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## **VACCINATION POLICY**

\_\_\_\_\_  
*State of Alabama*

### **BACKGROUND:**

A. This Vaccination Policy (the "Policy") is made effective as of the following date:

\_\_\_\_\_.

B. This Policy outlines the terms, conditions, procedures, and expectations regarding vaccinations for employees of \_\_\_\_\_.

C. The purpose of this Policy is to minimize transmission of viruses in the workplace by providing protection to workers and preventing community transmission.

By signing this document, an Employee agrees to the following terms:

### ***I. SCOPE.***

1. This Policy requires that all employees who work for Employer maintain up-to-date vaccinations to protect the health and safety of personnel, visitors, and the community from infection.

2. This policy does not apply to the following employees:

\_\_\_\_\_

3. The following individual will act as the authorized manager responsible for implementing and applying this policy in the workplace: \_\_\_\_\_.

## ***II. VACCINE REQUIREMENTS.***

4. The following vaccinations will be required for all above-described employees:

- a. Flu
- b. Pandemic-causing viruses
- c. Tetanus
- d. Meningitis
- e. Measles, mumps, and rubella (MMR)
- f. Varicella (chickenpox)
- g. Hepatitis A
- h. Hepatitis B
- i. Pneumococcal
- j. Pertusis (whooping cough)

5. All covered individuals must abide by the vaccination schedule approved by their licensed healthcare professional.

6. Paid time off will be given to employees in order to receive required vaccinations.

7. All individuals must certify that they have received the necessary vaccinations and maintain a copy of the certification, which workers must provide immediately upon the Employer's request.

8. New hires must present proof of the required vaccines within 2 days prior to their start date.

9. New hires hired outside of the months when certain vaccines are available will be notified of Employer's vaccination policy and will be expected to comply with vaccinations in the next applicable season.

## ***III. EXEMPTIONS FROM VACCINATION.***

10. Only individuals meeting the conditions listed below or having sincerely held religious objections will be exempt from vaccinations:

- a. Individuals with severe (life-threatening) allergies to components of the vaccine. Documentation from a licensed healthcare provider is required.
- b. Additional conditions which may exist as certified by a licensed healthcare provider.

11. Any individual who meets these conditions and still desires to get a vaccine should discuss the matter with a primary healthcare provider.

12. To be eligible for an exemption, an Employee must provide Employer with a request in writing, as well as any applicable or relevant documentation. Employer will review any exemption documentation and follow up as needed.

13. To decrease the risk of transmission, individuals who do not receive the required vaccinations due to a medical exemption or based on a sincerely held religious belief must adhere to the following:

- a. Always wear a mask when working on the Employer's property, except when outside
- b. Work from home
- c. Avoid common areas and congregating on company property
- d. Provide negative tests upon request

14. Upon verification, all individuals with approved exemptions to vaccinations must provide signed written documentation stating compliance with Employer's policy referenced above. Employer will provide names of persons required to adhere to this exemption policy only to the relevant managerial parties, which may include department leadership. However, details of the reason for exemption will not be given to supervisors, managers, or department leadership.

#### ***IV. NONCOMPLIANCE CONSEQUENCES.***

15. Individuals without documentation of vaccination or valid exemption will be considered non-compliant with vaccination requirements.

16. If vaccination has not occurred within the time frames specified within this policy, the

individual will receive a written warning from their supervisor that they are not in compliance with the vaccination policy. The Employee will have 2 days to comply (either through vaccination, proof of valid medical exemption, or proof of religious accommodation approved by Employer) with the Policy.

17. If the Employee is not in compliance within 2 days of the written warning issuance, Employer will suspend the Employee according to the following terms:

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18. After suspension, if the Employee is still not in compliance with the Policy, Employer will terminate the individual's employment.

**V.**

#### **VI. ACKNOWLEDGMENT.**

19. By signing this, Employees acknowledge and confirm that they have read and understood this Policy and agree to comply with all provisions herein.

20. Employees acknowledge and understand that this Policy is a guide and does not create contractual obligations upon the Parties. Any existing employment contracts shall be prevailing.

#### **VII. GOVERNING LAW.**

21. This Policy shall be governed by the laws of the State of Alabama. Both Parties consent to jurisdiction under the state and federal courts within the state of Alabama. The Parties agree that this choice of law, venue, and jurisdiction provision is not permissive, but rather mandatory in nature.

#### **EXECUTION:**

*IN WITNESS WHEREOF, the undersigned Employee acknowledges their receipt and understanding of this Policy:*

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Employee Signature

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Employee Name

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Date