



# Renaissance Academy

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## Mandatory COVID-19 Vaccination Policy

### Purpose

Renaissance Academy Charter School is adopting this policy to safeguard the health of its students, staff, and families from COVID-19. Achieving the highest level of COVID-19 vaccination among its employees is a critical part of Renaissance's multi-layered prevention strategies to prevent COVID-19 transmission in the School so that it can remain open for in-person learning.

On Sept. 9, 2021, President Joe Biden signed executive orders requiring federal workers and contractors to get vaccinated against COVID-19. President Biden also directed the Occupational Safety and Health Administration (OSHA) to draft a new emergency rule requiring all businesses with 100 or more employees to ensure all of their workers are either tested for COVID-19 once a week or are fully vaccinated. These new rules come shortly after the Pfizer-BioNTech coronavirus vaccine was fully approved for use by the Food and Drug Administration.

### Policy Statement

This policy is intended to help maximize the protection afforded by the COVID-19 vaccine. The School has adopted this policy to safeguard the health and well-being of employees and their families, students and visitors, others who spend time in our School, and the community from infectious conditions that may be mitigated through a mandatory vaccination program.

This policy complies with all applicable laws and is based on guidance issued by the Centers for Disease Control and Prevention (CDC), public health authorities, and in consultation with the employee health care provider. The vaccination of all employees will enable Renaissance to maintain a safe and healthy work environment and to further protect – to the greatest extent possible – faculty, staff, students, guests, and their families from COVID-19 infection.

### Scope

This policy applied to all employees. It does not apply to students or visitors and vendors / outside contractors.

### Procedures

By November 1, 2021, all employees of the Academy will be required to either: a) provide proof of full COVID-19 vaccination to the Human Resources Department; or b) have obtained an approved exemption to mandatory COVID-19 vaccination. For purposes of this policy, an employee is considered fully vaccinated two (2) weeks after receiving the second dose of a two-dose vaccine (Pfizer or Moderna) or one dose of a single-dose vaccination (Janssen). To establish

that an employee is fully vaccinated, the employee must present a completed COVID-19 Vaccination Record Card for inspection by the Human Resources Coordinator.

Employees who do not fulfill one of these two requirements will be placed on unpaid leave and their employment will be subject to termination.

### **COVID-19 Vaccination Leave**

Renaissance will provide leave to all employees to obtain the COVID-19 vaccine and to cover reasonable absences resulting from potential side effects immediately after vaccination. The purpose of the Voluntary COVID-19 Vaccination Leave policy is to: explain eligibility for paid Voluntary COVID-19 Vaccination Leave (Vaccination Leave); set forth the procedures for supervisors and staff to request and approve leave related to COVID-19 vaccine administration; and ensure continuity of operations while providing employees with the time needed for COVID-19 vaccination. Vaccination Leave is paid leave that is provided to an employee in addition to an employee's other accrued leave.

The School will, to the extent possible:

- assist faculty and staff by providing information on COVID-19 vaccination and sites where COVID-19 vaccinations may be received;
- allow employees who are unable to receive vaccination during non-working hours, paid time to receive the COVID-19 vaccine; and
- cover reasonable absences resulting from potential side effects of receiving the vaccine.

### **Eligibility - COVID-19 Paid Vaccination Leave**

Vaccination Leave is available to all employees. Time missed for obtaining vaccination during working hours is covered under this policy. Exempt and Nonexempt employees may utilize paid Vaccination Leave for both obtaining vaccination and recovery after vaccination if unable to work due to side effects.

### **Process to request Vaccination Leave for staff obtaining a COVID-19 Vaccination**

1. **Submit Request:** Employees should request from their supervisor the time off they need to receive the vaccination. The request, when possible, must be made no less than three (3) scheduled work days prior to the scheduled vaccination. If an employee requests time off the day a vaccination is made available, every effort will be made to allow the employee the opportunity to receive the vaccination. When feasible, all staff are encouraged to schedule vaccination appointments during non-working hours.
2. **Supervisor Review:** A supervisor should review and approve or deny the request away from work promptly. Supervisors and employees will determine a reasonable arrangement that supports the operation of the work unit. Every effort should be made to allow the employee the opportunity to receive the vaccination.
3. **Submit documentation:** Employees must provide a copy of their vaccination receipt to Human Resources (HR) within 48 hours of full vaccination.
4. **Recording Time:** Employees should submit Vaccination Leave requests via Skyward Employee Access portal by using pay code "COVID-19 Vaccine" and recording both the start time and hours per day.

### **Lack of Vaccine Documentation**

Lack of vaccine dose documentation or failure to obtain a supervisor's approval in advance of a Vaccination Leave request may disqualify an employee from receiving Vaccination Leave.

### **Process to request Vaccination Leave for staff experiencing side effects in the time immediately following vaccination**

1. Notification: The employee must notify the supervisor of their inability to work and intention to utilize the Vaccination Leave. Employees must contact their supervisor and HR immediately regarding COVID-19 symptoms, positive COVID-19 tests, or isolation or quarantine orders.
2. Submit documentation: In order to be approved to use the paid Vaccination Leave for this purpose, employees must provide documentation supporting their request. Documentation of symptoms may take the form of a doctor's note, other similar medical documentation, declaration of symptoms on the daily screening tool, or consultation with a Teladoc.
3. Record time: Staff must record their leave time in Skyward Employee Access. Supervisors will send an email to HR if leave has been approved. HR will validate the documentation, verify the date of leave with the supervisor, and submit paid time via payroll.

All payment for Vaccination Leave will be through payroll on regular payroll dates. The amount of the benefit will be based upon the employee's current salary rate and determined by standard hours/full-time equivalent of the position. Vaccination Leave is not eligible to be counted for purposes of determining overtime hours. Vaccination Leave may not be rolled over into the next fiscal year and is not eligible to be paid upon separation of employment.

### **Under this Policy**

Eligible staff members will be offered (a) up to 3 hours of Vaccination Leave for up to two vaccination appointments and (b) up to one day of Vaccination Leave for recovery from potential side effects per vaccination dose, which make the staff member unable to work. Additional leave hours may be available through the use of Sick Time or other leave policies.

### **Requests for Exemptions or Accommodations**

Renaissance wants all its employees to have equal access to all benefits and resources offered by the School. Accordingly, the School can make reasonable accommodations for employees with disabilities to help them have equal access to the Voluntary COVID-19 Vaccine program.

To assist any employee, who is disabled, 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, Renaissance will engage in an interactive process to determine if an exemption applies. If applicable, Renaissance will consider whether an exemption as a reasonable accommodation creates an undue hardship for the School and/or poses a direct threat to the health or safety of others in the School and/or to the employee.

To request an exemption for one of the above reasons, please notify the Human Resources Coordinator in writing at [INSERT EMAIL].

### **Exempt Employees**

Exempt unvaccinated employees will be required to do weekly COVID-19 testing. Rapid COVID Testing is offered to employees that are working onsite. Employees working remotely and employees who are symptomatic or leave work and become symptomatic cannot come onsite for COVID-19 testing. Testing will have to be acquired by your medical provider or by a testing site. Exempt unvaccinated employees employees who do not choose to test onsite must provide test results in an agreed-upon format, weekly. This will be at the staff member's expense and is not eligible for paid leave.

### **No Retaliation**

Renaissance prohibits any discrimination, harassment, retaliation, or adverse action for employees who comply with this policy either by getting the COVID-19 vaccine or obtaining an exemption.

### **Confidentiality**

Proof of vaccination will be kept confidential and maintained in a secure file separate and apart from your employment file within the HR office.

Please direct any questions about this policy to the Human Resources Department.