

## Conservation Legacy COVID-19 Vaccination Policy

Conservation Legacy (“Organization”) is committed to protecting the health and well-being of our participants, staff, and communities against COVID-19. This policy is based on federal requirements that apply to our Organization as well as guidance and recommendations issued by the Centers for Disease Control and Prevention and other public health authorities.

### Policy

- All Organization staff and participants are required to be fully vaccinated against COVID-19, regardless of location or role, by **December 8, 2021**. All new staff and participants starting after December 8, 2021 will need to be fully vaccinated before beginning their position.
  - An individual is considered fully vaccinated pursuant to the following CDC guidance:
    - 2 weeks after their second dose in a 2-dose series, such as Pfizer or Moderna vaccines,  
OR
    - 2 weeks after a single-dose vaccine, such as Johnson & Johnson’s Janssen vaccine
- All staff and participants must submit a record of their full vaccination status by **December 8, 2021**.
  - Valid records include: a copy of the record of immunization from a health care provider or pharmacy, a copy of the COVID-19 Vaccination Record Card, a copy of medical records documenting the vaccination, a copy of immunization records from a public health or State immunization information system, or a copy of any other official documentation verifying vaccination with information on the vaccine name, date(s) of administration, and the name of the health care professional or clinic administering vaccine.
  - Records will be submitted electronically and may be a pdf, image file, or other digital file readable by Organization.
  - Note that employees should not provide proof of vaccination that includes any genetic information (e.g., family medical history). Any documentation received by an employee will be kept confidential to the extent required by law.
  - December 8<sup>th</sup> is a federal-designated date. If any individual is actively seeking vaccination but is unable to meet the December 8<sup>th</sup> deadline – they must reach out to [covid@conservationlegacy.org](mailto:covid@conservationlegacy.org) by **November 22nd**.
- In order to support the full vaccination of the entire Organization, all staff and participants may schedule and receive their COVID-19 vaccination during work hours and may use work hours to recover from the vaccination, if recovery is necessary. All staff and participants will be paid for all regularly scheduled hours spent obtaining the vaccine or recovering from the vaccine up to a total of 16 hours. If more time is needed, staff and participants must clear it with their supervisor.
- This policy is mandatory except for employees with a documented medical and/or religious reason for not receiving the COVID-19 vaccine. The process for seeking an exemption or reasonable accommodation based on a medical and/or religious reason is addressed below.

Submitting a request for a medical or religious accommodation does not necessarily mean it will be granted.

### Requests for Exemptions

- An employee or job applicant who (1) is disabled, pregnant, nursing, or who has a qualifying medical condition that contraindicates a COVID-19 vaccination may request an exemption from this vaccination policy or (2) who objects to being vaccinated on the basis of a sincerely held religious belief, observance, or practice may request an exemption from this vaccination policy.
  - Conservation Legacy will engage in an interactive process to determine if an exemption as a reasonable accommodation may be appropriate. This process will involve exchanging information about the reasons for the request (e.g., information regarding the disability) and identifying appropriate workplace accommodations (e.g., remote work, if possible).
  - An exemption as a reasonable accommodation may be provided so long as it does not cause an undue hardship for the organization or pose a direct threat to others' health and safety.
  - This determination will be made on a case-by-case basis. Any medical information concerning an employee's or job applicant's limitations and/or reasonable accommodation needs will be kept in strict confidence in compliance with applicable federal, state, and local laws. Please refer to our reasonable accommodation procedure for further information. Employees and job applicants may request an exemption as a reasonable accommodation without fear of retaliation.
  - Individuals must submit the [Request for Medical Exemption/Accommodation Form](#) or [Request for Religious Exemption/Accommodation Form](#) by email to [covid@conservationlegacy.org](mailto:covid@conservationlegacy.org) by **November 22, 2021**.
- Individuals who are not vaccinated due to an approved medical or religious exemption will be required to take additional precautions in the workplace to prevent the spread of the virus, including, but not limited to additional masking, distancing, or regular testing.