

[Organization Name] [Department Name] COVID-19 [Policy Number] for [Unvaccinated Employees]

Introduction

COVID-19 is an infectious disease caused by the novel coronavirus. It primarily spreads through respiratory droplets, viral particles suspended in the air, and touching mucosal membranes with contaminated hands. While our nation has come a long way since the darker days of 2020, virulent and highly transmissible variants of the coronavirus present new challenges. As of July 3, 2021, the CDC estimates that 57.6% of new cases come from the Delta variant, with new cases often originating in unvaccinated individuals.

In Indiana, 2,234 new cases were reported on August 9, 2021; and the most recent data suggests a seven-day average positive test rate of 17.5% for unique individuals from July 28, 2021, to August 3, 2021. Approximately 87% of all Indiana cases came from the Delta variant.

The safety and welfare of our department and the community we serve is of the utmost importance. The Department's risk profile is significant: we are obligated to meet minimum staffing requirements to protect the community, we live together in close quarters, and we are the most likely individuals to encounter medically compromised patients.

Based upon the risk profile of our community, and in accordance with the Department's duty to provide and maintain a workplace that is free of known hazards, we are adopting this COVID-19 Policy for Unvaccinated Employees (the "Policy") to safeguard the health of our employees and their families, visitors, and the community at large from infectious diseases, such as COVID-19, that may be reduced by vaccinations.

Failure or refusal to comply with the Policy will subject an employee to discipline in accordance with the Department's procedures.

Full Vaccination Status

"Full Vaccination Status" against COVID-19 is defined as being two weeks post the second dose of the Pfizer and Moderna vaccines, or two weeks post the single dose of Johnson & Johnson vaccine. The Department encourages all employees to reach Full Vaccination Status.

Employees Who Have Not Reached Full Vaccination Status

Any employee who has not reached Full Vaccination Status (either willingly or due to a medical or religious concern with taking the vaccine) shall be required to adhere to the following health and safety protocols: (i) wear a mask at all times while indoors (unless eating or in sleeping quarters) and while performing all Department-related duties, (ii) submit to regular COVID-19 testing at the beginning of every shift in accordance with "Testing Procedures" below, and (iii) be restricted from travel and training activity (e.g., conferences and outside classes). Unvaccinated individuals shall remain six (6) feet away from others during mealtime.

Testing Procedure

All employees shall submit notification of their COVID-19 vaccination status via email to [Contact Person's Name], [Contact Person's Title], at [Contact Person's Email] by 0700 hours [policy effective date]. If notification is not received by the above date, the employee shall be deemed to have not reached Full Vaccination Status.

Employees who have not reached Full Vaccination Status shall be tested beginning start of shift [effective date], for COVID-19 each time they report for duty. The test performed will be a Rapid Antigen test (BINAX Now) and results are confirmed in 15 minutes.

Each morning, the apparatus that the unvaccinated employee(s) is assigned to shall report to [testing site] that provides the rapid test by 0730. Once the results of the test are complete, the apparatus will be allowed to return to district. If the employee is working a partial shift, the apparatus shall report to a testing site within 30 minutes of the start of the shift. If multiple employees from the same testing site require testing, the [backup location] shall be notified, and those employees shall report to the test site on the same apparatus. Only one apparatus from each station shall report to the testing site.

- [Location site]
- [Location site]
- [Location site]

If the Rapid Antigen test (BINAX Now) is positive, the employee shall obtain a COVID19 PCR test. The results of the PCR test shall be shared with the [Contact Person] and if positive the employee may not return to duty until cleared to return by the [Contact Person].

Term of Policy

The Department shall review the Policy every sixty (60) days to determine whether any amendments (including repeal) need to be made in accordance with the risk profile of the community, the Department, and updated guidance from State, Federal, and local authorities.

On this _____ day of [Date], I acknowledge that I have received [Policy Number].

My signature below indicates that I have read and understand the above-mentioned statements and I understand that it is my responsibility to read and comply with this Policy.

Employee name (printed): _____

Employee signature: _____

Date: _____