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HEAVEN'S HANDS COMMUNITY SERVICES

COVID-19 MANDATORY VACCINATION POLICY

As you may know, the New York City Department of Health has issued an Order requiring all employees working in New York City to receive at least the first dose of a COVID-19 vaccine by December 27, 2021. In accordance with this Order, **ALL EMPLOYEES MUST PROVIDE THE AGENCY WITH PROOF OF HAVING RECEIVED AT LEAST THE FIRST DOSE OF A COVID-19 VACCINE BY DECEMBER 27TH.** Any employee who fails to provide proof of vaccination by December 27th will be prohibited from reporting to work beginning on that date.

To ensure compliance with the Order, you must communicate with the Human Resources Department as follows:

| Vaccination Status | Instructions | Deadline |
|-------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------|
| Fully vaccinated employees | Submit to the Human Resources Department proof of full vaccination (if you have not already done so). | December 27th |
| Partially vaccinated employees (<i>i.e.</i> , employees who have received one dose of a two-dose vaccine series) | Submit to the Human Resources Department proof of having received the first dose of a two-dose vaccine series (if you have not already done so) and, <u>within 45 days, submit to the Human Resources Department proof of having received the second dose.</u> | December 27th |
| Unvaccinated employees | Notify the Human Resources Department that you are unvaccinated and indicate whether: (a) you do not intend to be vaccinated; (b) you intend to be vaccinated; or (c) you are requesting a medical or religious accommodation to the vaccination requirement. | December 22nd |

Under the Order, acceptable proof of vaccination includes:

- A photo or hard copy of your CDC vaccination card;
- NYC COVID Safe App;
- New York State Excelsior Pass;
- CLEAR's Digital Vaccine Card;
- CLEAR Health Pass;
- Official vaccine record;
- A photo or hard copy of an official vaccination record of a vaccine administered outside the United States for one of the following vaccines: AstraZeneca/SK Bioscience, Serum Institute of India/COVISHIELD and Vaxzevria, Sinopharm, or Sinovac.



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Any employee who has not received at least one dose of a two-dose vaccine or the one-dose series by December 27th, 2021, will be placed on an unpaid leave of absence. Unpaid leave will be in effect for a maximum of 2 weeks, to allow time for an employee to receive their first dose of the vaccine and meet the requirements of the vaccine mandate. Neither Paid Time Off (PTO) nor Sick Time will be approved for this period. Any employee who has not submitted proof of having received at least the first dose of a COVID-19 vaccine by the end of the two-week period will be deemed to have voluntarily resigned their employment. HHCS will consider any requests for bona fide medical/religious accommodations. Please contact Human Resources for more information.

Finally, please note that, under the Order, there is no option for testing/masking in lieu of vaccination. All employees must have received at least one dose of a COVID-19 vaccine by December 27th in order to continue working. Thank you for your cooperation in our efforts to comply with the Order and continue to provide the highest level of care to the people we support.