



COVID-19 Vaccination Policy: Mandatory

Purpose

In accordance with SpArc Philadelphia's duty to provide and maintain a workplace that is free of known hazards, and to comply with the Philadelphia Department of Health and DBH/IDS requirement, we are adopting this policy to safeguard the health of our employees, program participants and their families, our visitors, and the community at large from infectious diseases. 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.

Scope

All employees are required to receive a COVID-19 vaccination as determined by SpArc Philadelphia, unless a waiver for 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 human resources department.

Procedures

COVID-19 vaccinations are free, whether an individual has health insurance or not.

All employees will be paid for time taken to receive vaccinations. Employees are required to work with their managers to schedule appropriate time to comply with this policy.

Employees will be required to provide proof of vaccination.

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 human resources department. Accommodations may be granted when they do not cause SpArc Philadelphia undue hardship or pose a direct threat to the health and safety of others.

Please direct any questions regarding this policy to the human resources department.

My signature below confirms that I have received, read, and understand the SpArc Philadelphia Policy on the COVID-19 Vaccination.

Employee's Signature: _____ Date: _____

Employee's Printed Name: _____



SpArc Philadelphia