



FOR YOUTH DEVELOPMENT®
FOR HEALTHY LIVING
FOR SOCIAL RESPONSIBILITY

Date: 1/13/2022

To: ALL SUMMIT AREA YMCA EMPLOYEES

From: SUMMIT AREA YMCA HUMAN RESOURCES DEPARTMENT

RE: OSHA's Emergency Temporary Standard on COVID-19 Vaccination & Summit Area YMCA's Vaccination, Testing, and Face Covering Policy

On Nov. 4, 2021, the Occupational Safety and Health Administration (OSHA) issued an emergency temporary standard (ETS) requiring all private employers with 100 or more workers to ensure all employees are either fully vaccinated for COVID-19 or provide a weekly negative test and wear a face covering while working.

In order to comply with this standard, The Summit Area YMCA is issuing a COVID-19 Vaccination, Testing, and Face Covering Policy effective 01/23/2022. The highlighted changes to our current policy include:

- *All Employees must either be fully vaccinated by 01/23/2022 or test weekly for COVID-19.*
- *The availability of paid time off for vaccination-related absences.*
- *CDC Isolation Guidance for COVID-19 positive employees.*
- *Testing requirements for unvaccinated employees.*
 - *Must be tested at least once every 7 days.*
 - *Must provide proof of negative COVID-19 test within the 7 days prior to their first day of work in the current SAY work week (Sunday - Saturday)*
 - *Types of COVID-19 tests allowed*
 - *Tests cannot be both self-administered and self-read unless observed by the employer or an authorized telehealth proctor.*
 - *Employees are responsible for any costs related to the weekly COVID-19 test*
- *Consequences of failing to comply with the employer's policy.*

This new policy is necessary to comply with OSHA's ETS and will help to safeguard the health of our employees and their families, our members and visitors, and the community at large from COVID-19. Implementing these measures can help us to provide a safe workplace and potentially avoid circumstances that could jeopardize our business operations. Currently 91% of our workforce is vaccinated against COVID-19.

Employees are required to provide documentation of vaccination status as described in the attached policy. Please review the attached policy and contact Eileen Morris Bennett at Eileen.Morris@theSAY.org with any questions. Information on [penalties for false statements and records](#) is provided by OSHA and attached to this memo.

SUMMIT AREA YMCA
ASSOCIATION SERVICES

99 Morris Avenue | (P) 908 273 4270 |
Summit, NJ 07901 | (F) 908 273 4272 | www.theSAY.org

The Summit Area YMCA is one of area's leading 501(C)(3) organizations. Through the generosity of our members, donors, and partners, we are able to offer financial assistance for our programs and services to those with demonstrated need.



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While we understand that not all employees will agree with these new policy requirements, The Summit Area YMCA has an obligation to comply with OSHA standards or face stiff penalties for noncompliance. It is important to note that OSHA's ETS will apply to all employers with 100 or more employees, and you will find that other employers will be implementing similar policies.

Employees who do not comply with The Summit Area YMCA's Vaccination, Testing, and Face Covering Policy will be subject to termination and generally will not be eligible for unemployment insurance.

Employees requesting an accommodation for religious or medical reasons should complete a request for accommodation form, which can be found at www.thesay.org/Staff-Resources and submit the form to Eileen Morris Bennett, Eileen.Morris@theSAY.org no later than 1/19/2022.

The Occupational Safety and Health Act prohibits retaliation against employees for exercising their rights guaranteed under the Act, including filing an occupational safety or health complaint, reporting a work-related injury or illness, or otherwise exercising any rights afforded by the OSH Act. For more information, see the attached OSHA document, [Workers' Rights under the COVID-19 Vaccination and Testing ETS](#).

Eileen M Bennett
Senior Director of Human Resources
Summit Area YMCA

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