

COVID-19 VACCINATION POLICY

All Souls Church has a duty to provide and maintain a workplace that is free of recognized hazards and has adopted this policy to safeguard the health and well-being of employees and their families; our All Souls visitors; volunteers; others who spend time in the building; and the community from infectious conditions that may be mitigated through an effective vaccination program. This policy is intended to comply with all federal 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. It does not apply to vendors or visitors.

Policy

All Souls Church requires employees to receive the Covid-19 vaccine. Those who do not wish to receive the vaccine must either (a) wear an approved face-covering at all times while in the workplace; or (b) obtain an approved exemption from the requirement to wear an approved face-covering in lieu of being vaccinated.

To establish that they have received a vaccination, employees must present to their supervisor written evidence of immunization from a designated site or from an authorized healthcare provider. COVID test results for non-vaccinated employees must be provided every seven (7) days to their supervisor. Vaccination verifications and proof of negative tests will be kept confidential.

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. You may get the vaccine during your regularly scheduled work hours contingent on supervisor approval. All Souls Church will not require employees to take PTO for time spent getting the vaccine if done during your regular work hours. Your supervisor must approve your leave to take the vaccine during working hours to minimize business interruptions.

Request for Exemptions

Disability Accommodation

All Souls Church 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 Executive Director.

Religious Accommodation

All Souls Church 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 the Executive Director.

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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. All Souls Church will engage in an interactive dialogue with you determine whether an exemption is appropriate and can be granted without imposing an undue hardship on All Souls Church.

Suspension

Failure to comply with this policy will result in unpaid suspension of employment until such time as proof of vaccination is submitted the supervisor

Policy Modification

Government and public health guidelines and restrictions and business and industry best practices regarding COVID19 and COVID-19 vaccines are changing rapidly as new information becomes available, further research is conducted, and additional vaccines are approved and distributed. All Souls Church 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.

Non-Retaliation

All Souls Church prohibits any form of discipline, reprisal, intimidation, or retaliation for reporting a violation of this policy or any other health and safety concern. Employees also have the right to report work-related injuries and illnesses, and All Souls Church will not discharge or discriminate or otherwise retaliate against employees for reporting work-related injuries or illnesses or good faith health and safety concerns.

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The health and safety of our employees and their families is our top priority and we have implemented the policies below based on the guidance provided by the Centers for Disease Control and Prevention (CDC) and local health authorities during the COVID-19 pandemic.

Failure to comply with the policies outlined here may result in discipline, up to and including termination.

Personal Hygiene and Safety Protocols

We are following protocols provided by the CDC, as well as any state or local health requirements. We may also implement additional safety requirements, at our discretion, at any time. Our current safety requirements are as follows:

- Wash your hands as soon as you enter the workplace.
- Wash your hands after touching any high-touch surface with bare hands, such as door handles, water cooler buttons, security or payment keypads, or communal workstations. If possible, cover your hand with something when touching high-touch surfaces.
- Wear a face covering that covers your nose and mouth, at all times, unless you have received specific instruction otherwise.
- Stay at least 6 feet away from all other people, at all times. If a 6-foot distance cannot be maintained, a mask must be worn, even if you are otherwise exempted from that requirement.
- If you cough or sneeze while not wearing a face covering, do so into your elbow or a tissue. Immediately throw away the tissue (if used), promptly wash your hands, and put on a face covering to avoid further exposing those around you.

Illness and Sick Leave

You may be subject to health screening when entering the workplace. Screening, if implemented, is a condition of entering the workplace.

If you feel any signs of illness, **you must stay home**. Common symptoms of COVID-19 include fever, chills, cough, shortness of breath, difficulty breathing, fatigue, muscle or body aches, headache, new loss of taste or smell, sore throat, congestion, runny nose, nausea, vomiting, and diarrhea.

Emergency Paid Sick Leave (EPSL) through the Families First Coronavirus Response Act (FFCRA) provides paid time off for diagnosis of, care for, and recovery from COVID-19, and is provided in addition to any sick leave provided by the Company.

If you stay home sick (or are potentially sick), you will be allowed to work from home if feasible and if you feel able. Let your manager know as soon as possible if you will be staying home so that your workload can be managed, either by ensuring you can do it at home or that others are able to cover it in your absence. You must follow the company's standard attendance policy and keep in close contact with your manager regarding the duration of your leave.

Close Contact with an Infected Person

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If someone in your household or someone with whom you have had close contact (less than 6 feet) has been diagnosed with COVID-19, including a presumptive diagnosis, contact HR immediately, and **before** returning to the workplace. Quarantine may be required and may or may not be covered by EPSL.

Personal Travel

Report all out-of-state travel to HR before traveling or at least before returning to the workplace. This includes travel that does not require the use of time off, such as taking a weekend trip. Quarantine periods may be required post-travel, depending on current government guidelines or company policy.

Safety Outside of the Workplace

You are strongly encouraged to follow current CDC guidelines, including maintaining 6 feet of distance between yourself and anyone who does not live in your household and wearing cloth face coverings in public settings, especially when other social distancing measures are difficult to maintain. We reserve the right to require you to quarantine before returning to the workplace if you engage in behaviors that we feel puts other employees or customers at risk.

Potential Office Closures

If it is necessary to close the workplace entirely, we will attempt to provide you with notice so that you can prepare to work from home, if feasible. However, in case of a sudden closure, you should take your devices, chargers, mouse, and any other tools you need to be productive home with you after work each day.

Questions

If you have questions about any of these policies, or how the Company is dealing with other issues related to COVID-19, address them with HR first. If HR is not immediately available and your question or concern is urgent, speak with your manager.

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Acknowledgment

I have received and read a copy of the Company's **COVID-19 Workplace Safety Policies** and agree to follow them. I understand that failure to fully comply with any of these policies may result in discipline, up to and including termination.

Employee Name:

Employee Signature:

Date: