

Roundhouse Foundation
COVID-19 Vaccination Policy: Mandatory
Adopted and Approved by the Board of Trustees 10/12/21

In an effort to provide and maintain a safe workplace, effective December 31, 2021 Roundhouse Foundation will require all personnel to provide proof of vaccination to the RHF Office. This policy is to safeguard the health of our employees and their families, our clients and visitors, and the community at large from COVID-19.

Purpose

In accordance with RHF's goal of providing and maintaining a workplace that is free of known hazards, we are adopting this policy to safeguard the health of our employees and their families; and the community at large from infectious diseases, such as COVID-19, 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.

Scope

Except as provided by state law, all employees are required to receive COVID-19 vaccinations as a condition of employment unless a reasonable accommodation is approved. Employees not in compliance with this policy will be placed on unpaid leave until their employment status is determined by the Trustees.

Procedures

RHF will provide a list of locations to assist employees in receiving the vaccine on their own. The company will pay for the cost of vaccination, if any. Vaccinations may be run through employees' health insurance where applicable and any fee or co-pay cost should be submitted to the RHF for reimbursement.

- Effective 12/31/2021, all current employees are required to have received at least one dose of the vaccine and then follow through with becoming fully vaccinated within the proper timeline for the particular vaccine received.
- Effective 8/1/2021, all new hires must be fully vaccinated, within their first 30-days of hire.
- **Proof of vaccination**: If you are vaccinated but have not submitted proof of vaccination, please email a photo of your vaccination card to vaccine@roundhousefoundation.org. Please note RHF will **not** keep copies of the cards. Once verified, all copies will be destroyed.

Reasonable Accommodation

Employees in need of an exemption from this policy due to a medical reason, or because of a sincerely held religious belief must submit a completed Request for Accommodation form to the RHF Office to begin the interactive accommodation process as soon as possible. RHF considers accommodation requests on a case-by-case basis. Requested accommodations that cause RHF undue hardship or pose a direct threat to the health and safety of others will be denied.