

COVID-19 Employee Vaccination Policy

Purpose

Consistent with Woods Charter School's (the School) duty to provide and maintain a workplace that is free of known hazards, the School has adopted this policy to reduce COVID-19 health risks to School employees, students, and the community at large. This policy complies with all applicable laws and is based on guidance from the Centers for Disease Control and Prevention, the Equal Employment Opportunity Commission, and the North Carolina Department of Health and Human Services.

Scope

This policy applies to all School employees regarding COVID-19 vaccinations that are available as of the adoption date of this policy. The School Board will, at least monthly, review this and related COVID-19 policies, in order to make any necessary modifications or repeal the policy based on COVID-19 conditions as they evolve over time.

Policy

As a condition of employment while this policy is in effect, except as subsequently modified, such employees shall either be properly vaccinated against COVID-19 or regularly tested for COVID-19 pursuant to this policy and any reasonable directives by the School Administration. This means that by January 3, 2022, the School will expect all such employees to:

- (1) establish that they have been fully vaccinated by submitting proof of vaccination;
- or
- (2) establish that they have received at least one vaccination dose in a two-dose series by submitting proof of vaccination with proof of second dose scheduling;
- or
- (3) undergo regular COVID-19 testing as set forth below, with the requirement that by the July 1, 2022, those participating in the weekly testing program must qualify for an approved exemption from vaccination for legitimate health, disability, or religious reasons.

Proof of Vaccination

To establish that they are fully vaccinated, employees must present a completed valid COVID-19 Vaccination Record Card for inspection by an authorized School representative. Such information shall be treated confidentially, and available only to those School officials with a need to know. To facilitate employees' ability to receive the vaccination, the School will consider timely requests for appropriate schedule changes or time off. Additionally, the School will reimburse for the reasonable costs, if any, of receiving the vaccination, contingent upon receipt of appropriate supporting documentation. The School will also provide employees up to

two days of additional paid time off for any symptoms they may experience as a result of receiving the COVID-19 vaccination

Requests for Exemptions as Accommodations

To assist any employee who has a qualifying medical condition that contraindicates the vaccination, or who objects to being vaccinated on the basis of sincerely held religious beliefs and practices, the School will engage in an interactive process to determine if a reasonable accommodation can be provided so long as it does not create an undue hardship for the School and/or does not pose a direct threat to the health or safety of others in the workplace and/or to the employee. To request an accommodation for one of the above reasons, please notify the Principal in writing. Once the School is aware of the need for an accommodation, the School will engage in an interactive process to identify possible accommodations. If you believe that you have been treated in a manner not in accordance with this policy, please notify the School immediately by speaking to Principal or Director of Personnel. You may request an accommodation without fear of retaliation.

Regular Testing

All unvaccinated employees must undergo regular COVID-19 testing. Testing will occur at least twice per week with at least one PCR test and one rapid test. Employees shall use the testing site at the School or any other valid and credible testing site. Any COVID-19 testing conducted off campus shall be done outside of the employee's regular work hours and at the employee's expense. Employees shall provide the School the results of the test immediately upon receipt to the School Nurse. Providing false test results may result in employee discipline up to and including termination.