



Memorandum

To: All Employees
From: Jeffrey Johnson
Date: September 17, 2021
Re: Job Options Inc. Mandatory COVID-19 Vaccination Policy-Notice to Employees and Frequently Asked Questions

The health and safety of our employees and worksites is very important to Job Options, Inc. (“JOI”). In addition, as a federal government contractor, JOI is required to comply with the Safer Federal Workforce Task Force COVID-19 Workplace Safety: Agency Model Safety Principles issued July 29, 2021 (“Federal Safety Principled”). These principles require, among other things, that JOI’s employees who perform work at federal worksites *must* attest that they are fully vaccinated for COVID-19 or submit to regular COVID-19 testing. For these reasons, JOI has established its Mandatory COVID-19 Vaccination policy. Please read the attached policy very carefully, and contact Kelley Walker, Senior HR Manager-kwalker@joboptionsinc.org or Sarah Larsen- Compliance Director - slarsen@joboptionsinc.org if you have any questions.

In anticipation of questions you may have about the policy, we have included the Frequently Asked Questions (“FAQ’s”) below. It is JOI’s intent to comply with all applicable federal, state and local laws. However, due to the ongoing and unpredictable nature of the COVID-19 pandemic, and frequently changing guidelines, directives and requirements, JOI’s policy and practices are subject to change from time to time. In addition, for employees assigned to work at sites other than the corporate office, including federal government worksites, JOI and its employees assigned to work at those sites must abide by the COVID-19 policies in effect at those worksites.

Frequently Asked Questions:

- Q.1.** Am I required to receive the COVID-19 vaccination in order to begin or continue working for JOI?
- A.1.** Yes, per JOI policy, all JOI employees must be fully vaccinated for COVID-19 by November 15, 2021 (the “Vaccination Deadline”), unless they request and are approved for an exemption due to medical or religious reasons.
- Q.2.** What does “fully vaccinated” mean?
- A.2.** “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).



Q.3 How do I demonstrate to JOI that I am fully vaccinated?

A. 3. Although the Certification of Vaccination form (OMB Control No 3206-0277 Expires Feb 5, 2022) is required for employees assigned to work at a federal government building, a federally controlled indoor workspace or otherwise interact with federal workers, JOI is going to use this form for all employees as a means to demonstrate they are fully vaccinated. This means you must complete the Certification of Vaccination form (OMB Control No 3206-0277 Expires Feb 5, 2022) and send it to Sarah Larsen-Compliance Director - slarsen@joboptionsinc.org at your earliest convenience and no later than October 15, 2021.

Q.4 Am I required to complete the Certification of Vaccination form (OMB Control No 3206-0277 Expires Feb 5, 2022)?

A.4. Yes you are required to complete the Certification of Vaccination form (OMB Control No 3206-0277 Expires Feb 5, 2022). If you decline to complete the Certification form, you will be assumed to be not vaccinated and treated accordingly by JOI. (This means that on or after November 15, 2021, the Vaccination Deadline, you may be deemed in violation of JOI's Mandatory COVID-19 Vaccination policy unless you have requested and been approved for a qualifying medical or religious exemption). The Federal government requires that federal contractor workers complete the Certification of Vaccination form in order to be allowed access to the worksite. You must keep the completed Certification of Vaccination form on your person at all times while working at a federal site, and be prepared to show it to any federal employee who oversees your work, upon request. If you are vaccinated but not yet *fully* vaccinated or are in the process of undergoing the reasonable accommodation request process, you must either show proof of a negative COVID-19 test within the past three days or be enrolled in the federal agency's testing program to be allowed onsite.

Q.5 What if I complete the Certification of Vaccination form (OMB Control No 3206-0277 Expires Feb 5, 2022) but indicate I am not fully vaccinated?

A.5. If you complete the Certification of Vaccination form and indicate you have had one dose of a two dose COVID-19 vaccine, or you received your final dose of a COVID-19 vaccine less than 2 weeks ago, you will be treated as **not fully vaccinated** until you are two weeks past your final COVID-19 vaccine dose and you resubmit a completed Certification of Vaccination form (OMB Control No 3206-0277 Expires Feb 5, 2022).



- Q.6.** What happens if I am not fully vaccinated?
- A.6.** Pursuant to JOI’s Mandatory COVID-19 Vaccination policy, any employee who is not fully vaccinated for COVID-19 by November 15, 2021 (the Vaccination Deadline), will, at JOI’s discretion, be placed on unpaid leave of absence until he or she is fully vaccinated or will be terminated from employment, unless an exemption applies (either due to a sincerely held religious belief or a qualifying medical condition). In some cases, JOI will temporarily allow the employee to be tested weekly (or twice weekly) for COVID-19 while waiting to become fully vaccinated.
- Q.7** Are there any reasons why I may be excused from being fully vaccinated for COVID-19?
- A.7.** Yes, JOI will consider reasonable accommodations for employees who request an exemption from the COVID-19 vaccination requirement due to a ***qualifying medical reason*** or ***sincerely held religious belief***. If you believe you require a reasonable accommodation due to a disability or for other medical reasons, or due to a sincerely held religious belief, you must notify Kelley Walker, Senior HR Manager - kwalker@joboptionsinc.org or Sarah Larsen- Compliance Director - slarsen@joboptionsinc.org of your need for an accommodation, preferably by completing the appropriate Request for Accommodation form (available upon request) and cooperate fully in the interactive process which is designed to elicit information about the needed accommodation.
- Q.8.** What is a sincerely held religious belief that may excuse me from having to be vaccinated for COVID-19?
- A. 8.** A sincerely held religious belief is when an individual’s anti-vaccination views are religiously based. Determining whether an individual has a sincerely held religious belief that prohibits the individual from receiving a COVID-19 vaccination requires a complex analysis. As an initial matter, however, it begins with the question of what religion the individual subscribes to that forms the basis for his/her refusal to be vaccinated.
- Q. 9.** What is a qualifying medical reason that might excuse me from having to be fully vaccinated?
- A. 9.** There are no known medical conditions that absolutely prohibit a person from getting a COVID-19 vaccine. However, an individual may be allergic to a substance in a vaccine or, for example, due to cancer treatments there may be certain time periods when getting the vaccine may be more or less effective. Whether or not you have a qualifying medical



condition excusing you from receiving the COVID-19 vaccine will be analyzed on a case by case basis.

Q. 10. What happens if I am not fully vaccinated for COVID-19?

A. 10. If you are excused from being fully vaccinated for COVID-19, you will be subject to regular COVID-19 testing. To enter a federal government worksite, you must provide proof of a negative viral COVID-19 that was taken within the past three days. To continue working at the federal worksite, you must submit to the regular testing program required by that worksite. Generally this will involve submitting to testing for COVID-19 on a weekly or twice weekly basis.

Q.11. What if I refuse to submit to COVID-19 testing?

A.11. To work for JOI, you must either show documentation that you are fully vaccinated (the completed Certification of Vaccination form) or if you qualify for an exemption, submit to regular COVID testing. If you are not fully vaccinated (due to an authorized exemption) and decline to submit to regular testing, you may be disqualified from working at JOI, and your employment may, for that reason, be terminated.

Q. 12. Will JOI pay for my COVID vaccine?

A.12. Yes, JOI will pay an employee's required COVID-19 vaccination, if there is a cost to the employee. But currently COVID-19 vaccines can be obtained for free. JOI will also pay for the time it takes to obtain the vaccine. Please coordinate with your Manager.

Q.13. Will JOI pay for my COVID-19 test?

A.13. Yes, JOI will pay for the cost of required COVID-19 testing, and for the time it takes to obtain the test. Please coordinate with [Human Resources].

Q.14. Are there different safety protocols required by the federal government for federal contract workers who are fully vaccinated and not fully vaccinated individuals?

A. 14. Yes. The Safer Federal Workforce Task Force COVID-19 Workplace Safety: Agency Model Safety Principles issued July 29, 2021 provides that fully vaccinated individuals do not need to physically distance or undergo screening testing, unless required by applicable worksite policies, local requirements and/or relevant CDC guidance. In areas

of substantial or high transmission (see: [CDC COVID Data Tracker](#)), fully vaccinated individuals must wear masks in public indoor settings. In areas of low or moderate transmission, fully vaccinated individuals need not wear masks in public indoor settings. Individuals who are not fully vaccinated, or who decline to provide information about their vaccination status, must wear masks, regardless of community transmission level, and physically distance and undergo COVID-19 screening testing weekly or twice weekly. As a private employer, JOI may impose stricter requirements, and JOI has done so by implementing its Mandatory COVID-19 Vaccination policy. In addition, the specific worksites at which JOI employees are assigned to work may have stricter policies on wearing masks, physical distancing and COVID-19 testing, and JOI will require that its employees comply with those policies as a condition of the assignment to that worksite.

Q.15 Will unvaccinated employees who show up to work and are not allowed to enter be eligible for 2 hours reporting time?

A. 15. Generally, the answer is no, but it may depend on the circumstances. If the unvaccinated employee is not allowed to enter because they cannot show proof of a negative COVID-19 test within the past three days and have not participated in the weekly (or twice weekly) testing program, then no, they will not be paid reporting time because they are or should be aware of JOI's Mandatory COVID-19 Vaccination policy and the denial of work is due to their own noncompliance with the policy. However, if an unvaccinated worker shows up for work and is unable to work because he develops symptoms while at work, then yes, he will be paid at minimum the reporting time pay.

Q.16. If test results are not available for 2 – 3 days, will an employee be required to take vacation time to cover their absence. If an EE does not have vacation time available, can they use any sick pay hours they may have?

A. 16. Yes. If an employee is required to refrain from working while test results are pending, then yes, employees may use accrued and unused vacation time or sick pay. FFCRA or California Supplemental Paid Sick leave may also be available until September 30, 2021 (unless the benefit is extended).

Q. 17. Will JOI cover the expense of a rapid test in order to get results immediately?

A. 17. Generally, the answer is no. Standard viral COVID -19 tests are available for free, so JOI will not pay for a rapid test unless JOI specifically requests that the employee undergo a rapid COVID-19 test. However, if an employee elects to receive a rapid test, or it becomes apparent at the site that Rapid Tests are needed in order to maintain compliance



with the sites testing policy regarding negative tests being no more than 3 days old, JOI will allow them to use the employee's future Essential Worker Loyalty Pay or Incentive Pay to pay for the cost of rapid testing.