**COVID-19 Employee Vaccination or Testing Policy**

**Effective November 15, 2021**

**Purpose**

In accordance with the Occupational Safety and Health Administration’s (OSHA’s) emergency temporary standard for private employers with 100 or more employees, Brehob Corporation 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**

Brehob Corporation is requesting all employees to be either fully vaccinated against COVID-19 **or** submit a negative COVID-19 test upon customer requirements. Brehob Corporation **IS NOT** mandating the COVID-19 vaccine per this policy.

All current employees and any new hire are required to fully follow this procedure.

**Procedures**

Employees have two options under this policy:

Vaccination

Employees who choose to receive the COVID-19 vaccine will need to have received their full dose or doses of their vaccine to be considered 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 recover from any vaccine-related side effects. Employees are to work with their managers to schedule any 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.

Weekly testing

Employees who choose **not** to be vaccinated against COVID-19 must present a negative COVID-19 test result per a customer requirement.

Employees are responsible for obtaining the COVID-19 test as a documented result is required to prove negative status. Acceptable tests include either rapid or PCR.

**Reasonable Accommodation**

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 Brehob Corporation 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.