



Policy Type	
Policy Title:	Employee Vaccination Policy
Policy Number:	3041
Date Adopted:	01/21/2021
Version:	2.0
Review Cycle:	Bi-Annually
Date Last Reviewed:	
Office Responsible:	Human Resources
Reviewing Committee:	Leadership Council
Related Policies:	
Related Laws:	Americans with Disabilities Act (ADA)
Related Code of Regulation:	

### **Policy Summary:**

In accordance with Jackson College'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 and local health authorities, as applicable.

### **Policy Scope:**

This policy applies to all Jackson College faculty, staff, administrators, students and visitors, during a communicable disease outbreak (<https://www.cdc.gov/outbreaks/index.html>) or active Jackson College Pandemic Alert level.

All employees are encouraged to receive vaccinations as determined by Leadership Council, Reintegration Task Force and Human Resources.

### **Policy Statement:**

Jackson College will provide either onsite access to the vaccines or a list of locations to assist employees in receiving vaccines on their own.

All employees will be paid for time taken to receive vaccinations if completed during work time. For offsite vaccinations, employees are to work with their managers to schedule appropriate time to comply with this policy.

Employees should provide proof of vaccination before the stated deadlines to be vaccinated have expired. Employees who do not provide timely proof of vaccination will be required to wear an approved face covering at all times while in the workplace and when engaging with customers, unless an approved exemption from wearing a face covering has been provided.

Vaccinated employees who contract COVID-19 will receive time-off and/or will be allowed to work from home for ONLY the time period they need to quarantine, if suitable for their position.

Unvaccinated employees who contact COVID-19 will be required to utilize PTO and/or vacation time if they need to take time off related to the illness.

Please direct any questions regarding this policy to the Human Resources department.

**Change Log**

<b><u>Date Of Change</u></b>	<b><u>Version</u></b>	<b><u>Description of Change</u></b>	<b><u>Responsible Party</u></b>
01/21/2021	1.0	New Policy	Human Resources
09/01/2021	2.0	Edits and Updates	Human Resources