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## **The Summit Area YMCA's Vaccination, Testing, and Face Covering 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. The Summit Area YMCA encourages all employees to receive a COVID-19 vaccination to protect themselves and other employees. However, should an employee choose not to be vaccinated, this policy's section on testing will apply.

### **Scope:**

This COVID-19 Policy on vaccination, testing, and face covering use applies to all employees of The Summit Area YMCA, 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 are encouraged to be fully vaccinated. 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 Johnson & Johnson's 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. Employees who are not fully vaccinated will be required to complete weekly COVID-19 testing.

All employees are required to report their vaccination status and, if vaccinated, provide proof of vaccination. Employees must provide truthful and accurate information about their COVID-19 vaccination status, and, if not fully vaccinated, their testing results. Employees not in compliance with this policy will be subject to discipline, up to and including termination.

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 the employee using either the "ADA- Request for Reasonable Accommodation" or the "Request for Religious Accommodation" Form. All such requests will be handled in accordance with applicable laws and regulations and The Summit Area YMCA's policies as listed in the SAY Employee Handbook.



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## **Procedures:**

### **Overview and General Information**

#### **Vaccination**

Any Summit Area YMCA employee that chooses to or is required to be vaccinated against COVID-19 must be fully vaccinated no later than February 13, 2022. Any employee not fully vaccinated by February 6, 2022 will be subject to the regular testing and face covering requirements of the policy.

To be fully vaccinated by 2/13/2022, an employee must:

- Obtain the first dose of a two dose vaccine no later than 1/16/2022; and the second dose no later than 1/30/2022; or
- Obtain one dose of a single dose vaccine no later than 1/30/2022.

Employees will be considered fully vaccinated two weeks after receiving the requisite number of doses of a COVID-19 vaccine as stated above. An employee will be considered partially vaccinated if they have received only one dose of a two dose vaccine.

The Summit Area YMCA Human Resources Department will maintain all employee vaccine records in the HR Database. Employees who choose to be vaccinated may choose where to obtain the COVID-19 vaccine, this may include but is not limited to their own medical provider, a local pharmacy, or with a mass-vaccination clinic.

#### **Testing and Face Coverings**

All employees who are not fully vaccinated as of 2/13/2022 will be required to undergo regular COVID-19 testing. Policies and procedures for testing and face coverings are described in the relevant sections of this policy.

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

#### **Vaccinated Employees**

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 [HRDEPT@theSAY.org](mailto:HRDEPT@theSAY.org) or in person to a member of the Human Resources Team or the branch Executive Director.

Acceptable proof of vaccination status is:

1. The record of immunization from a health care 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



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5. A copy of any other official documentation that contains the type of vaccine administered, date(s) of administration, and the name of the health care 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 health care 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 The Summit Area YMCA will still accept the state immunization record as acceptable proof of vaccination.

### **All Employees**

All employees, both vaccinated and unvaccinated, must inform The Summit Area YMCA of their vaccination status. The following table outlines the requirements for submitting vaccination status documentation.

Vaccination Status	Instructions	Deadline(s)
Employees who are fully vaccinated.	<b>Submit</b> proof of vaccination that indicates full vaccination.	2/11/2022
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.	2/11/2022
Employees who are not vaccinated.	Submit statement that you are unvaccinated but are planning to receive a vaccination by the deadline.	2/11/2022
	Submit statement that you are unvaccinated and not planning to receive a vaccination.	2/11/2022



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## **Supporting 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 supervisor 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., PTO or NJ Earned 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 either NJ Earned Sick leave or PTO 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.

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

Employees must submit a request for time off in the Paylocity system using the "COVAC" time off code to request the time off needed to be vaccinated. Supervisors will approve this time off request in the system as soon as possible and ensuring all ratios for coverage will be met. The SAY encourages employees to schedule the vaccine appointments outside of normal working hours whenever possible. Many departments within The SAY are scheduled based ratios and loss of staff may create hardships for the programs and community we serve.

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

The Summit Area YMCA will require employees to promptly notify their supervisor and the Human Resources Department when they have tested positive for COVID-19 or have been diagnosed with COVID-19 by a licensed healthcare provider.

Please email, text, or call your direct supervisor if you are sick or experiencing symptoms related to COVID-19 while at home or at work. Please contact your supervisor as soon as possible before your scheduled shift so coverage can be arranged.

Should you test positive for or are diagnosed with COVID-19 you may use your accrued NJ Earned Sick leave or PTO to cover the time out of work. If needed, you may also apply for FMLA, NJFLA and/or NJ Temporary Disability Insurance.

### Medical Removal from the Workplace

The Summit Area YMCA has also implemented a policy for keeping COVID-19 positive employees from the workplace in certain circumstances. The Summit Area YMCA 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).

If available and the employee is well enough to do so reasonable accommodations will be made to allow an employee to work remotely from home while in isolation due to a diagnosis or positive test result for COVID-19.

### Return to Work Criteria

For any employee removed because they are COVID-19 positive, The Summit Area YMCA 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.

As of 1/9/2022, Under CDC's "Isolation Guidance,"

If You tested positive for COVID-19 or have symptoms, regardless of vaccination status, should stay home and isolate from other people for at least 5 full days (day 0 is the first day of symptoms or the date of the day of the positive viral test for asymptomatic persons).

- Stay home for at least 5 days and isolate from others in your home. Wear a well-fitted mask if you must be around others in your home.
- Ending isolation:
  - if you had symptoms: End isolation after 5 full days if you are fever-free for 24 hours (without the use of fever-reducing medication) and your symptoms are improving.
  - Ending isolation if you did NOT have symptoms: End isolation after at least 5 full days after your positive test.
  - If you were severely ill with COVID-19: You should isolate for at least 10 days. Consult your doctor before ending isolation.
- Take precautions until day 10:
  - Wear a mask: Wear a well-fitted mask for 10 full days any time you are around others inside your home or in public. Do not go to places where you are unable to wear a mask.
  - Avoid travel
  - Avoid being around people who are at high risk

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

When applicable, The Summit Area YMCA will also follow the directions given by The NJ Department of Health in conjunction with the Department of Children and Families for return-to-work status of licensed childcare employees.



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## **COVID-19 Testing**

All employees who are not fully vaccinated will be required to comply with this policy for testing.

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 either complete a Summit Area YMCA provided COVID-19 test on site during or
- (C) if approved by supervisor and HR Department, employee may provide documentation of the most recent COVID-19 test result to [their supervisor] 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., if they were teleworking for two weeks prior to reporting to the workplace):

- (A) must be tested for COVID-19 on the first day they return to the workplace; and
- (B) must provide documentation of that test result to [the supervisor] upon return to the workplace.

If an employee does not submit to and complete a weekly COVID-19 test as required by this policy, they will be removed from the workplace until a COVID-19 test is completed.

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. Employees must show proof of the laboratory results of positive COVID-19 Test or proof from a medical professional of a positive COVID-19 diagnosis.

A "COVID-19 test" must be a test for SARS-CoV-2 that is:

- cleared, approved, or authorized, including in an Emergency Use Authorization (EUA), by the U.S. Food and Drug Administration (FDA) to detect current infection with the SARS-CoV-2 virus (e.g., a viral test);
- administered in accordance with the authorized instructions; and
- not both self-administered and self-read unless observed by the employer or an authorized telehealth proctor.

Examples of tests that satisfy this requirement include tests with specimens that are processed by a laboratory (including home or on-site collected specimens which are processed either individually or as pooled specimens), proctored over-the-counter tests, point of care tests, and tests where specimen collection and processing is either done or observed by an employer.





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## **Face Coverings**

**UPDATED as of 03/07/2022**

Following the guidance from The NJ Department of Health and The National Centers for Disease Control and Prevention, The Summit Area YMCA will not require the use of face coverings by employees while our community remains in the "Low" and "Medium" COVID-19 Community levels. Employees may elect to wear a face covering and we encourage each employee to make that decision based on their personal preference, informed by their personal level of risk.

If our COVID-19 Community Level rises to "High" or if otherwise required by the NJ DOH, NJ DCF and/or the CDC, employees will be required to wear face coverings.

## **New Hires:**

All new employees are required to comply with the vaccination, testing, and face covering 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. New Hires and Rehires will need to complete the vaccination status question during onboarding and provide proof of vaccination or partial vaccination. They must comply with the weekly testing or mask mandate as of their first day of onsite 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 the Human Resources Department.