**Mandatory Vaccination Policy Effective [DATE]**

**Purpose**

This company policy includes the measures we are adopting to safeguard the health of our employees, their families, our customers and visitors, and the community at large from infectious diseases, such as, but not limited to COVID-19 and influenza. We assure you that we will always treat your private health and personal data with high confidentiality and sensitivity.

This company policy will comply with any applicable federal, state and county laws and is based on guidance from governmental health and employment authorities and is susceptible to changes. If so, we will update you as soon as possible by email.

**Scope**

This policy applies to all our employees. All employees are required to receive vaccinations as determined by {insert company department/committee}, unless a reasonable accommodation is approved under Americans with Disabilities Act and Title VII of the Civil Rights Act.

**Reasonable Accommodation**

Employees in need of an exemption from this policy due to a medical reason, or because of a sincerely held religious belief must submit a completed Request for Accommodation form to the human resources department to begin the interactive accommodation process as soon as possible after vaccination deadlines have been announced. Accommodations will be granted where they do not cause [ Insert Company Name] undue hardship or pose a direct threat to the health and safety of others.

Employees who seek an accommodation need to contact Human Resources immediately. Employees not in compliance with this policy will be placed on unpaid leave until their employment status is determined by the human resources department.

**Elements**

Employees will be notified by {insert department or staff} as to the type of vaccination(s) covered by this policy and the timeframe(s) for having the vaccine(s) administered. [ Insert Company Name] will provide either onsite access to the vaccines or a list of locations to assist employees in receiving the vaccine on their own.

[Insert Company Name] will pay for all vaccinations. When not received in-house, vaccinations should be run through employees’ health insurance where applicable and otherwise be submitted for reimbursement.

All employees will be paid for time taken to receive vaccinations. For offsite vaccinations, employees are to work with their managers to schedule appropriate time to comply with this policy.

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.

Our policy is to treat any medical information obtained from a disability-related inquiry or medical examination, as well as any medical information voluntarily disclosed by an employee, such as contracting the contiguous disease, as a confidential medical record. In furtherance of this policy, any disclosure of medical information is in limited circumstances with supervisors, managers, first aid and safety personnel, and government officials as required by law.

*Please contact [Employee Name] if you have any questions or feedback on this policy.*