



Mandatory COVID-19 Vaccination Policy

VOLUNTEER VERSION

Purpose

In accordance with Oregon Humane Society's efforts to provide and maintain a workplace that is free of known hazards, this policy is intended to safeguard the health of our employees, volunteers, their families, and the community at large from the risk of COVID-19, which risk has been proven to be reduced by vaccinations.

This policy is designed for use together with, and not as a substitute for, other COVID-19 prevention measures, including OHS's COVID procedures manual. We need your full cooperation and compliance with this and other health and safety policies to make them effective.

Vaccination Requirements

OHS requires all volunteers who will be present onsite at any time, or at an OHS sponsored event to be fully COVID -19 vaccinated which means having received all vaccinations and boosters for which you are eligible and show proof of COVID-19 vaccination and boosters unless an exemption from this policy has been granted as an accommodation. For more on the accommodation process, see Accommodations below.

Volunteers who opt not to get vaccinated must submit proof of a negative COVID-19 test weekly to the Volunteer Department. Volunteers who fail to comply with these requirements will become inactive.

Vaccine Administration & Proof

You must provide written proof of vaccination from the vaccine administrator or a CDC-issued vaccination card, including the vaccination place, date(s), and name, before returning to volunteer, or in the case of new employees, before your first volunteer shift or training. Do not include any medical or genetic information with your proof of vaccination. Proof of full vaccination shall be provided to the Volunteer Department before the stated deadlines to be vaccinated have expired, subject to the option to provide negative COVID-19 test results on a

weekly basis until fully vaccinated. Proof of vaccination documentation should be provided directly to the Volunteer Department only and will be kept confidential.

Accommodations

OHS provides reasonable accommodations, absent undue hardship, to qualified individuals with disabilities that enable them to perform their volunteer duties. OHS also provides reasonable accommodations, absent undue hardship, to volunteers with sincerely held religious beliefs, observances, or practices that conflict with getting vaccinated. Reasonable accommodation may include a requirement to provide negative COVID-19 test results on a recurring basis.

OHS will engage in an interactive dialogue with you to determine the precise limitations of your ability to comply with this mandatory vaccination policy and explore potential reasonable accommodations that could overcome those limitations. OHS encourages volunteers to suggest specific reasonable accommodations. However, OHS 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 OHS or posing a direct threat to you or others.

If you believe you need an accommodation regarding this policy because of a disability or because of a sincerely-held religious belief, you are responsible for requesting a reasonable accommodation from the Volunteer Department.

When requesting an accommodation, please provide all relevant information, including: (1) a description of the accommodation or exemption requested and (2) the reason for the requested accommodation or exemption.

OHS reserves the right to request additional documentation supporting the need for an accommodation. OHS will keep confidential any medical information obtained in connection with your request for an accommodation. However, we ask that you not provide any genetic information to OHS when responding to a request for additional information or providing proof of vaccination in compliance with this policy.

OHS makes determinations about requested accommodations on a case-by-case basis considering various factors and based on an individualized assessment in each situation. OHS strives to make these determinations expeditiously and in a fair and nondiscriminatory manner and will inform you after we make a determination. If you have any questions about an accommodation request you made, please contact the Volunteer Department.

Policy Administration, Non-Retaliation, and Enforcement

The Volunteer Department is responsible for administering and enforcing this policy. If you have any questions about this policy or about health and safety issues that are not addressed in this policy, please contact the Volunteer Department.

Government and public health guidelines and restrictions and business and industry best practices regarding COVID-19 and COVID-19 vaccines are changing rapidly as new information becomes available and further research is conducted. OHS reserves the right to modify this policy at any time in its sole discretion to adapt to changing circumstances and business needs, consistent with its commitment to maintaining a safe and healthy environment.

OHS prohibits any form of discipline, reprisal, intimidation, or retaliation for reporting a violation of this policy or any other health and safety concern. Volunteers also have the right to report work-related injuries and illnesses and OHS will not discharge or discriminate or otherwise retaliate against volunteers for reporting work-related injuries or illnesses or good-faith health and safety concerns.

Failure to comply with or enforce this policy may result in discipline, up to and including termination of volunteer position.

Acknowledgment of Receipt and Review

I am electronically acknowledging receipt of OHS's Mandatory COVID-19 Vaccination Policy and that I read it, understood it, and agree to comply with it. I understand that OHS has the maximum discretion permitted by law to interpret, administer, change, modify, or delete this policy at any time with or without notice. No statement or representation by a supervisor or manager or any other employee, volunteer, whether oral or written, can supplement or modify this policy. Changes can only be made if approved by OHS's Human Resources Department. I also understand that any delay or failure by OHS to enforce any work policy or rule will not constitute a waiver of OHS's right to do so in the future.