



Job Options, Inc. Mandatory COVID-19 Vaccination Policy

Effective Date: September 17, 2021

Summary: Job Options Inc. (“JOI”) is committed to the safety of its employees and maintaining a safe and healthy workplace. The COVID-19 pandemic has taken a tremendous toll on the lives of people worldwide, and with the recent surge in cases due to the Delta variant, JOI believes it is important to take extraordinary steps to protect our employees and stop the spread of the COVID-19 virus. In addition, as a federal contractor, JOI is required to comply with all regulatory and contractual obligations required as a condition of performing federal contract work. Therefore, effective September 17, 2021, (the “Effective Date” of this policy), JOI is instituting a Mandatory COVID-19 Vaccination policy, subject to the exemptions explained below. Any employee who is excused from the vaccine mandate will be required to undergo regular viral testing for COVID-19 and may be subject to more stringent safety practices related to face coverings, social distancing and self-quarantining after a close contact with a COVID-19 case. All employees within the United States must comply with this policy as a condition of employment and continued employment.

- (1) By November 15, 2021 (“Vaccination Deadline”), all JOI employees must be or become fully vaccinated for COVID-19 with the exception of those who request and are eligible for exemption due to qualifying medical or religious reasons.
- (2) By October 15, 2021, all employees, whether they are assigned to perform work on a federal contract or not, must inform us of their vaccination status by completing and returning the Certification of Vaccination form (OMB Control No 3206-0277 Expires Feb 5, 2022). Any employee who fails to complete this form will be treated as not fully vaccinated. Employees can submit their Certification of Vaccination forms to their Project Manager or by attaching the form to an e-mail to JOI’s compliance department- slarsen@joboptionsinc.org.

Mandatory Vaccination A Condition of Hiring For New Hires: From the Effective Date of this policy, in order to obtain hiring at JOI all individuals offered employment with JOI within the United States will be required to provide valid written proof to JOI’s Compliance Department that they are fully vaccinated against COVID-19, or have obtained at least their initial COVID-19 vaccine shot as a condition of their offer of employment. New hires may start employment without providing such proof that they are fully vaccinated but must either be in the process of being vaccinated or have received approval for an exception from vaccination based on medical or religious reasons.

“Fully vaccinated” means it has been at least two weeks since the second of a two dose vaccine (Moderna or Pfizer) or two weeks after a single dose vaccine (Johnson & Johnson).

“Valid proof” of vaccination status means completing the Certification of Vaccination form (OMB Control No 3206-0277 Expires Feb 5, 2022) and submitting it to the Compliance Department Sarah Larsen- Compliance Director - slarsen@joboptionsinc.org.

Mandatory Vaccination A Condition of Continued Employment For Existing Employees:

As a condition of continued employment, all existing U. S. employees are required to be vaccinated, and will be required to provide proof of vaccination by submitting a completed Certification of Vaccination form (OMB Control No 3206-0277 Expires Feb 5, 2022) to Sarah Larsen- Compliance Director - slarsen@joboptionsinc.org no later than November 15, 2021 (“Vaccination Deadline”).

- Existing employees (as of the effective date of this policy) already fully vaccinated must provide valid proof of vaccination to Sarah Larsen, Director of Compliance, slarsen@joboptionsinc.org as soon as practicable, and no later than the Vaccination Deadline. Employees who do not have email access through JOI can provide their Project Manager with a copy of their proof of vaccination, and ask the Project Manager to forward the Vaccination proof to Ms. Larsen. Until such proof is provided, JOI will treat such workers as unvaccinated.
- Existing employees who are not yet fully vaccinated must provide proof they are fully vaccinated no later than the Vaccination Deadline. Until such proof is provided, JOI will treat such workers as unvaccinated.
- Existing employees not yet vaccinated must make arrangements for a COVID-19 vaccination well before the Vaccination Deadline as it generally takes two weeks after the second dose of a two dose vaccine and two weeks after a single dose vaccine to be considered fully vaccinated. It also generally requires a waiting period of three or four weeks between doses. Consequently, employees who receive a two-dose vaccine should make their appointment for the first dose ASAP to allow sufficient time to be fully vaccinated by the Vaccination Deadline.
- For existing employees who have not yet been vaccinated, JOI will pay for the cost of the COVID-19 vaccination (should there be any, but to date most vaccinations are free) and for the time it takes an employee to obtain the vaccine. Time off work for the purpose of obtaining the vaccine should be coordinated with your manager.

Unless an exception applies, if proof of full vaccination status is not provided to JOI by the Vaccination Deadline, JOI may immediately, at JOI’s discretion, (A) put the employee on unpaid leave of absence or (B) terminate employment, subject to applicable laws where an employee works.

Request for Accommodation or Exception:

Disability Accommodation

JOI provides to qualified individuals with disabilities reasonable accommodations that enable them to perform their job duties. Reasonable accommodation may include appropriate adjustment or modifications of employer policies, including this Mandatory COVID-19 Vaccination Policy. If you believe you need an accommodation to be excused from receiving a COVID-19 vaccine because of a disability, you must request a reasonable accommodation from Human Resources.

Religious Accommodation

JOI provides reasonable accommodations to employees with sincerely held religious beliefs, observances, or practices that conflict with receiving a COVID-19 vaccination or receiving the type of COVID-19 vaccine currently available. If you believe you need to be exempted from receiving a COVID-19 vaccine because your sincerely held religious belief prevents you from doing so, you must request a reasonable accommodation from Human Resources.

Other Medical Reasons

Exemptions for other medical reasons may be available on a case-by-case basis for conditions such as a history of certain allergic reactions, or other medical conditions that are contraindications to receipt of the COVID-19 vaccine. However, JOI reserves the right to take any necessary and appropriate steps, including imposing alternative COVID-19 prevention measures, to ensure that the individual does not pose a direct threat to the health or safety of others in the workplace. Current literature reflects that there are no known medical conditions that absolutely prohibit a person from getting the COVID-19 vaccine. However, an individual may be allergic to a substance in the vaccine or, for example, due to cancer treatments there may be certain time periods when getting the vaccine may be more or less effective. If you are asserting that you have a qualifying medical reason that excuses you from taking the COVID-19 vaccine you will be expected to provide documentation of this condition from your physician and you must cooperate fully in the interactive process which is designed to elicit information about the needed accommodation.

How to Request an Accommodation

You may request a reasonable accommodation or other exemption from this policy by completing the COVID-19 Request for Accommodation form and providing it to your Project Manager or sending it directly via email to Sarah Larsen- Compliance Director - slarsen@joboptionsinc.org. When requesting an accommodation, please provide all relevant information, including:

- A description of the accommodation or exemption requested.
- The reason for the requested accommodation or exemption.

JOI reserves the right to request additional documentation or information supporting the need for an accommodation or request for any other exemption from the requirements of this policy. If you have any questions about an accommodation or exemption request you made, please contact Human Resources.

Interactive Process

Upon receipt of your request for a reasonable accommodation, JOI will engage in an interactive dialogue with you to determine the precise limitations of your ability to comply with this Mandatory COVID-19 Vaccination Policy and explore potential reasonable accommodations that could overcome those limitations. JOI encourages employees to suggest specific reasonable accommodations. However, JOI is not required to make the specific accommodation requested and may provide an alternative effective accommodation, to the extent any reasonable accommodation can be made without imposing an undue hardship on the Company or posing a direct threat to you or others in the workplace.

Confidentiality of Medical Information

JOI will keep confidential all medical information obtained in connection with the administration of this policy. Only those JOI who have a business need to know will be provided access to the medical information received.

Mandatory Regular Viral Testing for Employees Not Fully Vaccinated:

Those employees who are exempt from the mandatory vaccination requirement will be required, as a condition of employment, to undergo viral COVID-19 testing necessary to comply with the testing requirements imposed at the Federal site or if the employee works at another JOI site, on a twice weekly basis, and will be allowed to work as long as their test results are negative, and they comply with all safe work practice requirements, including wearing appropriate face coverings and social distancing in public indoor places.

Most viral COVID-19 tests can and should be obtained free. However, if there is a cost, JOI will pay for the viral testing, as well as the time it takes for the employee to obtain the test. Employees should coordinate with their manager when taking time off work to obtain a COVID-19 test to minimize disruption to the business and time away from work.

Mask Requirements

Fully vaccinated employees generally do not need to physically distance or participate in weekly screening tests. However, in areas of high or substantial COVID-19 transmission, they must wear masks in public indoor settings in Federal buildings. In low or moderate transmission areas, they do not need to wear a mask, unless required by the worksite policy or other applicable legal mandates. Currently, San Diego County is deemed an area of higher or substantial COVID-19 transmission and employees must wear masks indoors in Federal Buildings and must wear masks indoors and outdoors on most military bases at all times. Note that some worksites may have stricter policies and require workers, whether fully vaccinated or not, to wear masks indoors and outdoors. Contact your Project Manager if you have questions about the masking or other safety requirements for your worksite.

Employees who are not fully vaccinated must wear a mask regardless of community transmission level and maintain a distance of at least 6 feet from others at all times, unless exempted. (Exemptions may exist for individuals with medical conditions that prevent them from wearing a mask and where the nature of the work would result in a safety risk if they wore a mask.)

Additional Workplace Requirements

Employees should regularly pre-screen themselves for COVID-19 symptoms before reporting to work, and not report to work if they have symptoms consistent with COVID-19.

Any employee who develops symptoms consistent with COVID-19 during the workday (regardless of vaccination status) must immediately self-isolate, wear a mask, notify their supervisor and promptly leave the workplace.

Any employee with a suspected or confirmed case of COVID-19 will be advised to isolate per CDC and applicable state and local guidelines.

If an employee is not fully vaccinated and has close contact with a suspected or confirmed case of COVID-19, CDC guidance for self-quarantine will be followed.

If an employee is fully vaccinated and has close contact with a suspected or confirmed case of COVID-19, the employee should be tested 3-5 days after the exposure, even if he/she has no symptoms. This employee should also wear a mask indoors in public for 14 days after exposure or until they receive a negative COVID-19 test result. If the result is positive, the employee should self-isolate for a minimum of 10 days, and may not return to work until the applicable criteria for return to work is satisfied. (Contact Human Resources for instructions as the return to work will depend on whether the employee develops symptoms and when those symptoms abate.)

“Close Contact” means within 6 feet of a suspected or confirmed COVID-19 case for a cumulative period of 15 minutes or more in a 24 hour period starting from two days prior to illness onset or for asymptomatic individuals two days prior to test specimen collection.

The policy is based on current guidance issued by the Safer Federal Workforce Task Force COVID-19 Workplace Safety: Agency Model Safety Principles issued July 29, 2021, the Equal Employment Opportunity Commission (EEOC), the Centers for Disease Control and Prevention (CDC), and is intended to comply with applicable federal, state and local laws. However, the status of COVID-19 vaccines and related guidance is rapidly evolving, and JOI reserves the right to deviate from or modify this policy, as needed, to comply with applicable laws or best practice or a specific worksite’s safety policies.