

# COVID-19 EMPLOYEE VACCINATION POLICY



**Climbing Towards College & Career Readiness**

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## **ARARAT CHARTER SCHOOL COVID-19 EMPLOYEE VACCINATION POLICY**

### **Purpose**

Consistent with Ararat Charter School's ("Ararat") legal duty to maintain a safe and healthy workplace, to limit the spread of COVID-19, Ararat shall enforce this COVID-19 Employee Vaccination Policy ("Policy"). The purpose of this Policy is to protect the health, safety, and well-being of all Ararat employees, students, families, and stakeholders to the maximum extent possible, and to facilitate a safe and meaningful return to in-person instruction. At the time of adoption of this Policy, the COVID-19 vaccination is not available for many students (based upon student age). This Policy shall be implemented in a manner that is consistent with current federal, state, and local law, as well as applicable public health guidance, including that from the Centers for Disease Control and Prevention ("CDC") and the California Department of Public Health ("CDPH") as well as local public health authorities and authorizing agencies.

### **Scope**

This Policy applies to all Ararat employees who enter campus for any period, or have contact with any employees, students, or other School stakeholders, however brief. This policy also applies to any prospective employees who have been provided with a conditional offer of employment at Ararat. This Policy applies to all COVID-19 vaccines that are currently available under Food and Drug Administration ("FDA") Emergency Use Authorization, as well as those that may later become available under FDA Emergency Use Authorization. Should any COVID-19 vaccine receive FDA non-Emergency Use Authorization, this Policy will apply to such vaccines as well. Additionally, should any COVID-19 vaccine require two (2) doses for complete inoculation, compliance with this Policy requires both doses. Finally, should any COVID-19 vaccination require a booster dose(s) for complete and/or continued inoculation, this Policy shall require such dose(s), to the extent that the booster dose(s) is: 1) available under FDA Emergency Use Authorization, 2) is available for all employees and 3) that it is recommended by state and/or federal public health authorities.

### **Policy**

It is the policy of Ararat to mandate that all current employees be fully vaccinated by the COVID-19 vaccine by October 15, 2021. Ararat will provide current employees with information regarding the operational logistics of such vaccination opportunities (e.g., opportunities to schedule vaccinations during the workday, reimbursement for mileage, etc.). It is also the policy of Ararat to mandate that all prospective employees, who have received a conditional offer of employment from Ararat, vaccinate for COVID-19 or present proof of vaccination for COVID-19, absent a legally recognized accommodation.

Should any COVID-19 vaccine require two (2) doses and/or a booster dose(s) for complete inoculation, compliance with this Policy requires all such doses, and no employee will be allowed to enter any School facilities until they have received all such doses and present written proof of vaccination that they have received all such doses. If a COVID-19 vaccine only requires one (1)

dose for complete inoculation, no employee will be allowed to enter any School facilities until they have received such dose and present written proof of vaccination.

Current employees who refuse to comply with this Policy and who are not otherwise eligible for an accommodation consistent with applicable legal requirements as further detailed below will be placed on unpaid/inactive status until they comply. Employees who refuse to vaccinate for COVID-19 and who are not otherwise entitled to an accommodation will be excluded from campus/the workplace pending compliance with this Policy. Continued absences from work as a result of noncompliance with this Policy may be deemed unexcused, and result in disciplinary action, up to and including termination from employment. Ararat also reserves the right to rescind any conditional job offer if a prospective employee refuses to comply with this Policy and is not otherwise entitled to a legally recognized accommodation.

Employees who have not yet received a COVID-19 vaccination may use accrued paid sick leave, including available COVID-19 supplemental sick leave, to vaccinate during the workday. Ararat will pay current nonexempt employees for time spent receiving the COVID-19 vaccine in the event they do not have available accrued paid leave. Ararat will also reimburse all current employees for the cost of the vaccine (if any), as well as reasonable and necessary mileage (if applicable). All reimbursements require appropriate supporting documentation.

### **Proof of Vaccination**

Once School employees receive the COVID-19 vaccine, they must provide Ararat with proof of COVID-19 vaccination. Consistent with applicable law, acceptable proof of COVID-19 vaccination includes:

- A COVID-19 Vaccination Record Card (issued by the Department of Health and Human Services Centers for Disease Control & Prevention or WHO Yellow Card) which includes name of person vaccinated, type of vaccine provided and date last dose administered); OR
- A photo of a Vaccination Record Card as a separate document; OR
- A photo of the client's Vaccination Record Card stored on a phone or electronic device; OR
- Documentation of COVID-19 vaccination from a health care provider; OR
- Digital record that includes a QR code that when scanned by a SMART Health Card reader displays to the reader client name, date of birth, vaccine dates and vaccine type; OR
- Documentation of vaccination from other contracted employers who follow these vaccination records guidelines and standards.

Failure to provide Ararat with written proof of COVID-19 vaccination by October 15, 2021, constitutes noncompliance with this Policy. Ararat further reserves the right to request proof of both the first and second vaccination doses for COVID-19, as applicable.

When providing proof of vaccination, current and prospective employees must not provide any medical or genetic information to Ararat. It is an employee's responsibility to ensure their proof of vaccination is free from medical and genetic information.

Ararat shall strictly maintain confidentiality of all employee COVID-19 vaccination data and related medical information, other than reporting the results to federal, state, and local health

departments or agencies, only where required by law. Ararat will store all medical information about any employee separately from the employee's personnel file in order to limit access to this confidential information. Ararat will have a separate confidential medical file for each employee where Ararat stores employee medical information. Medical information includes COVID-19 vaccination data.

### **Continued Health and Safety Protocol**

Consistent with Ararat's health and safety protocol, including its COVID-19 Health and Safety Policy and COVID-19 Injury and Illness Prevention Plan Addendum, and until guidance from federal, state, and local public health agencies is revised, all employees must continue to abide by all COVID-19 health and safety protocols, regardless of vaccination status. This includes but is not limited to continued use of face masks.

### **Requests for Accommodations**

Current and prospective employees who are unable to comply with this Policy due to a qualifying disability or sincerely held religious belief, practice, or observance as defined by applicable law may be entitled to an accommodation from Ararat's COVID-19 vaccination requirement. Once Ararat is on notice that an employee may be unable to comply with the Policy due to a qualifying disability or sincerely held religious belief, practice, or observance, Ararat will engage in an interactive process with the employee, and work to identify any possible accommodations. As part of the interactive process, Ararat reserves the right to request supporting documentation or a medical certification which documents the basis for the requested accommodation. Ararat may not be required to provide employees with an accommodation should the accommodation result in a direct threat to health and safety at Ararat or to the employee or if the accommodation will cause an undue hardship for Ararat, among other reasons. Employees who believe they may be entitled to a legally valid accommodation consistent with this Policy should contact Ararat as outlined below to address this matter further.

### **COVID-19 Testing**

In addition to vaccination requirements, all employees must continue to test for COVID-19 at least one a week in accordance with Los Angeles Unified School District ("LAUSD") requirements. While employees may also request legally recognized accommodations from such testing, Ararat may not be required to provide employees with accommodations from such testing should they result in a direct threat to health and safety at Ararat or to the employee, among other reasons consistent with applicable law.

### **Non-Discrimination**

Ararat will not discriminate, harass, or retaliate against any current or prospective employee for receiving the COVID-19 vaccine, refusing to receive to the COVID-19 vaccine, or for requesting a lawfully-recognized accommodation from the COVID-19 vaccination Policy. However, Ararat reserves the right to enforce non-compliance with this Policy, consistent with applicable law.

**Disclaimer**

As public health and legal guidance regarding COVID-19 vaccinations evolves, Ararat reserves the right to revise this Policy. Upon any revision to this Policy, Ararat will provide immediate notice in writing to all employees.

Should you have any questions regarding this Policy, you may contact Ms. Adrineh Gharibi, Director of Operations and Compliance.

Approved

## Confirmation of Receipt

By signing below, I acknowledge that I have received, read, and understand Ararat's COVID-19 Employee Vaccination Policy.

I also understand that if I have any questions regarding this Policy, I shall contact Ararat as outlined above.

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature

Approved