

**Cottonwood, Inc.
Policies and Procedures**

SECTION: Personnel

POLICY NO: 03-009

SUBJECT: Mandatory Covid 19 Vaccination

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EFFECTIVE DATE: December 2020

Policy:

Covid 19 is a national health concern and as such, Cottonwood, Inc. mandates vaccination for all personnel. Cottonwood, Inc. provides care to high-risk vulnerable individuals and has a primary duty to protect persons supported to the extent possible and to act in their best interest. Additionally, requiring a Covid 19 vaccination for staff reduces absenteeism and prevents business interruption. Other mitigation methods to stop exposure will remain in place (continuously or intermittently) until such time that public health experts determine it is no longer necessary.

Procedures:

1. In compliance with the Civil Rights Act (CRA) and the Americans with Disabilities Act (ADA), staff will be required to receive the vaccination as soon as they are presented with the opportunity unless the following conditions exist:
 - A. Sincere religious objections
 - B. Documented medical and health reasons that prevent the employee from taking the vaccine
2. Documentation for the above exceptions must be submitted in writing to the department Director and to the HR Director. A qualified healthcare provider must provide the signed medical documentation. A written religious exemption request, signed by the employee, must be submitted to the named individuals above.
3. In the event that an employee is exempted from the vaccination requirement for the reasons above, then a compulsory mask use order during all work hours will be in place for the duration of employment and/or until such time it is deemed unnecessary by public health officials including CDC guidelines.
4. Newly hired staff who are already vaccinated will submit their vaccination documentation at the time of employee orientation. Newly hired staff not yet vaccinated will have 45 days from the orientation date to become fully vaccinated (two doses of Moderna and Pfizer, one of Johnson & Johnson, as of this revision date). They will be under a compulsory mask use order until fully vaccinated.
5. Failure to receive the vaccine in a timely manner or failure to present exemption documentation in a timely manner may result in withdraw of the job offer or termination.

6. Since vaccinations are only one tool to prevent disease outbreaks, Cottonwood, Inc. will utilize other mitigation efforts including masking, social distancing, hand washing, disinfecting, occupancy guidelines, prohibition on visitation etc. as deemed necessary by Cottonwood, Inc.'s management team and clinic staff, public health officials, and CDC guidelines.
7. Cottonwood, Inc. may provide financial assistance with the cost of the vaccine if a time arises that it is no longer available free of charge and /or the staff person does not have insurance coverage available.