



Camino
Nuevo
Charter
Academy



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Academy
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COVID-19 VACCINATION POLICY

Purpose:

In accordance with Pueblo Nuevo Education Development Group (PNEDG) and Camino Nuevo Charter Academy's (CNCA) duty to provide and maintain a safe and healthy workplace, we are adopting this policy to protect the well-being of our employees, students, families and overall community from COVID-19, which may be mitigated through an effective vaccination program. This policy is intended to comply with all applicable laws and is based on guidance from the Centers for Disease Control and Prevention (CDC) and public health authorities, such as the California Department of Health, as applicable. This policy may be updated and/or revised based on such guidance.

Scope:

Effective **November 15, 2021**, all PNEDG and CNCA employees are required to be fully vaccinated against COVID-19. This COVID-19 vaccination requirement is a condition of continued employment at CNCA and PNEDG. CNCA and PNEDG Employees may apply to seek exemption from the COVID-19 vaccine requirement due to a medical condition or sincerely held religious belief. 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

A. Process for Meeting Vaccination Requirement

The Human Resources Department will provide employees with information on where to obtain the COVID-19 vaccine and will be available to assist them. Such locations must provide Food and Drug Administration (FDA) authorized and recommended vaccines against COVID-19 infection as set forth by local health departments and/or Los Angeles County.

PNEDG/CNCA will pay for all required vaccinations as a condition of employment; COVID-19 vaccinations are free, whether an individual has health insurance or not. Vaccinations should be run through health insurance and be submitted for reimbursement where applicable.

For hourly staff, time travelling to and from the test or vaccination site, as well as the time to get the test or vaccination will be considered time worked. As such, non-exempt Employees should remain clocked in while travelling to, receiving, and travelling from the vaccination or testing site. CNCA/PNEDG will reimburse employees for the cost of the vaccination or test, if any. If an employee cannot work or telework after receiving the vaccine due to vaccine-related symptoms, they may be eligible to use paid sick leave.

Before the stated deadlines to be vaccinated have expired, employees will be required to provide either proof of vaccination or an approved reasonable accommodation to be exempted from the requirements.

B. Submission of Required Documents and Deadlines

All employees must be fully vaccinated by **November 15, 2021** and provide one of the following as proof of verification:

- a) COVID-19 Vaccination Record Card (issued by the Department of Health and Human Services Centers for Disease Control & Prevention or WHO Yellow Card) which includes name of person vaccinated, type of vaccine provided and date last dose administered); OR
- b) a photo of a Covid-19 Vaccination Record Card as a separate document; OR
- c) a photo of the employees Covid-19 Vaccination Record Card stored on a phone or electronic device; OR
- d) documentation of COVID-19 vaccination from a health care provider; OR
- e) digital record that includes a QR code that when scanned by a SMART Health Card reader displays to the reader client name, date of birth, Covid-19 vaccine dates and Covid-19 vaccine type. The QR code must also confirm the vaccine record as an official record of the state of California; OR f) documentation of vaccination from other contracted employers who follow these vaccination records guidelines and standards.

The documentation noted above must be submitted to Janya Diaz, Human Resources Manager at Janya.Diaz@pueblonuevo.org. If you have already provided Janya with a vaccine verification outlined above, you do not need to take any action under this policy.

Please do not provide more information than is required above. Please do not submit any additional medical or family history information in response to this inquiry, including a reason for deciding to be vaccinated or not to be vaccinated.

The aforementioned documentation will be placed in a confidential file. Vaccination status will be tracked via a confidential record accessed by only key personnel who require such access. All documentation collected will be maintained in compliance with all applicable laws and CNCA's and PNEDG's policies and practices as pertaining to confidential records.

Requests for Reasonable Accommodation

Employees may seek exemption from this COVID-19 vaccine requirement only under the following circumstances:

- A.** The employee submits a written statement from a licensed physician identifying a need for accommodation due to the person's disability or serious medical condition. This statement must be submitted on the employee's doctor's office letterhead with the doctor's printed name, license number, signature and date the statement is issued.
- B.** The employee seeks accommodation based on a sincerely held religious belief

Employees seeking an exemption must complete the *Request for Accommodation: Medical Exemption from Vaccination or Religious Accommodation Request Form* and submit it to CNCA Human Resources at CNCAHumanResources@caminonuevo.org.

If CNCA/PNEDG determines that an employee cannot be vaccinated due to disability or a sincerely held religious belief, an accommodation process will commence to determine whether an accommodation can be provided which would eliminate or reduce this risk, so the unvaccinated employee does not pose a danger to the health and safety of others at the CNCA/PNEDG worksite. The accommodation process will determine whether an

accommodation exists to enable an employee to perform the “essential functions” of their job. The accommodation process initiates at the work site with the immediate supervisor. Essential functions vary by job class and therefore the process shall be case by case and may result in different outcomes in different cases. If a risk to the health and safety of others cannot be reduced to an acceptable level through a workplace accommodation, the employee may be excluded from physically entering the workplace. CNCA/PNEDG and employee will then determine if there are any available benefit time/leave provision.

Consultants, Outside Contractors, and Volunteers.

All consultants and contractors will be held to the same expectations stated in Purpose and Scope of this policy. Consultants and contractors must complete the following steps prior to commencing on-site services:

- 1) Submit a copy or photograph of proof of full vaccination against COVID-19;
- 2) If engaging in air travel, provide proof of a negative PCR test, completed within 72 hours of departure; and
- 3) Submit to a rapid antigen test upon arrival on a CNCA campus and receive a negative result prior to passing the front office.

Please direct any questions regarding this policy to the CNCA Human Resources Department.

Failure to Comply with Vaccination Requirement

Failure to comply with the mandate to be vaccinated and/or failure to provide the appropriate qualifying exemption documentation will result in termination of employment and immediate removal from PNEDG and CNCA campuses.