



ROCKY MOUNTAIN YOUTH CORPS

COVID-19 Vaccination Policy

BACKGROUND

Rocky Mountain Youth Corps (RMYC), as a partner with various federal entities, is subject to the vaccination requirements as stipulated by the President's Executive Order 14042, "Ensuring Adequate COVID Safety Protocols for Federal Contractors" enacted on September 9, 2021. Within that Executive Order it requires "safeguards in workplaces with individuals working on or in connection with a Federal Government contract or contract-like instrument" and the protocols "apply to all covered contractor employees, including contractor or subcontractor employees in covered contractor workplaces who are not working on a Federal Government contract or contract-like instrument." Because RMYC accepts work under contract-like instruments with Federal partners, all RMYC employees, AmeriCorps members, Canine Crew members and subcontractors and subcontractor employees who are not fully remote workers (the covered workplace does not extend to the employee's residence) working from home, are required to comply with Executive Order 14042. Complying with this Executive Order requires all RMYC employees, AmeriCorps members, Canine Crew members and any subcontractor employees (including Project AMP mentors), to be **fully vaccinated against COVID-19 by January 4, 2022.**

POLICY

All RMYC employees, AmeriCorps members, Canine Crew members and subcontractors and subcontractor employees, unless they possess a substantiated exemption and have provided it to RMYC, shall be fully vaccinated by January 4, 2022 to continue employment by RMYC or participation in RMYC programs. Those who fail to comply with this policy by January 4, 2022 shall be placed on unpaid leave from work or suspension from a program for thirty (30) days or until the employee, subcontractor, subcontractor employee or participant complies with the COVID-19 vaccination requirement during this period of unpaid leave or suspension. Should the suspended individual or employee on unpaid leave fail to come into compliance within thirty (30) days of suspension, RMYC may terminate the person or choose, in its sole discretion, to extend the suspension for up to an additional thirty (30) days but not to exceed sixty (60) days to comply with this requirement.

After January 4, 2022 all new hires and new program participants must be fully vaccinated or substantiate an exemption to this vaccination requirement to accept an offer of employment or slot within a program.

VACCINATION SIDE EFFECTS

Those RMYC employees, AmeriCorps members, and Canine Crew members who choose to become vaccinated may use paid time off/unscheduled days to recover from any side effects of receiving the vaccine.

ESTABLISHING AN EXEMPTION

Anyone who wishes to receive an exemption from the vaccination requirement shall submit their request to the Associate Director for review and approval of the exemption request. Exemptions are provided for those who qualify for medical or religious reasons as defined in this document. To qualify for the fully remote employee exemption, the employee's position must be amenable to completing all job requirements from home per the remote work policies of RMYC and be approved by the employee's immediate supervisor.

ESTABLISHING VACCINATION STATUS

All employees shall provide proof of their vaccination status to their immediate supervisor who will attest to the validity of the vaccination record provided and log the effective date of the vaccination. RMYC shall not retain any of the vaccination documentation beyond this attestation and logging of vaccination status. Similarly, if the employee has an approved exemption for this vaccination policy, the Associate Director will attest to the exemption and shall log that in the vaccination status log.

DEFINITIONS

Covered contractor employee – means any full-time or part-time employee of a covered contractor working on or in connection with a covered contract or working at a covered contractor workplace. This includes employees of covered contractors who are not themselves working on or in connection with a covered contract.

Covered contractor workplace – means a location controlled by a covered contractor at which any employee of a covered contractor working on or in connection with a covered contract is likely to be present during the period of performance for a covered contract. A covered contractor workplace does not include a covered contractor employee's residence.

Exemption - Anyone at RMYC or an employee of a subcontractor or a subcontractor, may be exempt from this requirement under the following circumstances:

1. **Medical exemption** - an employee/member who has a medical condition that prevents them from receiving the COVID-19 vaccine may apply for a medical exemption.
 - a. The employee/member must provide a signed statement from their physician in which the physician attests that the employee has a medical condition that prevents them from safely receiving the COVID-19 vaccine.
 - b. The signed physician statement should NOT include any specific diagnosis or contain any personally identifiable health information other than such a condition exists.
 - c. RMYC will retain this statement as a part of the employee or members personnel file and may be provided to third parties when required to substantiate the person's exemption status.

2. **Religious exemption** - those who have a sincerely held religious belief that it is immoral to receive a COVID-19 vaccine may apply for a religious exemption to this requirement.
 - a. The employee/member who holds a sincere religiously based belief that receiving a COVID-19 vaccination is contrary to those beliefs must provide a signed statement that attests that their religious beliefs prohibit their receiving any COVID-19 vaccination.
 - b. The statement must be religiously based but need not explain the belief nor justify the belief. Fear of receiving a vaccination is not a religious basis and does not qualify for a religious exemption.
3. **Fully remote employee** - an employee or subcontractor that meets the definition of a fully remote employee shall be exempt from this vaccination requirement. Should this employee's position change in the future and no longer be completable via 100% remote work and return to any time spent at an RMYC covered workplace, the employee shall comply with this vaccination requirement or establish a different qualifying exemption.

All persons exempted from this vaccination requirement shall comply with the protocols for unvaccinated individuals as maintained by RMYC.

Fully remote employee - An employee who performs their work from home and is not required to be onsite on a regular basis is exempt from this vaccination requirement.

Fully vaccinated – People are considered fully vaccinated for COVID-19 two weeks after they have received the second dose in a two-dose series (Pfizer-BioNTech, Moderna), or two weeks after they have received a single-dose vaccine (Johnson & Johnson).