

## PARA LOS NINOS MANDATORY COVID-19 VACCINATION, BOOSTER AND REVISED EXPOSURE MANAGEMENT POLICY

EFFECTIVE SEPTEMBER 6, 2022

*This disclosure is made pursuant to the California Consumer Privacy Act and applies to California residents. Please note that PLN is collecting personal information in connection with your employment relationship with PLN. PLN's business purpose for collecting this information is to provide for the health and safety of employees and individuals at our premises, to reduce the risk of COVID-19 in the workplace, and where necessary, to comply with any local, state, and federal legal obligations. Please note that we will not share your identity, COVID -19 testing or vaccination status without your explicit consent unless required to do so in order to comply with PLN's legal obligations.*

### **I. Purpose:**

PLN has updated its COVID-19 Mandatory Vaccine Policy in line with current mandates issued by the California Department of Health as well as recent guidance issued provided by Centers for Disease Control and Prevention (CDC) and other public health authorities. PLN has implemented this policy to provide and maintain a safe workplace and to adhere to current applicable law. This policy may be updated and/or revised based on such guidance and/or regulations. **Nothing in this policy limits otherwise applicable requirements related to Personal Protective Equipment, personnel training, and infection control policies and practices implemented by PLN.**

### **II. Administration:**

PLN's Human Resources Team administers this Policy. This policy pertains solely to the COVID-19 vaccine, booster and revised exposure management plan. This policy supersedes any prior COVID-19 Vaccination Status policies. **All employees—even those who are already vaccinated and have provided proof of vaccination and booster to Human Resources—are required to carefully read this policy and acknowledge receipt and understanding of the same.**

### **III. Policy and Scope:**

**All workers** who perform work outside of telework (including volunteers and contractors) are, absent an approved exemption, required to (i) be fully vaccinated and boosted against COVID-19.

All workers who provide mental or behavioral health services on behalf of PLN at any facility, are absent and approved exemption, required to be fully vaccinated and boosted against COVID-19.

## IV. Revised Testing Protocol

### Response Testing Procedure

Response testing means only those who are experiencing COVID-19 symptoms, those who have been exposed to a confirmed positive case (inside or outside of school or work), and those who are returning to sites following a quarantine from a positive case (if they desire to return prior to the 10-day isolation period) will be required to test with a professional rapid antigen test. **Response testing with professional rapid antigen tests will replace our current testing requirement that all students and staff submit a negative weekly PCR test.**

COVID-19 Response Testing will be required for:

- Individuals who are experiencing COVID-19 symptoms, or
- Individuals who have been determined to be close contact of someone who has been diagnosed with COVID-19, or
- Individuals returning from a confirmed COVID-19 required quarantine (if they desire to return prior to the 10-day period)

An individual who tests positive for COVID-19 may return to work after day 5 of receiving the positive test, if a negative test result is provided. Otherwise, the individual must not return until 10-days after the positive test (assuming symptoms have improved and fever free for at least 24 hours).

On-site professional rapid antigen testing will be available at the Operations Warehouse, Gladys site:

Monday – Thursday 7:30 – 2:00pm (Closed for Lunch 12pm – 1pm)

### Testing Procedures for those Exempted for Vaccination and/or Booster Requirements

Unvaccinated employees with an approved exemption ***must test once a week*** with either PCR testing or antigen testing. Unvaccinated employees may test with their medical provider or use an at-home antigen test. Antigen test kits will be provided by PLN while available. Any PCR (molecular) or antigen test used must either have Emergency Use Authorization by the U.S. Food and Drug Administration or be operating per the Laboratory Developed Test requirements by the U.S. Centers for Medicare and Medicaid Services.

Unvaccinated employees with an approved exemption are not exempted from the testing requirement even if they have a medical contraindication to vaccination. Previous history of COVID-19 from which the individual recovered more than 90 days earlier, or a previous positive antibody test for COVID-19, do not waive this requirement for testing.

Unvaccinated employees will be required to upload your weekly test results into the Paycom's CLUE feature or send results to Mayra Flores in Human Resources at [mflores@paralososninos.org](mailto:mflores@paralososninos.org). These results will be maintained in a secured and confidential fashion maintained from the employee's personnel file and in line with PLN policy.

All such workers are not permitted to come to work if they have not uploaded a negative COVID-19 test to Paycom or submitted a negative COVID-19 test to Mayra Flores once a week. Employees may be subject to discipline, including but not limited to termination, for failing to comply.

If the employee tests positive for COVID-19, they must immediately report such result to Mayra Flores in Human Resources and may not come into work. Employees testing positive for COVID-19, regardless of vaccination status, natural immunity, or lack of symptoms should stay home.

## **V. Isolation and Quarantine**

**If the employee tests positive for COVID-19 with or without symptoms, they must immediately report such result to Mayra Flores in Human Resources and may not come to work.** The state COVID19 sick pay is approved through September 30, 2022. If the state discontinues the COVID-19 sick pay, employees may use their paid sick time in accordance with PLN sick policy and paid time off policy and/or may be eligible for exclusion pay under Cal-OSHA if the exposure was workplace related. PLN shall comply with its plan in connection with group tracing and reporting, as required by state and/or local government agencies, Cal OSHA, and/or local public health departments.

### **Quarantine**

**If the employee tests negative and is living with someone who tests positive, the employee must immediately report this information to Mayra Flores in Human Resources and may not come into work.** The employee will be placed on a **five-day quarantine**.

### **Onsite Quarantine**

**If the employee has been a close contact to a positive employee and the employee is not experiencing any symptoms (asymptomatic) the employee must do the following:**

- No eating meals on-site or near any other people
- Must wear mask AT ALL TIMES
- Must test on day 3 and day 5 following exposure

## **VI. Procedures and Documentation**

PLN will provide employees either onsite access to the vaccines/boosters or a list of locations to assist employees in receiving the vaccine/booster on their own. Such locations must provide Food and Drug Administration (FDA) authorized and recommended vaccines against COVID-19 infection as set forth by local health departments and/or Los Angeles County.

Staff must provide proof of vaccination and, for those eligible for the booster, must submit proof of receiving the booster vaccination. Proof of vaccination/booster must state as follows:(1) full name and date of birth; (2) vaccine manufacturer; and (3) date of vaccine administration (for first dose and, if applicable, second dose). The following are acceptable forms of proof:

- COVID-19 Vaccination Record Card (issued by the Department of Health and Human Services Centers for Disease Control & Prevention or World Health Organization Yellow Card) which includes name of person vaccinated, type of vaccine ne provided and date last dose administered, name of vaccine booster and date 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 and vaccine booster 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. The QR code must also confirm the vaccine/booster record as an official record of the state of California, OR
- documentation of the vaccine and booster vaccination from other contracted employers who follow these vaccination records guidelines and standards.

The documentation noted above must be submitted to CLUE. If you have already provided Mayra Flores with one of the modes of vaccine and vaccine booster verification outlined above, you do not need to take any action under this policy after reading, understanding, and signing this policy.

Please do not provide more information than is contained on one of the acceptable modes of proof. Please do not submit any additional medical or family history information in response to this inquiry, including a reason for deciding to be vaccinated or not to be vaccinated.

The aforementioned documentation will be maintained confidentially and separate from the employee’s personnel file. Vaccination status will be tracked via a confidential record accessed by only key Human Resources personnel who require such access. All documentation collected will be maintained in compliance with all applicable law and PLN’ policies and practices as pertaining to confidential records.

## **VI. Reasonable Accommodation Policy and Procedures**

Employees may be exempt from the vaccination and booster requirements under this policy only upon providing PLN with a declination form, signed by the employee, stating either of the following: (1) the employee is declining vaccination based on Religious Beliefs, or (2) the employee is excused from receiving any COVID-19 vaccine due to Qualifying Medical Reasons.

To be eligible for an exemption, we ask that you complete the PLN' COVID-19 Exemption Form (available via Human Resources). For an exemption request due to a Qualified Medical Reasons, you must also provide a written statement signed by a physician, nurse practitioner, or other licensed medical professional practicing under the license of a physician stating that the you qualify for the exemption (but the statement should not describe the underlying medical condition or disability) and indicating the probable duration of your inability to receive the vaccine (or if the duration is unknown or permanent, so indicate).

PLN provides reasonable accommodations to employees and job candidates who are unable to receive the vaccination on the basis of disability or sincerely held religious belief or practice. To assist any employee who has a disability, who has a qualifying medical condition that contraindicates the vaccination, or who is unable to being vaccinated on the basis of sincerely held religious beliefs and practices, PLN 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 PLN 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 Mayra Flores in writing at [mflores@paralosninos.org](mailto:mflores@paralosninos.org). Although not required, PLN asks that the employee complete a "COVID-19 Mandatory Vaccine Program: Reasonable Accommodation Request Form, available via employee links page on PLN's website to assist with the interactive process. Once PLN is aware of the need for an accommodation, PLN will engage in an interactive process to identify possible accommodations.

## **VII. Preventive Measures**

- **Wear Mask at All Times**
- **Wash Hands Frequently**
- **Sanitize and Disinfect work space daily**
- **Social distancing -at least 3-feet and 6-feet if space allows**

## **VIII. Compensation and Reimbursement**

Employees may be able to use Covid-19 emergency paid sick leave in connection with receiving the vaccine, booster, or test *See PLN's Paid Sick Time Policies*. The state Covid-19 emergency sick pay is effective through September 30, 2022. If discontinued, employees are eligible to use

their paid sick time in accordance with PLN policies. For hourly staff, time travelling to and from the test or vaccination/booster site, as well as the time to get the test, vaccination or booster will be considered time worked. As such, ***non-exempt Employees must remain clocked in while travelling to, receiving, and travelling from the vaccination or testing site. This is all paid time.***

Exempt staff will be paid as normal.

There should not be a cost attributed with the test, vaccine, or booster. It is our intention that you locate a free testing site to undergo testing. However, if you are unable to locate a free testing site, PLN will reimburse employees for the cost of the vaccination, booster, or test. Employees may also be entitled to reimbursement for necessary expenses incurred to travel to and from the vaccination/booster or testing location. *Please see the travel and reimbursement policy as set forth in the Handbook.*

If an employee cannot work or telework after receiving the vaccine or booster due to vaccine/booster-related symptoms, they may be eligible to use paid sick leave (in addition to other reasons for taking leave). *Please see COVID-19 Paid Sick Leave Policy in connection with using Paid Sick Leave.*

## **IX.. No Discrimination or Harassment**

PLN prohibits discrimination and harassment on the basis of a protected characteristic. As such, this vaccine policy and PLN' practices do not and shall not discriminate or harass employees or job applicants based on a protected characteristic, including but not limited to disability, perceived disability, or religion. Furthermore, PLN will not retaliate against any employee or job candidate for requesting a reasonable accommodation pursuant to this policy. You may request an accommodation without fear of retaliation. Please see PLN' anti-retaliation policy for more information in that regard. If you believe that you have been treated in a manner not in accordance with this policy or the anti-retaliation policy, please notify PLN immediately by speaking to Human Resources or any manager.

## **XII. Definitions, for purposes of this policy:**

- “Fully Vaccinated” means individuals who are considered fully vaccinated for COVID-19: two weeks or more after they have received the second dose in a 2-dose series (Pfizer-BioNTech or Moderna or vaccine authorized by the World Health Organization), or two weeks or more after they have received a single-dose vaccine (Johnson and Johnson [J&J]/Janssen). COVID-19 vaccines that are currently authorized for emergency use:
  - By the US Food and Drug Administration, are listed at <https://www.fda.gov/emergency-preparedness-and-response/coronavirus-disease-2019-covid-19/covid-19-vaccines>.
  - By the World Health Organization, are listed at <https://extranet.who.int/pqweb/vaccines/covid-19-vaccines>

- “Partially vaccinated” means persons who have received at least one dose of COVID-19 vaccine but do not meet the definition of fully vaccinated.
- “Unvaccinated” means persons who have not received any doses of COVID-19 vaccine or whose status is unknown.
  
- **Booster-eligible, as provided by the California Department of Public Health**, is defined as follows:
  - You received a 2-dose vaccine (Moderna or Pfizer), and you are six months after your final dose date;
  - You received the 1- dose vaccine (Johnson & Johnson) and you are two months after your vaccination date;
  - You received a World Health Organization (WHO) emergency use listing COVID-19 vaccine, and it has been 6 months after getting all recommended doses;
  - You received a mix and match series composed of any combination of FDA-approved, FDA-authorized, or WHO-EUL COVID-19 vaccines and it has been 6 months after getting all recommended doses.