

COVID-19 VACCINATION POLICY [Updated as of DATE]

Our primary responsibility as a business is the safety and well-being of our employees, our customers, and our community. As such, [COMPANY NAME] strongly encourages all employees to follow certain prevention practices, as recommended by the federal Centers for Disease Control and Prevention (CDC), the Occupational Safety and Health Administration (OSHA) and by our public health authorities. This includes getting vaccinated against the Coronavirus Disease 2019 (COVID-19), once the vaccine is available.

While this vaccination is not mandatory, we strongly recommend it as we want to support our employee's health and reduce the transmission of COVID-19 in the workplace.

Should [insert employer's name] determine there is a risk of an outbreak of COVID-19, it will take the necessary precautions to minimize exposure, including **{[include all the applicable options] implementing remote work schedules, requiring face coverings and encouraging social distancing (i.e., keeping six feet from others)}**. It is expected that employees follow and comply with any and all measures taken to protect against potential exposure. [insert employer's name] will also comply with all applicable federal, state, and local directives issued during a public health emergency.

As always, please contact **[insert Human Resources or appropriate contact and contact details]** if you have any questions or concerns.

COVID-19 VACCINATION LETTER

Dear [Employee],

Our primary responsibility as a business is the safety and well-being of our employees, our customers, and our community. As such, [COMPANY NAME] strongly encourages all employees to follow certain prevention practices, as recommended by the federal Centers for Disease Control and Prevention (CDC), the Occupational Safety and Health Administration (OSHA) and by our public health authorities. This includes getting vaccinated against the Coronavirus Disease 2019 (COVID-19), once the vaccine is available.

While this is not mandatory, we strongly recommend it as we want to support our employee's health as much as we can. In order to allow employees to receive their COVID-19 vaccination, [insert company name] will [insert one of the following statements, as applicable:

[Option 1 - offer employees time off work with pay to receive a COVID-19 vaccine offsite during scheduled working hours.]

OR when available

[Option 2 - offer COVID-19 clinics vaccine at times and dates to be announced where employees may receive the vaccine at no or low cost.]]

[OPTIONAL: Employees should look for company communications with more details about our vaccination programs.]

It is critical that employees educate themselves and understand the importance of taking these precautions in order to reduce the transmission of the COVID-19.

Should **[insert employer's name]** determine there is a risk of an outbreak of COVID-19, it will take the necessary precautions to minimize exposure, including **[[include all the applicable options implementing remote work schedules, requiring face coverings and encouraging social distancing (i.e., keeping six feet from others)]]**. It is expected that employees follow and comply with any and all measures taken to protect against potential exposure. **[insert employer's name]** will also comply with all applicable federal, state, and local directives issued during a public health emergency.

As always, please contact **[insert Human Resources or appropriate contact and contact details]** if you have any questions or concerns.

We thank you for your cooperation!

Sincerely,