

THE COTTONWOOD SCHOOL COVID-19 EMPLOYEE (VOLUNTARY) VACCINATION POLICY

Purpose

Consistent with The Cottonwood School's ("TCS" or the "School") legal duty to maintain a safe and healthy workplace and to limit the spread of COVID-19, the School has adopted the following COVID-19 employee vaccination policy ("Policy"). The purpose of this Policy is to protect the health, safety, and well-being of all School employees, students, families, and stakeholders to the maximum extent possible, and to facilitate a safe and meaningful return to in-person instruction. The School drafted this policy in compliance with all applicable federal and state laws, including guidance from the Equal Employment Opportunity Commission ("EEOC"), Centers for Disease Control and Prevention ("CDC"), the California Department of Public Health ("CDPH"), and local health authorities.

Policy

Pursuant to this Policy, the School strongly encourages all employees to receive a COVID-19 vaccination at the first available opportunity. The School will notify all employees upon learning of any vaccination opportunities and will regularly provide a list of local facilities offering the vaccine. Upon request, the School will promptly provide any School employee with an employment verification letter, as well as any other documentation required to secure vaccination pursuant to federal, state, or local law.

Employees who choose to get vaccinated should do so outside of working hours. Employees who demonstrate they are unable to get vaccinated during working hours may use accrued sick leave. In such cases, employees must consult with their supervisors regarding the best time to be excused to receive the vaccine and are responsible for arranging coverage during their absence to get vaccinated, if applicable.

Employees who voluntarily vaccinate for COVID-19 are not to provide any proof of vaccination information to the School.

Non-Discrimination

The School will not discriminate, harass, or retaliate against any employee for receiving the COVID-19 vaccine or for electing not to receive the COVID-19 vaccine.

Disclaimer

As public health and legal guidance regarding COVID-19 vaccinations evolves, the School reserves the right to revise this Policy. Such a revision may include but is not limited to mandating all employees vaccinate for COVID-19, absent a legally-recognized accommodation. Upon any revision to this Policy, the School will provide immediate notice in writing to all employees.

Should you have any questions regarding this Policy, you may contact Executive Director, Cindy Garcia at cindy.garcia@cottonwood.school.

Confirmation of Receipt

By signing below, I acknowledge that I have received, read, and understand the School's COVID-19 Employee Vaccination Policy.

I also understand that if I have any questions regarding this Policy, I shall contact the School as outlined above.

Print Name

Date

Signature