medical reasons may be available on a case-by-case basis/for conditions such as pregnancy, breastfeeding, history of certain allergic reactions, and any other medical condition that is a contraindication to the COVID-19 vaccine even if they do not qualify as a disability under federal, state, or local law. The Library District will engage in an interactive dialogue with you to determine whether an exemption is appropriate and can be granted without imposing an undue hardship.

Policy Modification: Government and public health guidelines and restrictions and business and industry best practices regarding COVID-19 and COVID-19 vaccines are changing rapidly as new information becomes available, further research is conducted, and additional vaccines are approved and distributed. The Library reserves the right to modify this policy at any time in its sole discretion to adapt to changing circumstances and business needs, consistent with its commitment to maintaining a safe and healthy workplace.