

JUBILEE COVID-19 VACCINE REQUIREMENT

All employees of Jubilee Association of Maryland must be fully vaccinated against COVID-19 by January 4, 2022.

NEW BOOSTER REQUIREMENT: All employees eligible for a booster shot must receive a booster shot by February 4, 2022. Employees not yet eligible must receive a booster shot within a month after they become eligible.

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

Jubilee is required by the U.S. Department of Labor to mandate full vaccination of our employees by January 4, 2022. Under the [Emergency Temporary Standard](#) announced on November 5, 2021, all U.S. employers with 100 or more employees must implement a vaccine mandate for their employees.

Jubilee also believes that vaccination is our best defense against COVID-19 infections, illness, and death. COVID-19 vaccines have proven to be highly effective and safe. Since most people working for and served by Jubilee were vaccinated in early 2021, COVID-19 cases have dropped dramatically. Completing vaccination of the remainder of Jubilee staff will provide even more protection for our community.

2. What counts as “fully vaccinated”?

You are “fully vaccinated” two weeks after your second dose in a two-dose series (such as Pfizer or Moderna) or two weeks after a single-dose vaccine (such as Johnson & Johnson).

3. 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>

4. 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>.

5. Can employees choose to get tested weekly instead of getting vaccinated?

No. All employees are required to get vaccinated unless they have an approved medical or religious exemption.

The U.S. Department of Labor’s Emergency Temporary Standard (ETS) requires covered employers to implement a mandatory COVID-19 vaccination policy. The ETS allows an exception for employers that instead implement a policy allowing employees who are not fully vaccinated to elect to undergo weekly COVID-19 testing. Jubilee decided not to implement a generally available testing option. This decision was based on (1) the greater effectiveness of vaccination over testing and (2) the logistical challenges of a weekly testing policy.

Jubilee may allow weekly testing in place of full vaccination in limited circumstances. For example, employees who have approved medical or religious exemptions will be required to be tested weekly. Jubilee, at its discretion, may also allow employees who are in the process of being vaccinated but who have not yet reached full vaccination status to work while undergoing weekly COVID-19 testing. For circumstances where Jubilee has approved testing in place of full vaccination, Jubilee will reimburse employees for the cost of testing, if they are unable to receive it free of charge. Employees are expected to use the most economical testing options available, and Jubilee may instruct employees where to get tests to keep costs down.

6. What will happen to employees who are not fully vaccinated by January 4, 2022?

Employees who are not fully vaccinated and do not have an approved exemption will be placed on unpaid leave beginning January 5, 2022. Employees may, at Jubilee's discretion, be reinstated to active employment if they submit documentation of full vaccination or qualifying exemption. Note that reinstated employees will not be guaranteed their previous work location, shift, and hours. After March 4, 2022, Jubilee may terminate the employment of employees who have not complied with this policy.

7. What will happen to employees who do not meet the deadline for boosters?

Employees who have not received a booster 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.

8. 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.

9. 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.

10. Where do I submit documentation of my vaccination?

Submit documentation of vaccination and boosters to Rose Mudd, Human Resource Benefits Manager, by email at rmudd@jubileemd.org.

11. 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.

12. Will Jubilee continue to give bonuses to employees who get vaccinated?

No. Jubilee gave a \$100 bonus to each employee who submitted documentation of full vaccination by January 4, 2022. Employees who submit documentation after January 4, 2022 will not receive a bonus.

13. 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.

14. 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. Employees who remain unvaccinated because of an approved exemption will be required to get tested for COVID-19 weekly and submit test results to Human Resources. Unvaccinated staff may also be required to take COVID-19 precautions, such as masking, even when not required of vaccinated staff.

15. 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. In addition, 18 U.S.C. § 1001 and Section 17(g) of the federal OSH Act provide for criminal penalties associated with knowingly supplying false statements or documentation.

16. 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](#). The protocols include standard preventative measures, including:

- Mask requirements
- Temperature and symptom monitoring
- Requirements to notify your supervisor and stay home if you have COVID-19 symptoms or a positive COVID-19 test result

17. 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](#) and available on paper at the Jubilee office.

18. What if I have questions about this policy?

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