

2022

COVID-19 MANDATORY VACCINATION POLICY



Mandatory Vaccination Policy

Purpose

Vaccination is a vital tool to reduce the presence and severity of COVID-19 cases in the workplace, in communities, and in the nation as a whole. Metropolitan Community Services has adopted this policy on mandatory vaccination to safeguard the health of our employees from the hazard of COVID-19. This policy complies with OSHA's Emergency Temporary Standard on Vaccination and Testing (29 CFR 1910.501).

Scope

This Mandatory COVID-19 Vaccination Policy applies to all employees, contractors, and volunteers of Metropolitan Community Services effective January 10, 2022.

All employees covered by this policy are required to be fully vaccinated as a term and condition of employment at Metropolitan Community Services. Employees are considered fully vaccinated two weeks after completing primary vaccination with a COVID-19 vaccine, with, if applicable, at least the minimum recommended interval between doses. For example, this includes two weeks after a second dose in a two-dose series, such as the Pfizer or Moderna vaccines, two weeks after a single-dose vaccine, such as the Johnson & Johnson vaccine, or two weeks after the second dose of any combination of two doses of different COVID-19 vaccines as part of one primary vaccination series. All employees are required to report their vaccination status and to provide proof of vaccination. Employees must provide truthful and accurate information about their COVID-19 vaccination status, and, if applicable, their testing results. Employees not in compliance with this policy will be subject to discipline.

Effective *February 9, 2022*, employees who refuse to submit to a COVID-19 test, or refuse to provide documentation of vaccination, or test submission and test results, will be informed that they will be excluded from the workplace, and may be subject to disciplinary action, up to and including discharge, for refusing a work directive. These employees may be sent home and placed in no-pay status until they have been tested for COVID-19 or until management, in its sole discretion, determines they no longer require COVID-19 testing. Prior to being placed in no-pay status, employee will be offered a meeting with their supervisor to learn the reasons for being placed in no-pay status and to tell their side of the story. The employee may have a representative at the meeting.

Employees may request an exception from this mandatory vaccination policy if the vaccine is medically contraindicated for them or medical necessity requires a delay in vaccination. Employees also may be legally entitled to a reasonable accommodation if they cannot be vaccinated and/or wear a face covering (as otherwise required by this policy) because of a disability, or if the provisions in this policy for vaccination, and/or testing for COVID-19, and/or wearing a face covering conflict with a sincerely held religious belief, practice, or observance. Requests for exceptions and reasonable accommodations must be initiated by the employee in writing using the COVID-19 Reasonable Accommodation Request Form and sent to the Metropolitan Community Services. All such requests will be handled in accordance with applicable laws and regulations.

Procedures

Overview and General Information

All Metropolitan Community Services employees must be fully vaccinated no later than February 9, 2022. Employees will be considered fully vaccinated two weeks after receiving the requisite number of doses of a COVID-19 vaccine. An employee will be considered partially vaccinated if they have received only one dose of a two dose vaccine.

Ways to get your vaccine

- Use the [Minnesota Vaccine Locator Map](#).
- Use the [CDC VaccineFinder](#) to find pharmacy appointments.
- Contact your primary health care provider or a local pharmacy.

Vaccination Status and Acceptable Forms of Proof of Vaccination

Metropolitan Community Services will comply with 29 CFR 1910.501(e) to determine each employee's vaccination status and require vaccinated all vaccinated employees to provide acceptable proof of COVID-19 vaccination, regardless of where they received vaccination. Proof of vaccination status can be submitted via email: frontdesk@mcsmn.com or via USPS or via dropbox at 7900 Excelsior Blvd., Suite 200, Hopkins, MN 55343.

Acceptable proof of vaccination status is:

- (A) The record of immunization from a healthcare provider or pharmacy;
- (B) A copy of the COVID-19 Vaccination Record Card;
- (C) A copy of medical records documenting the vaccination;
- (D) A copy of immunization records from a public health, state, or tribal immunization information system; or
- (E) A copy of any other official documentation that contains the type of vaccine administered, date(s) of administration, and the name of the healthcare professional(s) or clinic site(s) administering the vaccine(s).
- (F) If vaccinated in another country, then an original or copy of an alternative official vaccination record, as proof of FDA- or WHO-approved COVID-19 vaccination status.

Proof of vaccination generally should include the employee's name, the type of vaccine administered, the date(s) of administration, and the name of the healthcare professional(s) or clinic site(s) that administered the vaccine. In some cases, state immunization records may not include one or more of these data fields, such as clinic site; in those circumstances Metropolitan Community Services will still accept the state immunization record as acceptable proof of vaccination.

If an employee is unable to produce one of these acceptable forms of proof of vaccination, despite attempts to do so (e.g., by trying to contact the vaccine administrator or state health department), the employee can provide a signed and dated statement attesting to their vaccination status (fully vaccinated or partially vaccinated); attesting that they have lost and are otherwise unable to produce one of the other forms of acceptable proof; and including the following language:

"I declare (or certify, verify, or state) that this statement about my vaccination status is true and accurate. I understand that knowingly providing false information regarding my vaccination status on this form may subject me to criminal penalties."

An employee who attests to their vaccination status in this way should, to the best of their recollection, include in their attestation the type of vaccine administered, the date(s) of administration, and the name of the healthcare professional(s) or clinic site(s) administering the vaccine.

Employees who are fully vaccinated:

- Must submit proof of vaccination that indicates full vaccination.

Employees who are partially vaccinated:

- Must submit proof of vaccination that indicates when the first dose of vaccination was received, followed by proof of the second dose when it is obtained.

Employees who have not yet been vaccinated:

- Submit statement that you are unvaccinated.

All employees must inform Metropolitan Community Services of their vaccination status. The following table outlines the requirements for submitting vaccination status documentation.

Vaccination Status	Instructions	Deadline
Employees who are fully vaccinated.	Submit proof of vaccination that indicates full vaccination.	1/10/2022
Employees who are partially vaccinated (i.e., one dose of a two dose vaccine series).	Submit proof of vaccination that indicates when the first dose of vaccination was received, followed by proof of the second dose when it is obtained.	1/10/2022
Employees who have not yet been vaccinated.	Submit statement that you are unvaccinated.	1/10/2022

Supporting COVID-19 Vaccination

An employee may take up to *four hours* of duty time per dose to travel to the vaccination site, receive a vaccination, and return to work. This would mean a maximum of *eight hours* of duty time for employees receiving two doses. If an employee spends less time getting the vaccine, only the necessary amount of duty time will be granted. Employees who take longer than four hours to get the vaccine must send an email to frontdesk@mcsmn.com documenting the reason for the additional time (e.g., they may need to travel long distances to get the vaccine). Any additional time requested will be granted, if reasonable, but will not be paid; in that situation, the employee can elect to use accrued leave, e.g., sick leave, if any, to cover the additional time. If an employee is vaccinated outside of their approved duty time they will not be compensated.

Employees may utilize up to two workdays of sick leave immediately following each dose if they have side effects from the COVID-19 vaccination that prevent them from working. Employees who have no sick leave will be granted up to two days of additional sick leave immediately following each dose if necessary.

The following procedures apply for requesting and granting duty time to obtain the COVID-19 vaccine or sick leave to recover from side effects:

To request time off for a COVID-19 vaccination, the employee must:

- (A) Provide Metropolitan Community Services documentation of scheduled appointment, including date/location/time. Information must be emailed to Frontdesk@mcsmn.com;
- (B) Submit proof of vaccination that indicates when the first dose of vaccination was received, followed by proof of the second dose when it is scheduled/obtained.

Employee Notification of COVID-19 and Removal from the Workplace

Metropolitan Community Services will require employees to promptly notify our office when they have tested positive for COVID-19 or have been diagnosed with COVID-19 by a licensed healthcare provider.

Employees with positive test results must immediately call in to Metropolitan Community Services at 952-658-8995, must not report to work, and must isolate according to current CDC/MDH Guidelines for the applicable profession. Metropolitan Community Services will determine if the employee's job duties can be performed through telework. If the employee's job duties cannot be performed through telework, Metropolitan Community Services will inform the employee of what type of leave the employee may be eligible to use.

Medical Removal from the Workplace

Metropolitan Community Services has also implemented a policy for keeping COVID-19 positive employees from the workplace in certain circumstances. Metropolitan Community Services will immediately remove an employee from the workplace if they have received a positive COVID-19 test or have been diagnosed with COVID-19 by a licensed healthcare provider (i.e., immediately send them home or to seek medical care, as appropriate).

Metropolitan Community Services will determine if the employee’s job duties can be performed through telework. If the employee’s job duties cannot be performed through telework, Metropolitan Community Services will inform the employee of what type of leave the employee may be eligible to use.

Return to Work Criteria

For any employee removed because they are COVID-19 positive, Metropolitan Community Services will keep them removed from the workplace until the employee receives a negative result on a COVID-19 nucleic acid amplification test (NAAT) following a positive result on a COVID-19 antigen test if the employee chooses to seek a NAAT test for confirmatory testing; meets the return to work criteria in CDC’s “Isolation Guidance”; or receives a recommendation to return to work from a licensed healthcare provider.

If You Test Positive for COVID-19 (Isolate)	
<p>Everyone, regardless of vaccination status.</p>	<ul style="list-style-type: none"> Stay home for 5 days. If you have no symptoms or your symptoms are resolving after 5 days, you can leave your house. Continue to wear a mask around others for 5 additional days. If you have a fever, continue to stay home until your fever resolves.
If You Were Exposed to Someone with COVID-19 (Quarantine)	
<p>If you: Have been boosted OR Completed the primary series of Pfizer or Moderna vaccine <i>within</i> the last 6 months OR Completed the primary series of J&J vaccine <i>within</i> the last 2 months</p>	<ul style="list-style-type: none"> Wear a mask around others for 10 days. Test on day 5, if possible. If you develop symptoms get a test and stay home.
<p>If you: Completed the primary series of Pfizer or Moderna vaccine <i>over</i> 6 months ago and are not boosted OR Completed the primary series of J&J <i>over</i> 2 months ago and are not boosted OR Are unvaccinated</p>	<ul style="list-style-type: none"> Stay home for 5 days. After that continue to wear a mask around others for 5 additional days. If you can’t quarantine you must wear a mask for 10 days. Test on day 5 if possible. If you develop symptoms get a test and stay home

If an employee has severe COVID-19 or an immune disease, Metropolitan Community Services will follow the guidance of a licensed healthcare provider regarding return to work.

COVID-19 Testing

If an employee covered by this policy is not fully vaccinated (e.g., if they are granted an exception from the mandatory vaccination requirement because the vaccine is contraindicated for them), the employee will be required to comply with this policy for testing.

Employees who report to the workplace at least once every seven days:

- (A) must be tested for COVID-19 at least once every seven days; and
- (B) must provide documentation of the most recent COVID-19 test result to [the supervisor] no later than the seventh day following the date on which the employee last provided a test result.

Any employee who does not report to the workplace during a period of seven or more days (e.g., if they were teleworking for two weeks prior to reporting to the workplace):

- (A) must be tested for COVID-19 within seven days prior to returning to the workplace; and
- (B) must provide documentation of that test result to [the supervisor] upon return to the workplace.

If an employee does not provide documentation of a COVID-19 test result as required by this policy, they will be removed from the workplace until they provide a test result.

Employees who have received a positive COVID-19 test, or have been diagnosed with COVID-19 by a licensed healthcare provider, are not required to undergo COVID-19 testing for 90 days following the date of their positive test or diagnosis.

Procedure for testing

- (A) An employee may determine testing dates which will occur at least weekly; however, results must be provided to Metropolitan Community Services prior to starting the shift.
- (B) The Metropolitan Community Services has sole discretion whether to accept the results from a particular testing method.
- (C) The employee must provide Metropolitan Community Services of test submission either on the same day or no later than the next day the employee is scheduled to report to work, and must submit documentation of test results on the same day the employee receives them.

Face Coverings

If an employee covered by this policy is not fully vaccinated (e.g., if they are granted an exception from the mandatory vaccination requirement because the vaccine is contraindicated for them), Metropolitan Community Services will require the employee to wear a face covering. Face coverings must: (i) completely cover the nose and mouth; (ii) be made with two or more layers of a breathable fabric that is tightly woven (i.e., fabrics that do not let light pass through when held up to a light source); (iii) be secured to the head with ties, ear loops, or elastic bands that go behind the head. If gaiters are worn, they should have two layers of fabric or be folded to make two layers; (iv) fit snugly over the nose, mouth, and chin with no large gaps on the outside of the face; and (v) be a solid piece of material without slits, exhalation valves, visible holes, punctures, or other openings. Acceptable face coverings include clear face coverings or cloth face coverings with a clear plastic panel that, despite the non-cloth material allowing light to pass through, otherwise meet these criteria and which may be used to facilitate communication with people who are deaf or hard-of-hearing or others who need to see a speaker's mouth or facial expressions to understand speech or sign language respectively.

Employees who are not fully vaccinated must wear face coverings over the nose and mouth when indoors and when occupying a vehicle with another person for work purposes. Policies and procedures for face coverings will be implemented, along with the other provisions required by OSHA's COVID-19 Vaccination and Testing ETS, as part of a multi-layered infection control approach for unvaccinated workers.

We have masks available to all employees. Please call the office to schedule a pick up.

The following are exceptions to Metropolitan Community Services' requirements for face coverings:

- (A) When an employee is alone in a room with floor to ceiling walls and a closed door.
- (B) For a limited time, while an employee is eating or drinking at the workplace or for identification purposes in compliance with safety and security requirements.
- (C) When an employee is wearing a respirator or facemask.
- (D) Where Metropolitan Community Services has determined that the use of face coverings is infeasible or creates a greater hazard (e.g., when it is important to see the employee's mouth for reasons related to their job duties, when the work requires the use of the employee's uncovered mouth, or when the use of a face covering presents a risk of serious injury or death to the employee).

New Hires

All new employees are required to comply with the vaccination requirements outlined in this policy as soon as practicable and as a condition of employment. Potential candidates for employment will be notified of the requirements of this policy prior to the start of employment.

Metropolitan Community Services will encourage all new employees to be fully vaccinated within 60 days of their start date, subject to such exceptions as required by law, and to follow safety protocols for not fully vaccinated individuals until they are fully vaccinated. Metropolitan Community Services will address the vaccination requirement in their job opportunity announcements and in final offers of employment.

Confidentiality and Privacy

All medical information collected from individuals, including vaccination information, test results, and any other information obtained as a result of testing, will be treated in accordance with applicable laws and policies on confidentiality and privacy.

Questions

Please direct any questions regarding this policy to Metropolitan Community Services at frontdesk@mcsmn.com