



MANDATORY WORKFORCE COVID-19 VACCINATION POLICY

Policy Owner	Human Resources
Category:	Human Resources
Applies to	All Workforce members
Approved by:	Management
Effective Date:	September 27, 2021
Contact:	Vice President of Human Resources
Revision History:	N/A

I. PURPOSE

Harc, Inc. is committed to protecting our Workforce members and community from COVID-19. Toward that goal, and in consideration of guidance released by the state of Connecticut, the U.S. Centers for Disease Control and Prevention (CDC), and a variety of public health authorities and professional organizations, the Harc, Inc. is implementing a mandatory vaccination policy for its Workforce.

II. APPLIES TO

The Mandatory Workforce COVID-19 Vaccination Policy applies to all Workforce members (see definition below). This policy applies to Workforce members regardless of whether they work on-site or remotely, unless the individual qualifies for an exemption as provided herein. Exemptions may be granted to Workforce members (1) who have certain medical conditions; or (2) on the basis of a sincerely held religious belief or practice. Workforce members who have been denied an exemption after September 27, 2021, shall have ten (10) days from the date of the notice of the denial to receive the first dose of the 2-dose vaccine. Deferral of the receipt of the vaccine may be granted to Workforce members (1) who have certain medical conditions; (2) who are on an approved leave of absence; (3) due to a positive COVID test or treatment; or (4) due to current pregnancy or breastfeeding.

III. DEFINITIONS

Workforce Members— all Harc, Inc. employees and any volunteers, interns and contracted individuals who provide direct service or come in contact with the people Harc supports.

COVID-19— COVID-19 is a respiratory disease caused by SARS-CoV-2, a new coronavirus discovered in 2019. The virus is thought to spread mainly from person to person through respiratory droplets produced when an infected person coughs, sneezes, or talks.

Fully Vaccinated— Individuals are considered fully vaccinated 1) two weeks after their second dose in a 2-dose series (such as the Pfizer or Moderna vaccines); or 2) two weeks after a single-dose vaccine (such as Johnson & Johnson’s Janssen vaccine).

International Workforce members shall be considered in compliance with the COVID-19 vaccine requirement if they have been vaccinated with a COVID-19 vaccine that has either been authorized for

Use in the United States by the Food and Drug Administration (FDA) or been authorized for emergency use outside of the United States by the World Health Organization (WHO).

IV. POLICY STATEMENT

All Workforce members are required to have or obtain a COVID-19 vaccination as a term and condition of employment at the Harc, Inc. unless an exemption or deferral has been approved. All Workforce members shall be required to report their vaccine status and to provide approved documentation as proof of vaccination. All current Workforce members shall be required to report their status not later than September 24, 2021. All new Workforce members shall be required to provide proof of their vaccination status prior to the start of their employment. All records of vaccinations and approved exemptions will be maintained by Human Resources. Such records will not be included in Workforce members’ personnel files.

V. ENFORCEMENT

Violations of this policy or associated procedures may result in appropriate disciplinary measures, up to and including dismissal, in accordance with Harc, Inc.’s applicable policies, or as outlined in any procedures document related to this policy.

VI. PROCEDURES/FORMS

Procedures and forms associated with this policy are available by requesting them from Human Resources.

REFERENCES

- <https://www.cdc.gov/coronavirus/2019-ncov/index.html>
- <https://portal.ct.gov/Coronavirus>
- <https://cthosp.org/covid-19-update-center/>
- <https://www.osha.gov/coronavirus/ets>
- <https://www.who.int/emergencies/diseases/novel-coronavirus-2019/advice-for-public>