



COVID-19 Vaccination Policy

Purpose:

In accordance with the Cortland County Community Action Program, Inc's (CAPCO) duty to provide and maintain a workplace that is free of known hazards, we are adopting this policy to safeguard the health of our employees and their families; visitors; and the community at large from infectious diseases, such as COVID-19, that may be reduced by vaccinations. This policy will comply with all applicable laws and is based on guidance from the Centers for Disease Control and Prevention, OSHA, and local health authorities, as applicable. This policy is based on the most current guidance surrounding COVID-19 and the COVID-19 vaccination. CAPCO reserves the right to modify this policy at any time in its sole discretion to adapt to changing circumstances and business needs, consistent with regulatory guidance and CAPCO's commitment to maintaining a safe and healthy workplace.

Scope:

Except as provided below, and unless a reasonable accommodation is requested and approved, all employees must be fully vaccinated for COVID-19 by January 1, 2022 (1/1/2022). All employees not in compliance with this policy will be placed on administrative leave without pay during the period of noncompliance and will be subject to disciplinary action up to and including termination of employment.

CAPCO reserves the right to revise safety protocols by taking into account CDC recommendations, COVID-19 community spread, and the specific risks associated with vulnerable populations, many of whom are individuals we serve that are at increased risk of getting COVID-19, independent of their vaccination status.

CAPCO will provide unvaccinated employees with a list of locations where COVID-19 vaccination is available. Employees need to work with their supervisors to schedule appropriate times to take time off to comply with this policy. Paid Leave for COVID-19 vaccinations will be provided consistent with the New York Labor Law.

Proof of Vaccination:

Employees will be required to provide written proof of vaccination. Proof may not, however, disclose any information concerning the employee's medical condition or reflect any diagnoses or treatment for a medical condition. Acceptable forms of proof include verification of vaccination from a pharmacy or the employee's own health care provider, a valid COVID-19 vaccination card, or the New York State Excelsior Pass.



Mandates and Other Requirements of Program Funders and/or Local, State or Federal Government Entities

Program funders and/or units of government may impose mandates or requirements that impact specific areas of program operation. In these situations, the agency will comply with such requirements in addition to those set forth in this policy.

- Office of Head Start requires that all employees whose positions are funded by Head Start/Early Head Start must be fully vaccinated by 1/1/2022 unless a reasonable accommodation is requested and approved.

Reasonable Accommodation:

Any employee who requests an exemption from or modification of this policy as a reasonable accommodation for a disabling condition or a sincerely held religious belief must submit their request to Human Resources, who will begin an interactive process to determine whether one or more accommodations are appropriate given the circumstances, while optimizing confidentiality regarding the employee’s personal health information. CAPCO reserves the right to request additional documentation supporting the need for an accommodation or request for any other exemption. Requests for reasonable accommodations will be assessed on a case-by-case basis and granted where they do not cause CAPCO undue hardship or pose a direct threat to the health and safety of others. A reasonable accommodation may include, but not limited to, a weekly testing option.

CAPCO further reserves the right to take any necessary and appropriate steps, including imposing alternative COVID-19 prevention measures, to ensure that no individual poses a direct threat to the health or safety of others in the workplace.

Compliance with Other Infection Control Policies:

Regardless of vaccination status, all employees will continue to be required to adhere to all CAPCO COVID-19 safety procedures, including (if applicable) CAPCO’s Airborne Infections Disease Exposure Prevention Plan, while onsite or while working outside their home in accordance with CDC and local and state orders, regulations, guidance, and/or directives.

Anti-Retaliation & Discrimination:

CAPCO prohibits retaliation or discrimination against an employee for requesting or using a reasonable accommodation.

I, the undersigned, certify that I have received, understand, and will adhere to all sections of this policy.

Print Name: _____

Signature: _____

Date: _____