

JUBILEE COVID-19 VACCINE REQUIREMENT

Jubilee Association of Maryland requires all employees to have completed (1) the primary series of a CDC-approved COVID-19 vaccine and (2) one COVID-19 booster. Employees not yet eligible must receive a booster within a month after they become eligible.

Additional COVID-19 boosters and annual flu vaccinations are encouraged but not required at this time.

1. Why is Jubilee requiring employees to be vaccinated against COVID-19?

Jubilee believes that vaccination is our best defense against COVID-19 infections, hospitalization, and death. COVID-19 vaccines have proven to be highly effective and safe.

2. Where can I get vaccinated?

Vaccines and boosters are readily available at Montgomery County Clinics, pharmacies, and other health care providers. To schedule a vaccination appointment, visit any of the following websites. Walk-in vaccinations are also available at many locations.

- Montgomery County Clinics: <https://montgomerycountymd.gov/covid19/vaccine/>
- CVS: <https://www.cvs.com/immunizations/covid-19-vaccine>
- Walgreens: <https://www.walgreens.com/topic/promotion/covid-vaccine.jsp>
- Safeway (Albertsons): <https://www.mhealthappointments.com/covidappt>
- Giant: <https://giantfood.com/pages/covid-info>
- Weis: <https://www.weismarkets.com/covid-vaccine-faqs>
- Maryland Vaccine Locator: <https://coronavirus.maryland.gov/pages/vaccine#locator>

3. Are COVID-19 vaccines safe and effective?

Yes. Research shows that all COVID-19 vaccines authorized for use in the United States provide protection against COVID-19. Millions of people in the United States have received COVID-19 vaccines under the most intense safety monitoring in U.S. history. For detailed information on vaccine safety and effectiveness, visit <https://www.cdc.gov/coronavirus/2019-ncov/vaccines/index.html>.

4. How does Jubilee enforce the vaccination requirement?

New employees may only start work after they have completed their primary vaccination series and, if eligible, one booster. If a new employee is not yet eligible for their booster, they may start work after completing their primary vaccination series. New employees in this situation must then complete the booster within a month after they become eligible.

Employees who have not met the vaccination requirements and do not have an approved exemption by the deadline will be placed on unpaid leave. Employees may, at Jubilee's discretion, be reinstated to active employment if they submit documentation of a booster shot or qualifying exemption. Note that reinstated employees will not be guaranteed their previous work location, shift, and hours. Two months after the employee's booster deadline, Jubilee may terminate the employment of employee who has not complied with this policy.

5. Are employees paid for the time they spend getting vaccinated?

Yes. Hourly employees should clock in (code 0099 in MITC) for the time they are taking to get vaccinated, up to 4 hours per dose. Salaried employees may get their vaccine doses during working hours without taking sick or vacation leave.

6. Can employees use paid sick leave for recovery if they have side effects from a COVID-19 vaccine?

Yes. Employees who have accrued sick leave may use it while recovering from any side effects they experience. Employees who have run out of accrued sick leave will be given additional paid leave and will not be required to go into a negative sick leave balance. Contact Rose Mudd at rmudd@jubileemd.org if you need sick leave for vaccine side effects and have run out of accrued sick leave.

7. Where do I submit documentation of my vaccination?

Email your documentation to Rose Mudd, Human Resource Benefits Manager, at rmudd@jubileemd.org. Please use the subject line: Vaccine Card Attached.

8. What documentation of vaccination is acceptable?

Acceptable documentation includes:

- the record of immunization from a health care provider or pharmacy;
- a copy of immunization records from a public health information system, such as [Maryland MyIR](#);
- a copy of the U.S. COVID-19 Vaccination Record Card;
- a copy of medical records documenting the vaccination; or
- a copy of any other official documentation that contains the type of vaccine administered, date(s) of administration, and the name of the health care professional(s) or clinic site(s) administering the vaccine(s).

If you have lost your vaccination record and are unable to obtain your record from [Maryland MyIR](#), you may submit a written statement. Please contact Rose Mudd at rmudd@jubileemd.org for details on the required content of the written statement.

9. Does Jubilee give bonuses to employees who get vaccinated?

Yes. For optional COVID-19 boosters and annual flu vaccines received after September 1, 2022, Jubilee will pay a \$50 bonus per vaccine dose through payroll following submission of vaccine documentation (see #7 above).

Jubilee no longer gives bonuses for vaccine doses required by this policy (the COVID-19 vaccine primary series and first booster).

10. Are there any exemptions to the vaccine requirement?

Yes. Employees may be exempted from the requirement if (1) they have a disability or legitimate medical condition that prevents them from being vaccinated or (2) they are legally entitled to a reasonable accommodation under federal civil rights laws because they have a disability or sincerely held religious beliefs, practices, or observances that conflict with the vaccination requirement.

Jubilee has a form to request each type of exemption. To request a form, please contact Human Resources Benefits Manager Rose Mudd at rmudd@jubileemd.org. Note that part of the form for requesting a disability or medical exemption must be completed by your health care provider.

Approved exemptions also apply to the booster requirement. No additional exemption request is needed.

11. What happens after an employee submits an exemption request?

The Jubilee Human Resources Department will review the exemption request. If needed, Jubilee may follow up with you and/or your health care provider with questions. Human Resources will approve or deny exemption requests or request more supporting information

within one week after the request is submitted. Effective November 17, 2022, employees who remain unvaccinated because of an approved exemption will no longer be required to get tested for COVID-19 weekly and submit test results to Human Resources.

12. What are the consequences of submitting false information?

If Jubilee learns that an employee has knowingly submitted false information related to their vaccination status, request for exemption, or COVID-19 testing, Jubilee may take disciplinary action up to and including termination of employment.

13. How does the vaccine requirement relate to Jubilee's COVID protocols?

Jubilee continues to require all staff, regardless of vaccination status, to follow its COVID Protocols for Staff. These protocols are regularly updated and can be accessed on [Jubilee's COVID-19 webpage](#).

14. Where can employees access this policy and FAQ document?

This policy will be sent to all employees at their Jubilee email address. It will also be posted on the [Jubilee Home Site](#).

15. What if I have questions about this policy?

Email questions to Rose Mudd at rmudd@jubileemd.org.