[*https://www.shrm.org/ResourcesAndTools/tools-and-samples/policies/Pages/Large-Employer-COVID-19-Vaccination-Policy.aspx*](https://www.shrm.org/ResourcesAndTools/tools-and-samples/policies/Pages/Large-Employer-COVID-19-Vaccination-Policy.aspx)

*Editor's Note: On Sept. 9, 2021, President Joe Biden announced a plan requiring all private employers with 100 or more workers to mandate COVID-19 vaccination (or a weekly test) for all employees, excepting those with disability or religious accommodations. The effective date of this requirement is currently unknown but will follow the release of a corresponding Occupational Safety and Health Administration emergency temporary standard (ETS) in the coming weeks.*

*The following sample policy language will be updated as further guidance on the ETS is released.*

**Large Employer COVID-19 Vaccination Policy**

**Purpose**

In accordance with the Occupational Safety and Health Administration’s (OSHA’s) emergency temporary standard for private employers with 100 or more employees, [*Company Name*] is adopting this policy to comply with OSHA’s requirements 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 [*date*], all [*Company Name*] employees are required to be either fully vaccinated against COVID-19 or submit a negative COVID-19 test result weekly.

Employees hired after [*date*] are required to be fully vaccinated by their first day of work or submit a negative test result dated no more than three days prior to their first day of work, with subsequent weekly testing as described below.

Employees working from home/remotely who have no contact in the course of their job duties with co-workers, customers or the public are not covered by this policy.

**Procedures**

Employees have two options under this policy:

***Vaccination***

Employees who choose to receive the COVID-19 vaccine will need to receive the last dose of their vaccine no later than [*date*], to meet the [*date*], deadline to be fully vaccinated.

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

All employees will be paid for time taken to receive vaccinations and to recover from any vaccine-related side effects. Employees are to work with their managers to schedule necessary time off.

Official documentation of vaccination status must be provided to human resources and include the following:

* The type of vaccine administered.
* The date(s) of administration.
* 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. Employees found to have provided false documentation will be subject to termination of employment.

***Weekly testing***

Employees who choose **not** to be vaccinated against COVID-19 must present a negative COVID-19 test result weekly on [*day of the week*] to [*department/job title*] before reporting to work.

Employees are responsible for obtaining the COVID-19 test. In the event free testing is not available, [*indicate whether testing will be at the employee’s cost (as permitted by state law) or covered by the employer*].

Acceptable tests include: [*indicate the type of test (rapid or PCR) that will be accepted and whether self/home tests are permitted*].

Employees found to have provided false documentation will be subject to termination of employment.

**Reasonable Accommodation**

Applicants and 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.