



Vaccination Policy: Mandatory

Purpose

In accordance with Bolivar County Community Action Agency, Inc. And The Office of Head Start's (OHS) 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; our students and their families; our clients and visitors; and the community at large from infectious diseases, such as COVID-19 or influenza, 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 (CDC), the Occupational Safety and Health Administration (OSHA), and all other public health, licensing, and local health authorities, as applicable.

Scope

All employees are required to be fully vaccinated (including the booster*), as determined by BCCAA Health Services Department and wear a mask unless a reasonable accommodation is approved. Employees not in compliance with this policy will be placed on unpaid leave until their employment status is determined by the Human Resources Department.

*According to CDC a booster shot can be taken as early as 5 months after completing your primary COVID-19 vaccination series.

Procedures

Employees will be notified by the Human Resources Department as to the type of vaccination(s) covered by this policy in addition to the COVID-19 vaccine and the timeframe(s) for having the vaccine(s) administered. During the initial implementation of this policy, BCCAA will provide either onsite access to the vaccines or a list of locations to assist employees in receiving the COVID-19 vaccine on their own.

All employees will be paid for time taken to receive vaccinations during regularly scheduled work hours. For offsite vaccinations, employees are to work with their managers to schedule appropriate time to comply with this policy.

Before the stated deadlines to be vaccinated have expired, that is – September 30, 2021 for the first dose of a two (2) dosage regimen (Pfizer or Moderna) to be fully vaccinated or a single Janssen/Johnson & Johnson dosage; and November 30, 2021 to be fully vaccinated in the two (2) dosage regimen, employees will be required to provide either proof of vaccination or an approved reasonable accommodation to be exempted from the requirements.

BCCAA's Prevention Strategy

To lower the risk of exposure to the virus we have implemented a layered prevention strategy which includes: masking, test-to-stay, keeping distance, screening testing, ventilation, hand-washing, and staying home when sick.

Isolation and Quarantine Period for General Population

People with COVID-19 should isolate for 5 consecutive days and if they are asymptomatic or their symptoms are resolving (without fever for 24 hours), followed by 5 consecutive days of wearing a mask when around others to minimize the risk of infecting people they encounter. The change is motivated by science demonstrating that the majority of SARS-CoV-2 transmission occurs early in the course of illness, generally in the 1-2 days prior to onset of symptoms and the 2-3 days after.

Additionally, CDC has updated the recommended quarantine period for anyone in the general public who is exposed to COVID-19.

For people who are unvaccinated or are more than six months out from their second mRNA dose (or more than 2 months after the J&J vaccine) and not yet boosted, CDC now recommends quarantine for 5 consecutive days followed by strict mask use for an additional 5 consecutive days.

Alternatively, if a 5 consecutive day quarantine is not feasible, *it is imperative that an exposed person wear a well-fitting mask at all times* when around others for 10 days after exposure.

Individuals who have received their booster shot do not need to quarantine following an exposure, but should wear a mask for 10 days after the exposure.

For those exposed, best practices would also include:

- A test for SARS-CoV-2 at day 5 after exposure.
- If symptoms occur, individuals should immediately *quarantine until a negative test* confirms symptoms are not attributable to COVID-19.

If you Test Positive for COVID-19 (Isolate)

Everyone, regardless of vaccination status

- Stay home for 5 consecutive days.
- If you have no symptoms or your symptoms are resolving after 5 consecutive days, you may return to work with a negative test result.
- Continue to wear a mask around others for 5 additional consecutive days.
- *If you have a fever continue to stay home until your fever is gone.*

If you Were Exposed to Someone with COVID-19 (Quarantine)

If you:

Have been **(1)** boosted, **(2)** Completed the primary series of Pfizer or Moderna vaccine within the last 6 months, or **(3)** Completed the primary series of J&J vaccine within the last 2 months:

- Wear a mask around others for 10 days; and
- Test on day 5 (five).

If you develop symptoms get tested and stay home (Quarantine).

If you:

Completed the primary series of Pfizer or Moderna vaccine over 6 months ago and are not boosted, **(2)** Completed the primary series of J&J over 2 months ago and are not boosted, or **(3)** Are unvaccinated:

- Stay home for 5 consecutive days. After that continue to wear a mask around others for 5 additional consecutive days.
- If you can't quarantine, you must wear a mask for 10 consecutive days.
- Test on day five (5).

If you:

- Live with someone who tests positive for COVID-19, and you have tested negative, please stay home and quarantine for five (5) consecutive days.

Proof of Negative Testing Result

Bolivar County Community Action Agency, Inc. has a general duty to make reasonable efforts to maintain a safe work environment for our employees and their families; our students and their families; our clients and visitors; and the community at large that is free from recognized hazards that are causing or are likely to cause death or serious physical harm. Because COVID-19 is a contagious virus with the potential to cause serious physical harm or death, BCCAA Board of Directors strongly desires to restore and keep our workplaces as safe and healthy as possible. Where BCCAA has granted an accommodation request of an employee, who because of medical reasons or religious beliefs, is unable or unwilling to be fully vaccinated for the Coronavirus and its various strains, then BCCAA will require the employee to provide proof of a negative COVID-19 test result weekly (Wednesday) from an FDA approved molecular Polymerase Chain Reaction (PCR) test at the employee's own expense. Failure to provide proof of a weekly negative testing result may result in termination of employment.

If you:

- **Self-test** for COVID-19 and your **results are positive**, you must follow-up immediately with a medical professional confirming your positive test results and provide a copy the results to the Human Resources Department.

Reasonable Accommodation

Employees in need of an exemption from this policy due to a medical reason, or because of a sincerely held religious belief must submit a completed Request for Accommodation form to the Human Resources Department to begin the interactive accommodation process as soon as possible after vaccination deadlines have been announced. Accommodations will be granted where they do not cause BCCAA undue hardship or pose a direct threat to the health and safety of others.

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



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ACKNOWLEDGEMENT

I, _____, **ACKNOWLEDGE THAT I HAVE READ THE BOLIVAR COUNTY COMMUNITY ACTION AGENCY, INC. VACCINATION POLICY: MANDATORY AND I AGREE TO ABIDE BY ALL REQUIREMENTS OF THE POLICY. I ACKNOWLEDGE THAT FAILURE TO ABIDE BY THIS POLICY COULD RESULT IN DISCIPLINARY ACTIONS UP TO AND INCLUDING TERMINATION.**

DATE

SIGNATURE