

# Progress Industries

## Standard Policies and Procedures

Subject:	Mandatory COVID-19 Vaccination
Approved:	President & CEO
Effective Date:	11-5-2021
Review Date:	
Modified Date:	

### **POLICY**

#### Purpose:

Vaccination is a vital tool to reduce the presence and severity of COVID-19 cases in the workplace, in communities, and the nation. Progress Industries has adopted this policy on mandatory vaccination to safeguard the health of our employees and those in our services from the hazard of COVID-19. Progress Industries is committed to providing, to the best of our abilities, a safe and healthy work area for all employees. Persons served and employees are our focus in protecting from COVID-19, however, the impact of COVID-19 goes far beyond the people we serve and our employees to include workers' families, visitors, business partners, and the community.

#### Scope:

This Mandatory COVID-19 Vaccination Policy applies to all employees of Progress Industries.

All employees covered by this policy are required to be fully vaccinated as a term and condition of employment at Progress Industries. Employees 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. For example, this includes two weeks after a second dose in a two-dose series, such as the Pfizer or Moderna vaccines, two weeks after a single-dose vaccine, such as the Johnson & Johnson vaccine, or two weeks after the second dose of any combination of two doses of different COVID-19 vaccines as part of one primary vaccination series. All employees are required to report their vaccination status and to provide proof of vaccination, vaccination card preferred. Employees must provide truthful and accurate information about their COVID-19 vaccination status. Employees not in compliance with this policy will be subject to termination of employment with Progress Industries.

Employees 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. Employees also may be legally entitled to a reasonable accommodation if they cannot be vaccinated and/or wear a face covering (as otherwise required by this policy) because of a disability, or if the provisions in this policy for vaccination, conflict with a sincerely held religious belief, practice, or observance. Requests for exceptions and reasonable accommodations must be initiated by the employee to the Director of the service area. The Director will notify the CEO. The CEO will make the decision. All such requests will be handled in accordance with applicable Federal laws and regulations and See "Request for Vaccination Accommodation" for Medical or Religious exceptions. If an employee is

granted an exception or accommodation, she/he will be required to complete weekly testing at the employee's expense. You may not self-administer testing at home. Evidence of a negative test must be received at the start of every weekly shift.

### Procedures:

#### Overview and General Information

All Progress Industries' employees must complete the primary series for the vaccine no later than 01-04-2022.

To comply by 01-04-2022, an employee must:

- Obtain the first dose of a two dose vaccine no later than 12-05-2021; and the second dose no later than 01-04-2022; or
- Obtain one dose of a single dose vaccine no later than 12-05-2021.

Employees will be considered fully vaccinated two weeks after receiving the requisite number of doses of a COVID-19 vaccine. An employee will be considered partially vaccinated if they have received only one dose of a two dose vaccine.

The employee may schedule online through Hy-Vee, Medicap (walk-in no appointment necessary Wednesday and Friday), a clinic, or any vendor who is providing the currently accepted vaccines, Pfizer, Moderna, Johnson & Johnson/Janssen.

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

Progress Industries requires the employee, immediately following a vaccination shot, to provide their vaccination card, to their immediate supervisor. The supervisor will scan and electronically send to the Executive Assistant. The Executive Assistant will input the information into MITC. If employee has lost their vaccination card, they must provide a document with the vendor's letterhead and contact information to their immediate supervisor. The supervisor will scan and electronically and send one of the approved documentation forms below to the Executive Assistant with the approved documentation prior to the deadlines for vaccination requirements.

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 documenting the vaccination;
4. A copy of immunization records from a public health, state, or tribal immunization information system; or
5. A copy of any other official documentation that contains the type of vaccine administered, date(s) of administration, and the name of the healthcare professional(s) or clinic site(s) administering the vaccine(s).

Proof of vaccination generally should include the employee's name, the type of vaccine administered, the date(s) of administration, and the name of the healthcare professional(s) or clinic site(s) that administered the vaccine. In some cases, state immunization records may not include one or more of

these data fields, such as clinic site; in those circumstances, Progress Industries will still accept the state immunization record as acceptable proof of vaccination.

If an employee is unable to produce acceptable documentation the issue must be brought to the Director of the service area and the CEO.

All employees must inform Progress Industries of their vaccination status. The following table outlines the requirements for submitting vaccination status documentation.

<i>Vaccination Status</i>	<i>Instructions</i>	<i>Deadline</i>
<i>Employees who are fully vaccinated.</i>	<i>Submit proof of vaccination that indicates full vaccination.</i>	<i>12-05-2022</i>
<i>Employees who are partially vaccinated (i.e., one dose of a two dose vaccine series).</i>	<i>Submit proof of vaccination that indicates when the first dose of vaccination was received, followed by proof of the second dose when it is obtained.</i>	<i>01-04-2022</i>

Supporting COVID-19 Vaccination:

If an employee experiences side effects from each vaccination, they need to notify their immediate supervisor and utilize their personal time or accrued vacation time. If no accrued benefit time Progress Industries will pay up to two days leave for recovery from side effects for each vaccination.

**Employee Notification of COVID-19 and Removal from the Workplace:** See Health and Safety Committee policy in G:Policies\Health and Safety Committee Policy

**COVID-19 Testing:** See P.I. SCREENING Process and Pandemic Influenza Procedure

**Face Coverings:** See Pandemic Influenza Procedure

New Hires:

Progress Industries will inform potential candidates and new hires of policy and vaccination requirements during recruitment and again in the interview process. All applicants will be informed of all timelines for meeting Progress Industries Policy.

Confidentiality and Privacy:

All medical information collected from individuals, including vaccination information, test results, and any other information obtained as a result of testing, will be treated in accordance with applicable laws and policies on confidentiality and privacy.

Questions:

Please direct any questions regarding this policy to HR Director.