

# Azimuth

## OSHA's ETS Mandatory Vaccination Policy

### **Purpose:**

Vaccination is a vital tool to reduce the presence and severity of COVID-19 cases in the workplace, in communities, and in the nation as a whole. Azimuth has adopted this policy on mandatory vaccination to safeguard the health of our employees from the hazard of COVID-19. This policy complies with OSHA's Emergency Temporary Standard on Vaccination and Testing (29 CFR 1910.501).

### **Scope:**

This Mandatory COVID-19 Vaccination Policy applies to all employees of Azimuth, except for employees who do not report to a workplace where other individuals (such as coworkers or customers) are present; employees while working from home; and employees who work exclusively outdoors.

All employees covered by this policy are required to be fully vaccinated as a term and condition of employment at Azimuth. 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. Employees must provide truthful and accurate information about their COVID-19 vaccination status, and, if applicable, their testing results. Employees not in compliance with this policy will be subject to discipline including being placed on unpaid leave, being ended from an assignment, and termination.

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, and/or testing for COVID-19, and/or wearing a face covering conflict with a sincerely held religious belief, practice, or observance. Requests for exceptions and reasonable accommodations must be initiated by submitting a Medical Exception Form for ADA or Religious Exemption Request. This form will be provided to you by the office. For Medical Exception form there is 14-day period of time to get the medical form completed by your doctor and for 48-hours to submit a religious exemption request. Within 72 hours, the request will be approved or denied which will be given to you by your local Azimuth office. All such requests will be handled in accordance with applicable laws and regulations.

### **Overview and General Information**

All Azimuth employees must be fully vaccinated no later than 2/9/2022.

To be fully vaccinated by 2/9/2022, an employee must:

- For the Pfizer-BioNTech COVID-19 vaccine, the primary vaccination series takes 21 days to complete. Employees receiving the Pfizer-BioNTech series therefore must begin their primary vaccination series (i.e., get their first dose) on or before January 19, 2022 and get their second dose 21 days later.
- For the Moderna COVID-19 vaccine, the primary vaccination series takes 28 days to complete. Employees receiving the Moderna series therefore have to begin their primary vaccination series (i.e., get their first dose) on or before January 12, 2022 and get their second dose 28 days later.
- For the Janssen (Johnson & Johnson) COVID-19 vaccine, the primary vaccination series takes 1 day to complete. Employees who receive the Janssen vaccine therefore must get their one Janssen dose on or before February 9, 2022 to be exempt from the testing requirements

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.

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

All vaccinated employees are required to provide proof of COVID-19 vaccination, regardless of where they received vaccination. Proof of vaccination status can be submitted via email to your office or a physical card can be presented in the office or it can be emailed to HR@Azimuthway.com.

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 Azimuth will still accept the state immunization record as acceptable proof of vaccination.

If an employee is unable to produce one of these acceptable forms of proof of vaccination, despite attempts to do so (e.g., by trying to contact the vaccine administrator or state health department), the employee can provide a signed and dated statement attesting to their vaccination status (fully vaccinated or partially vaccinated); attesting that they have lost and are otherwise unable to produce one of the other forms of acceptable proof; and including the following language:

"I declare (or certify, verify, or state) that this statement about my vaccination status is true and accurate. I understand that knowingly providing false

information regarding my vaccination status on this form may subject me to criminal penalties.”

An employee who attests to their vaccination status in this way should, to the best of their recollection, include in their attestation the type of vaccine administered, the date(s) of administration, and the name of the healthcare professional(s) or clinic site(s) administering the vaccine.

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

**Vaccination Status Deadlines**

Vaccination Status	Instructions	Deadline
Employees who are fully vaccinated.	<b>Submit</b> proof of vaccination that indicates full vaccination.	1/10/2022
Employees who are partially vaccinated (i.e., one dose of a two dose vaccine series).	<b>Submit</b> proof of vaccination that indicates when the first dose of vaccination was received, followed by proof of the second dose when it is obtained.	1/10/2022
Employees who have not yet been vaccinated.	Submit a statement that you are unvaccinated.	1/10/2022

**Time Off to Receive COVID-19 Vaccination**

An employee may take up to four hours of duty time per dose to travel to the vaccination site, receive a vaccination, and return to work. This would mean a maximum of eight hours of duty time for employees receiving two doses. If an employee spends less time getting the vaccine, only the necessary amount of duty time will be granted. Employees who take longer than four hours to get the vaccine must send their work supervisor and AZIMUTH’s HR an email documenting the reason for the additional time (e.g., they may need to travel long distances to get the vaccine). Any additional time requested will be granted, if reasonable, but will not be paid; in that situation, the employee can elect to use accrued leave, e.g., sick leave, to cover the additional time. If an employee is vaccinated outside of their approved duty time they will not be compensated.

Employees may utilize up to two workdays of sick leave immediately following each dose if they have side effects from the COVID-19 vaccination that prevent them from working. Employees who have no

sick leave will be granted up to two days of additional sick leave immediately following each dose if necessary paid at their current hourly rate of assignment.

The following procedures apply for requesting and granting duty time to obtain the COVID-19 vaccine or sick leave to recover from side effects:

- 1) Request: Notify a) work supervisor and b) AZIMUTH HR team at [HR@Azimuthway.com](mailto:HR@Azimuthway.com) with:
  - a. date/time of the vaccine and;
  - b. evidence that they have received the shot
  - c. side effects experienced of the shot
- 2) Approval: You will need to receive written approval of the time off.
- 3) Submit this written approval to your local AZIMUTH office to get paid for time-off after receiving the vaccine

Any additional time off can be requested but will not be paid time off. Please contact [HR@Azimuthway.com](mailto:HR@Azimuthway.com) with any requests for additional time off.

### **Employee Notification of COVID-19 and Removal from the Workplace**

Azimuth will require employees to promptly notify 1) their work supervisor 2) an email to AZIMUTH's HR Team at [HR@Azimuthway.com](mailto:HR@Azimuthway.com) 3) the AZIMUTH office where they completed their application when they have tested positive for COVID-19 or have been diagnosed with COVID-19 by a licensed healthcare provider.

#### Medical Removal from the Workplace

Azimuth has also implemented a policy for keeping COVID-19 positive employees from the workplace in certain circumstances. Azimuth will immediately remove an employee from the workplace if they have received a positive COVID-19 test or have been diagnosed with COVID-19 by a licensed healthcare provider (i.e., immediately send them home or to seek medical care, as appropriate).

#### Return to Work Criteria

For any employee removed because they are COVID-19 positive, Azimuth will keep them removed from the workplace until the employee receives a negative result on a COVID-19 nucleic acid amplification test (NAAT) following a positive result on a COVID-19 antigen test if the employee chooses to seek a NAAT test for confirmatory testing; meets the return to work criteria in CDC's "Isolation Guidance"; or receives a recommendation to return to work from a licensed healthcare provider.

Under CDC's "[Isolation Guidance](#)," asymptomatic employees may return to work once 5 days have passed since the positive test, and symptomatic employees may return to work after all the following are true:

- At least 5 days have passed since symptoms first appeared, and
- At least 24 hours have passed with no fever without fever-reducing medication, and
- Other symptoms of COVID-19 are improving (loss of taste and smell may persist for weeks or months and need not delay the end of isolation).

If an employee has severe COVID-19 or an immune disease, Azimuth will follow the guidance of a licensed healthcare provider regarding return to work.

## COVID-19 Testing

If an employee covered by this policy is not fully vaccinated (e.g., if they are granted an exception from the mandatory vaccination requirement through a medical or religious exemption), the employee will be required to comply with this policy for testing unless afforded an accommodation to forgo testing which must be documented and substantiated.

Employees who report to the workplace at least once every seven days:

(A) must be tested for COVID-19 at least once every seven days; and

(B) must provide documentation of the most recent COVID-19 test result to 1) the supervisor at the client or client designated point of contact and 2) your local Azimuth Office or AZIMUTH's HR team at [HR@Azimuthway.com](mailto:HR@Azimuthway.com) no later than the seventh day following the date on which the employee last provided a test result.

Any employee who does not report to the workplace during a period of seven or more days (e.g., an employee on FMLA medical leave for 2 months):

(A) must be tested for COVID-19 within seven days prior to returning to the workplace; and

(B) must provide documentation of that test result to 1) the supervisor at the client or client designated point of contact and 2) your local Azimuth Office or AZIMUTH's HR team at [HR@Azimuthway.com](mailto:HR@Azimuthway.com) upon return to the workplace.

If an employee does not provide documentation of a COVID-19 test result as required by this policy, they will be removed from the workplace until they provide a test result.

Employees who have received a positive COVID-19 test, or have been diagnosed with COVID-19 by a licensed healthcare provider, are not required to undergo COVID-19 testing for 90 days following the date of their positive test or diagnosis.

## Face Coverings

If an employee covered by this policy is not fully vaccinated (e.g., if they are granted an exception from the mandatory vaccination requirement because the vaccine is contraindicated for them), Azimuth will require the employee to wear a face covering. Face coverings must: (i) completely cover the nose and mouth; (ii) be made with two or more layers of a breathable fabric that is tightly woven (i.e., fabrics that do not let light pass through when held up to a light source); (iii) be secured to the head with ties, ear loops, or elastic bands that go behind the head. If gaiters are worn, they should have two layers of fabric or be folded to make two layers; (iv) fit snugly over the nose, mouth, and chin with no large gaps on the outside of the face; and (v) be a solid piece of material without slits, exhalation valves, visible holes, punctures, or other openings. Acceptable face coverings include clear face coverings or cloth face coverings with a clear plastic panel that, despite the non-cloth material allowing light to pass through, otherwise meet these criteria and which may be used to facilitate communication with people who are deaf or hard-of-hearing or others who need to see a speaker's mouth or facial expressions to understand speech or sign language respectively.

Employees who are not fully vaccinated must wear face coverings over the nose and mouth when indoors and when occupying a vehicle with another person for work purposes. Policies and procedures for face coverings will be implemented, along with the other provisions required by OSHA's COVID-19 Vaccination and Testing ETS, as part of a multi-layered infection control approach for unvaccinated workers.

The following are exceptions to Azimuth's requirements for face coverings:

1. When an employee is alone in a room with floor to ceiling walls and a closed door.
2. For a limited time, while an employee is eating or drinking at the workplace or for identification purposes in compliance with safety and security requirements.
3. When an employee is wearing a respirator or facemask.
4. Where Azimuth has determined that the use of face coverings is infeasible or creates a greater hazard (e.g., when it is important to see the employee's mouth for reasons related to their job duties, when the work requires the use of the employee's uncovered mouth, or when the use of a face covering presents a risk of serious injury or death to the employee).

**New Hires:**

All new employees are required to comply with the vaccination requirements outlined in this policy as soon as practicable and as a condition of employment. Potential candidates for employment will be notified of the requirements of this policy prior to the start of employment.

**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 Azimuth's Human Resources Department at [HR@Azimuthway.com](mailto:HR@Azimuthway.com).