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## **YWCA of Central Virginia Voluntary Vaccination Policy**

### **Purpose**

In accordance with YWCA of Central Virginia's 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 customers 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, the Virginia Department of Health, and local health authorities, as applicable.

### **Scope**

This policy applies to all employees. It does not apply to customers and visitors. The policy applies to vaccinations including but not limited to influenza, tetanus, COVID-19, and other routine boosters of vaccinations to protect from harmful and/or communicable diseases. This guidance may change based on changing procedures from the federal, state, and/or local health agencies and governmental departments.

### **Procedures**

YWCA of Central Virginia strongly encourages all employees to receive recommended vaccinations when provided information to do so by medical professionals. Those who do not timely establish that they have received a vaccination for certain communicable diseases, including but not limited to COVID-19, may be required to either (a) wear an approved face-covering at all times while in the workplace; or (b) obtain an approved exemption from the requirement to wear an approved face-covering in lieu of being vaccinated. Face coverings may continue to be required for vaccinated staff depending on the procedures and advice of federal, state, and/or local health agencies and governmental departments including our programmatic grantors.

To establish that they have received a vaccination, employees may present written evidence of immunization from the designated site or from another authorized healthcare provider. YWCA of Central Virginia will provide employees with pay for time taken to receive vaccinations. For offsite vaccinations, employees are to work with their managers to schedule appropriate time to comply with this policy. When possible, YWCA will work to provide onsite vaccination opportunities. YWCA recommends that all staff ensure their insurance plan covers any vaccination. If a vaccination is a hardship for the employee to afford, the employee should discuss the issue with their direct supervisor and the YWCA will, on a case-by-case basis, see if they can aid in that matter.

### Requests for Exemptions as Accommodations

To assist any employee who declines a vaccination and has a qualifying medical condition that contraindicates wearing an approved face-covering, or who objects to wearing a face-covering on the basis of sincerely held religious beliefs and practices, the Association will engage in an interactive process to determine if a reasonable accommodation can be provided, so long as it does not create an undue hardship for the Association and/or does not pose a direct threat to the health or safety of others in the workplace and/or to the employee. To request an accommodation for one of the above reasons, please notify the positions direct supervisor in writing via email. Once the Association is aware of the need for an accommodation, YWCA of Central Virginia will engage in an interactive process to identify possible accommodations. If you believe that you have been treated in a manner not in accordance with this policy, please notify the Association immediately by speaking to the Chief Executive Officer or human resources lead. You may request an accommodation without fear of retaliation.

## **YWCA of Central Virginia**

### **Accommodation Procedures for Encouraged Vaccinations**

#### Overview

YWCA of Central Virginia allows for exemptions to encouraged immunization suggestions as a reasonable accommodation to assist any employee who is disabled, pregnant, who is a nursing mother, who has a qualifying medical condition that is a contradiction to the vaccination and/or required mask wearing, or who objects to immunization and/or required mask wearing based on sincerely held religious beliefs and practices. While our policy only strongly encourages vaccinations, due to our funders we request that all individuals who would request an exemption/accommodation under a mandatory policy do so for our voluntary policy. This will ensure that YWCA has all proper documentation to ensure we have proper documentation for employment and funder purposes.

The following procedure should be utilized when a vaccine exemption is requested as a reasonable accommodation.

#### Policy

Requests for Accommodation from YWCA's Voluntary Vaccination Policy will be provided to assist any employee who declines a vaccination and has a qualifying medical condition that contraindicates receiving a vaccination and/or being required to wear an approved face-covering, or who objects to receiving a vaccination and/or wearing a face-covering on the basis of sincerely held religious beliefs and practices.

To assist any employee who is disabled, pregnant, who is a nursing mother, who has a qualifying medical condition that is a contraindication to the vaccination (and/or mask wearing requirements if a immunizing does not occur), or who objects to being vaccinated on the basis of sincerely held religious beliefs and practices (and/or mask wearing requirements if a immunizing does not occur), the Association will engage in an interactive process to determine whether it can provide a reasonable accommodation provided it does not create an undue hardship for the Association and/or does not pose a direct threat to the health or safety of others in the workplace and/or to the employee. If you believe that you require such an accommodation, please notify your direct supervisor in writing via email. Once the Association is aware of the need for an accommodation, the Association will engage in an interactive process to identify possible accommodations. If you believe that you have been treated in a manner not in accordance with these policies, please notify the immediately by reaching out to the YWCA Chief Executive Officer and/or Human Resources Lead. You may request an accommodation without fear of retaliation.

### Procedure

The employee requesting an exemption from the vaccine policy as a reasonable accommodation will be provided upon request:

- A Request for Medical Exemption/Reasonable Accommodation Form or Request for Religious Exemption/Reasonable Accommodation Form to complete and return to the Human Resources Department by their direct supervisor. If the request for accommodation does not fall into one of these categories, please discuss the matter with your direct supervisor or the human resources lead for more information.
- The Association's Voluntary Vaccine Policy.
- A copy of the job description for their position, and/or alternative positions where appropriate.

### Interactive Process

After receipt of the employee's Request for Exemption/Accommodation, the YWCA will engage in an interactive process with the employee to identify a reasonable accommodation. The YWCA reserves the right to maintain a record of each related conversation.

The interactive process is intended to clarify the employee's request and identify the appropriate exemption/reasonable accommodation. Human Resources may ask the employee relevant questions that will enable the Association to make an informed decision about the request.

The exact nature of the dialogue will vary. In many instances, both the reason for the exemption/accommodation and the type of exemption/accommodation required will be obvious, and there may be limited need to engage in a detailed discussion. In other situations, Human Resources may need to ask questions and/or seek documentation concerning the nature of the request and to verify the validity of the exemption/accommodation request.

### Granting an Exemption/Reasonable Accommodation

Human Resources will complete the Approval section of the Request for an Exemption/Reasonable Accommodation Form when an exemption/accommodation is granted. Human Resources will also provide the employee the specific alternative protective measures required of the employee.

### Denying an Exemption/Reasonable Accommodation

Human Resources will complete the Denial section of the Request for Exemption/Reasonable Accommodation Form when an exemption/accommodation is denied with a notation of the reason for the denial. Exemption/Reasonable Accommodation denials may be reviewed for legal compliance.