

COVID-19 Vaccination, Testing and Face Covering 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. Boys & Girls Clubs of Central MN (BGCMN) encourages all employees to receive a COVID-19 vaccination to protect themselves, employees, volunteers, members, and guests. However, should an employee or regularly scheduled volunteer choose not to be vaccinated, this policy's sections on testing and face coverings will apply. This policy complies with OSHA's Emergency Temporary Standard on Vaccination and Testing (29 CFR 1910.501) as BGCMN is an employer with over 100 employees.

SCOPE:

This COVID-19 Policy on vaccination, testing, and face covering use applies to all employees and regularly scheduled volunteers of BGCMN.

All employees and regularly scheduled volunteers are encouraged to be fully vaccinated. Individuals 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 Johnson & Johnson's 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. Employees and regularly scheduled volunteers who are not fully vaccinated will be required to provide proof of weekly COVID-19 testing and wear a face covering at the workplace.

All employees and regularly scheduled volunteers are required to report their vaccination status and, if vaccinated, provide proof of vaccination. Employees and regularly scheduled volunteers must provide truthful and accurate information about their COVID-19 vaccination status, and, if not fully vaccinated, their testing results. Employees and regularly scheduled volunteers not in compliance with this policy will be subject to discipline including employment/service termination.

Employees and regularly scheduled volunteers may request an exception from vaccination requirements (if applicable) if the vaccine is medically contraindicated for them or medical necessity requires a delay in vaccination. Employees and regularly scheduled volunteers 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 January 3, 2022 or at time of hire. Requests should be submitted to the Human Resources Department at: hr@bgcmn.org. All such requests will be handled in accordance with applicable laws and regulations.

Regularly scheduled volunteers will be required to comply with COVID protocols including documentation of immunization or weekly testing. Individual guests of the club will not be required to provide documentation; however, they will be required to follow the masking guidelines within this policy at all times. Regularly scheduled volunteers will be referred to as "volunteer" throughout the remainder of this policy.

PROCEDURES:**Vaccination**

All BGCNM employees and volunteers are expected to be fully vaccinated against COVID-19 no later than January 3, 2022. Any employee/volunteer not fully vaccinated by January 3, 2022 will be required to comply with regular testing and adherence of face coverings.

To be fully vaccinated by January 3, 2022 an employee must:

- Obtain the first dose of a two dose vaccine no later than November 22, 2021 and the second dose no later than December 20, 2021; or
- Obtain one dose of a single dose vaccine no later than December 20, 2021.

Employees will be considered fully vaccinated two weeks after receiving the requisite number of doses of a COVID-19 vaccine as stated above. An employee will be considered partially vaccinated if they have received only one dose of a two dose vaccine.

There are multiple vaccination sites available in the Greater St. Cloud area that provide free vaccinations. <https://mn.gov/covid19/vaccine/index.jsp>

It is the employee's/volunteer's responsibility to schedule their own vaccination.

Testing and Face Coverings

All employees and volunteers who are not fully vaccinated as of January 3, 2022 will be required to undergo weekly COVID-19 testing and wear a face covering when in the workplace including program, office space, or vehicle with other employees when travel is a work necessity. Policies and procedures for testing and face coverings are described in the relevant sections of this policy.

Vaccinated Employees & Volunteers

All vaccinated employees and volunteers are required to provide proof of COVID-19 vaccination. Proof of vaccination should be submitted via email to hr@bgcmmn.org or provided in person at the HR office at the Roosevelt building.

Acceptable proof of vaccination status is:

1. The record of immunization from a health care provider or pharmacy;
2. A copy of the COVID-19 Vaccination Record Card;
3. A copy of medical records documenting the vaccination;
4. A copy of immunization records from a public health, state, or tribal immunization information system; or
5. A copy of any other official documentation that contains the type of vaccine administered, date(s) of administration, and the name of the health care professional(s) or clinic site(s) administering the vaccine(s).

Proof of vaccination should include the employee's/volunteer's name, the type of vaccine administered, specific dosage identification and information, the date(s) of administration, and the name of the health care 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 BGCNM will still accept the state immunization record as acceptable proof of vaccination.

If an employee/volunteer 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/volunteer 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 and loss of employment.”

An employee/volunteer 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 health care professional(s) or clinic site(s) administering the vaccine.

All Employees & Volunteers

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

<i>Vaccination Status</i>	<i>Instructions</i>	<i>Deadline(s)</i>
<i>Employees/Volunteers who are fully vaccinated.</i>	<i>Submit proof of vaccination that indicates full vaccination.</i>	<i>January 3, 2022 or upon completion of full vaccination</i>
<i>Employees/Volunteers who are partially vaccinated (i.e., one dose of a two dose vaccine series).</i>	<i>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.</i>	<i>January 3, 2022 or upon completion of each subsequent vaccination and upon full vaccination</i>
<i>Employees/Volunteers who are not vaccinated.</i>	<i>Submit statement that you are unvaccinated, but are planning to receive a vaccination by the deadline.</i>	<i>January 3, 2022</i>
	<i>Submit statement that you are unvaccinated and not planning to receive a vaccination.</i>	<i>January 3, 2022</i>

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 HR@bgcmn.org an email 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, 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 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:

Employee provides supervisor with evidence of vaccination appointment including date and time. Upon completion of vaccination the employee will submit a copy of the vaccination record to the supervisor and at that time, travel time will be added to the time card of the employee if the scheduled vaccination appointment impacted regularly scheduled shift.

EMPLOYEE NOTIFICATION OF COVID-19 AND REMOVAL FROM THE WORKPLACE

BGCMN requires employees/volunteers to promptly notify the HR team when they have tested positive for COVID-19 or have been diagnosed with COVID-19 by a licensed healthcare provider.

Any employee/volunteer that is experiencing COVID symptoms, has been directly exposed to COVID or has tested positive for COVID should notify their direct supervisor immediately. If they are not able to directly communicate with their direct supervisor, they should contact the next level supervisor or the Sr. Director of Human Resources.

The employee/volunteer will be directed for next steps depending on the current COVID protocol for the specific situation which may include monitoring, testing, quarantine, or other. Employees/volunteers will be notified by their direct supervisor and/or HR guidelines to return to work after illness and exposure.

COVID-19 TESTING FOR NON-FULLY VACCINATED EMPLOYEES AND VOLUNTEERS

All employees/volunteers who are not fully vaccinated will be required to comply with this policy for testing:

Employees/volunteers 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/volunteer last provided a test result.

Any employee/volunteer 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/volunteer 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/volunteers 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.

COVID tests are available through various outlets in the Greater St. Cloud area. If an employee/volunteer needs assistance in locating a testing facility they should speak with their direct supervisor or with HR for testing options. Employees/volunteers are responsible for all costs associated with weekly COVID testing including transportation and the actual test. Employees will not be compensated for the time necessary for the weekly testing.

FACE COVERINGS

BGCMN complies with 29 CFR 1910.501(i), which requires employers to ensure that each employee who is not fully vaccinated wears a face covering 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.

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.

BGCMN requires **ALL** employees/volunteer to wear a mask when in indoor program space with members and/or during program hours.

BGCMN requires all employees/volunteers who are **NOT** fully vaccinated to wear a face covering at all times when indoors in office space (non-program space) and when occupying a vehicle with another person for work purposes.

BGCMN requires **FULLY** vaccinated employees/volunteers to wear a mask at all times when indoors in office space (non-program space) and when occupying a vehicle with another person for work purposes when Stearns County Transmission Rate is at or above the "Substantial Transmission" level as outlined and determined by CDC: (<https://www.cdc.gov/TemplatePackage/contrib/widgets/covidcountycheck/>). Employees will be notified each Monday by 9:00 a.m. of the CDC Transmission Rate by the President/CEO or a designated cabinet leadership team member. A notice will also be posted by the Roosevelt Administration entrance. If a mid-week change is required, an update will be sent out by the President/CEO or designated member of the cabinet leadership team.

Community Transmission Levels	Low Transmission	Moderate Transmission	Substantial Transmission	High Transmission
Total new cases per 100,000 persons in the past 7 days	0-9.99	10-49.99	50-99.99	≥100
Percentage of NAATs that are positive during the past 7 days	0-4.99%	5-7.99%	8-9.99%	≥10.0%

BGCMN strongly encourages **FULLY** vaccinated employees/volunteers to wear masks at all times in office space and when occupying a vehicle with another person for work purposes when Stearns County Community Transmission Levels are in the “Low Transmission” and “Moderate Transmission” levels.

The following are exceptions to BGCMN’s requirements for face coverings:

1. When an employee/volunteer is alone in a room with door closed
2. When an employee/volunteer is in a work space that allows greater than 6 feet of space between any other individual
3. 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
4. When an employee is wearing a respirator or facemask
5. Where BGCMN 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, testing, and face covering requirements outlined in this policy prior to starting employment 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.

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 hr@bgcmn.org