



## CALIFORNIA – NEVADA ANNUAL CONFERENCE THE UNITED METHODIST CHURCH

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### **Mandatory COVID Vaccination and Mask Wearing Policy**

#### **Purpose**

In accordance with California-Nevada Annual Conference of The United Methodist Church's duty to provide and maintain a workplace that is free of known hazards, we are adopting this policy to safeguard the health of our employees and their families; our constituents and visitors; and the community at large from infectious diseases, such as COVID-19 or influenza, that may be reduced by vaccinations. This policy revision is based on recently updated requirements from the State citing renewed health and safety efforts due to the COVID-19 Delta variant. The California-Nevada Conference of the United Methodist Church ("the Conference") continues to monitor guidance and requirements from Cal OSHA, the Centers for Disease Control and Prevention and state and local health authorities, as applicable and determine the policies regarding COVID-19 that the Conference implements to meet or exceed the legislated requirements.

#### **Policy**

**All workers (including employees and contract workers) are required to be vaccinated for COVID as an effective and safe way to reduce the risk of COVID-19 by September 30, 2021.**

Workers not in compliance with this policy who have not provided a documented exemption for a medical reason or sincerely held religious belief, will be placed on unpaid leave until their employment status is determined by the human resources team.

#### **Procedures**

Employees will be provided the opportunity to be vaccinated on paid time at no cost to the employee. Employees are to work with their supervisors to schedule appropriate time to comply with this policy. Employees may also take paid time off if needed due to any side effects from the vaccine that prevent the employee from working. All such time required will be paid as COVID EPSL time.

Before the September 30, 2021 deadline, workers will be required to provide proof of vaccination or a valid documented exemption.

Any medical exemption must consist of a written statement signed by a physician, nurse practitioner, or other licensed medical professional practicing under the license of a physician stating that the individual qualifies for the exemption (but the statement should not describe the underlying medical condition or disability) and indicating the probable duration of the worker's inability to receive the vaccine.

Any sincerely held religious belief which prohibits vaccination must be a written statement signed by the religious leader. Exemptions may be accommodated unless there is undue hardship on the organization. Any such employees accommodated will be required to be tested at least weekly for COVID.

## **Face Masks Required for All Employees**

All employees, regardless of vaccination status, must wear an N95 face mask when working indoors, in vehicles with others, and when working outdoors with less than six feet of physical distancing.

Exceptions to wearing the N95 face mask include when an employee is alone in a room or vehicle; while eating or drinking in the workplace provided the employee is six feet apart from others; when employees have medical reasons preventing them from wearing face coverings; and while performing specific tasks that cannot be performed with a face covering.

N95 face masks will be made available regardless of vaccination status.

## **Vaccinated Employees**

An employee is considered vaccinated under this policy if: (1) they have received either the second dose in a two-dose COVID-19 vaccine series or a single-dose COVID-19 vaccine; and (2) provides proof of vaccination (vaccine card or healthcare documentation showing vaccination status) to the Conference's HR coordinator which will be maintained as confidential medical records.

## **Unvaccinated Employees**

As of September 30, 2021, any worker who is not vaccinated, or for whom vaccine status is unknown or documentation is not provided, will be considered unvaccinated. If a medical or religious exemption has not been granted, the worker will be placed on unpaid leave and employment will, in all likelihood, be terminated.

Any employee hired or contract worker acquired after August 31, 2021 must be vaccinated at the time of hire/start of contract services or present a request for accommodation for medical reasons or sincerely held religious beliefs.

## **COVID Testing of Unvaccinated Employees**

Only those employees with approved exemptions will remain employed without being vaccinated. Employees who are not vaccinated may choose either antigen or PCR (molecular) tests and must be tested at least once weekly with either type of test to satisfy the weekly testing requirement.

Employees who are not vaccinated must provide documentation of the results of their COVID tests on a weekly basis to the Conference's HR coordinator, which will be maintained as confidential medical records.

## **Future Revisions**

The Conference will periodically review this policy and inform employees of changes. As state and federal authorities release new health and safety guidance and requirements related to the coronavirus pandemic, the Conference will continue to update employees on business practices as needed.

DATED: 8/25/2021