

Mandatory COVID-19 Vaccination Policy

Purpose

has adopted the following mandatory vaccination policy in keeping with our commitment to provide a safe and hazard-free work environment for our employees, their families, visitors and local community. drafted this policy in compliance with all applicable federal and state laws, including guidance from the Centers for Disease Control and Prevention (CDC) and local health authorities.

Procedures

is requiring that all employees receive and provide proof of a COVID-19 vaccination by **[insert deadline]**. Any individual seeking an exemption from this policy should speak with the human resources department as soon as possible.

The **[human resources department]** will notify employees as to which vaccinations will be required under this policy, and the deadline for compliance. **[will provide a list of local facilities offering the vaccination]** **[will provide access to the vaccine on company premises]**. Employees are expected to consult with their respective managers regarding the best time to be excused to receive the vaccine.

Employees must certify prior to the deadline that they either received the vaccine or obtained an approved exemption from as detailed below. Employees may certify that they received a vaccination by presenting **[insert desired form of proof]**. Employees who fail to meet one of the aforementioned criteria by the designated deadline will be **[insert discipline]**.

Reasonable Accommodations

Employees who request an exemption from this policy for medical, religious or any other reason, must submit a **[request for accommodation form]** to **[human resources department]** as soon as possible. Once the company has been made aware of the need for an accommodation, the request will be evaluated in a manner consistent with all applicable laws.

For additional information, please contact **[insert contact name]**.