



## **Mandatory COVID-19 Vaccination Policy** **Effective Date 11/18/2021**

### **Policy Brief & Purpose**

Vaccination is a vital tool to reduce the presence and severity of COVID-19 cases in the workplace, in communities, and in the nation as a whole. Consistent with the CDC's guidance, to prevent the infection and spread of the COVID-19 virus and as a critical measure to protect every individual's health and safety, Youthrive has adopted this policy on mandatory vaccination. We firmly believe that this policy is essential to safeguard the health of our employees, clients, and volunteers from the hazard of COVID-19, especially considering the face-to-face nature of much of the work required of Youthrive employees and volunteers.

### **Scope**

This Mandatory COVID-19 Vaccination Policy applies to all employees and volunteers of Youthrive.

All employees and volunteers covered by this policy are required to be fully vaccinated as a term and condition of employment and volunteer status at Youthrive.

Employees and volunteers are considered fully vaccinated two weeks after completing primary vaccination with a COVID-19 vaccine, with, if applicable, at least the minimum recommended interval between doses.

Fully vaccinated under this Policy includes all individuals who have received:

1. Two (2) doses in a 2-dose vaccine series, such as the Pfizer or Moderna vaccines; or
2. One (1) dose in a single-dose vaccine, such as Johnson & Johnson's Janssen vaccine.

If an employee or volunteer does not meet these requirements, that employee or volunteer is NOT fully vaccinated in accordance with this policy.

### **Vaccination Timing and Leave**

Youthrive is, as of 11/15/2021, implementing the following practices:

- A. All employees hired on or after the date of this policy must be fully vaccinated within 4 weeks of their date of hire. In the case of volunteers who apply on or after the date of this policy, within 4 weeks of Youthrive's acceptance of the volunteer's application. As applicable, new employees are required to, at the latest, receive one dose of the applicable vaccine during the pre-employment onboarding process. Volunteers are required to, at the latest, receive one dose of the applicable vaccine within 7 days of Youthrive's acceptance of the volunteer's application.
- B. All current employees and volunteers are required to receive the COVID-19 vaccination within 45 days of the Effective Date of this policy.
- C. Reasonable leave will be provided so employees may get the vaccine during regularly scheduled work hours, subject to supervisor approval (in order to minimize business

interruptions). Youthrive will pay employees for time spent getting the vaccine if done during regular work hours.

Employees and volunteers not in compliance with this policy will be subject to discipline, up to and including termination or loss of volunteer status.

### **Vaccination Status and Acceptable Forms of Proof of Vaccination**

All employees and volunteers are required to report their vaccination status and to provide proof of vaccination. Proof of vaccination status can be submitted via email to [christina@youthrive.org](mailto:christina@youthrive.org) or mailed to Youthrive, Attention HR, 15954 S Mur-Len Rd #301 Olathe, KS 66062.

Acceptable proof of vaccination status is:

1. The record of immunization from a healthcare provider or pharmacy
2. A copy of the COVID-19 Vaccination Record Card
3. A copy of medical records or immunization records documenting the vaccination

### **Confidentiality and Privacy**

All medical information collected from individuals, including vaccination information, will be treated in accordance with applicable laws on confidentiality and privacy.

### **Exemption Request**

Volunteers may request an exception from this mandatory vaccination policy if the vaccine is medically contraindicated for them or medical necessity requires a delay in vaccination. Sufficient documentation of medical contraindications or necessity may be required in order for an exemption to be considered. Requests for exemptions must be initiated by emailing the Executive Director at [tim@youthrive.org](mailto:tim@youthrive.org) to request a meeting or phone call to discuss the exemption request, as well as any countermeasures that could be implemented in the event the request is granted. Due to the essential purpose of this policy, Youthrive has sole discretion to grant or deny a request for exemption.

### **Policy Modifications**

Youthrive reserves the right to modify this policy at any time at its sole discretion to adapt to changing circumstances and business needs, consistent with its commitment to maintaining a safe and healthy workplace.

Additional Resources

[Interim Public Health Recommendations for Fully Vaccinated People | CDC](#)

Sincerely,



Tim Gay  
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