**Federal Contractor COVID-19 Vaccination Policy**

**Purpose**

In accordance with the Executive Order on Ensuring Adequate COVID Safety Protocols for Federal Contractors, [*Company Name*] is adopting this policy to comply with the requirements that all employees assigned to a federal contract be vaccinated, and to safeguard the health of our employees and their families; our customers and visitors; and the community at large from COVID-19.

**Scope**

Effective Dec. 8, 2021, all employees working on or in connection with the following federal contracts, including employees working from home/remotely, are required to be fully vaccinated against COVID-19. [*Insert the details of the employer’s covered federal contracts*].

**Procedures**

Individuals are considered fully vaccinated two weeks after their last dose of their vaccine. Because the timing of vaccine administration depends on the manufacturer of the vaccine received, employees must ensure they begin the vaccination process in time to meet the Dec. 8, 2021 deadline. The following chart includes the latest possible vaccination dates necessary to comply with this policy:

|  |  |  |  |
| --- | --- | --- | --- |
| Manufacturer | 1st dose no later than | 2nd dose no later than | Date fully vaccinated |
| Johnson & Johnson | November 24th | n/a | December 8th |
| Pfizer | November 3rd | November 24th | December 8th |
| Moderna | October 27th | November 24th | December 8th |

Employees hired after Dec. 8, 2021, will need to be fully vaccinated prior to their start date.

COVID-19 vaccinations are free, whether or not an individual has health insurance. While a provider may bill your health insurance for administering the vaccine, there is no out-of-pocket cost to an individual.

Employees are to work with their managers to schedule necessary time off to comply with this policy. [*Indicate whether employees will be paid for time taken to receive or recover from the vaccination or if they will use PTO or unpaid leave.*]

Official documentation of vaccination status must be provided to the human resources department. The following documentation is acceptable:

* A copy of the record of immunization from a health care provider or pharmacy.
* A copy of the COVID-19 Vaccination Record Card (CDC Form MLS-319813\_r).
* A copy of medical records documenting the vaccination.
* A copy of immunization records from a public health or state immunization information system.
* A copy of any other official documentation verifying vaccination with information on the vaccine name, date(s) of administration, and the name of the health care professional or clinic site administering the vaccine.

Employees must certify that the documentation they are submitting is true and correct. Digital copies of the records are acceptable.

**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. Accommodations will be granted where they do not cause [*Company Name*] 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 or [*name*], who is the designated COVID-19 workplace safety coordinator.