

**Community Housing Development Corporation**

**COVID-19 Vaccination Policy**

**(Revised June 2, 2021)**

In order to provide and maintain a safe workplace that is free of known hazards, to protect the health of our employees, their families, our clients, residents and visitors, and given the widespread vaccine availability, Community Housing Development Corporation ("CHDC") requires all employees to receive a U.S. FDA-approved COVID-19 vaccine in order to work with other employees in CHDC's offices and on CHDC property or traveling for work, unless a reasonable accommodation request is approved.

Employees must be fully vaccinated on or before July 15, 2021 unless a reasonable accommodation request is approved. "Fully vaccinated," according to the Centers for Disease Control means two weeks have elapsed after receiving either a one-dose or the second of a two-dose COVID-19 vaccine. All employees will be paid for time taken to receive vaccinations. Employees are to work with their managers to coordinate their work schedules and vaccine appointments, as necessary.

On or before July 15, employees must provide a photocopy of their vaccine card to Charles Fowlkes, unless a reasonable accommodation has been approved. This will be maintained as a confidential medical record.

Employees who are unable to be vaccinated due to a medical reason/disability, or because of a sincerely held religious belief, must contact Charles Fowlkes. Employees will need to complete a Request for Accommodation form and provide any requested certifications. The company will engage in an interactive process to determine if a reasonable accommodation can be provided that does not create an undue hardship or pose a direct threat to the health and safety of others.

Employees not in compliance with this policy may be placed on unpaid leave while their vaccination or accommodation status is being determined.

Contact Charles Fowlkes with any questions.

Employee Signature \_\_\_\_\_

Date: \_\_\_\_\_