



Islesboro Preschool

Vaccination Policy

Purpose

We believe in doing what we can as an organization to provide a safe environment for our students, employees, volunteers, and visitors to reduce the risk of catching or spreading COVID-19.

COVID-19 Vaccination Requirement

All employees, as well as paid or unpaid volunteers, are required to be fully vaccinated for COVID-19 by March 1, 2022 unless they have been granted an accommodation for a medical or religious reason (see below). All employees are also required to follow CDC guidance on booster vaccinations.

Employees who have been granted an exemption to the vaccination requirement because of a medical or religious reason will be required to wear a mask while at work at all times, and be subject to health and safety protocols, including but not limited to weekly testing on an ongoing basis until fully vaccinated.

All Islesboro Preschool (IPS) employees are required to provide proof of COVID-19 vaccination or a request for a medical or religious exemption by March 1, 2022. The IPS shall accept as proof of COVID-19 vaccination an immunization record, vaccination card, or any other official record from the administering provider attesting to the employee's COVID-19 vaccination history. All records of vaccination shall be treated as confidential medical records.

Any IPS employee hired after the adoption of this policy must submit proof of vaccination or a request for a medical or religious exemption by the employee's first day of employment with IPS. If a newly hired employee has not been fully vaccinated for COVID-19 or submitted a request for a medical or religious exemption when hired by IPS, the employee must be fully vaccinated for COVID-19 and provide proof of vaccination within 30 days of their first day of employment with the IPS.

Vaccine Administration

Employees are responsible for scheduling and obtaining all recommended doses of an FDA approved COVID-19 vaccine or a COVID-19 vaccine granted Emergency Use Authorization by the FDA. Reasonable leave will be provided so employees may get the vaccine during regularly scheduled work hours if required, contingent on supervisor approval.

Policy Modification

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, further research is conducted, and additional vaccines are approved and distributed. Islesboro Preschool reserves the right to modify this policy at any time at its sole discretion to adapt to changing circumstances and business needs, consistent

with our commitment to maintaining a safe and healthy workplace and environment for our students and employees.

Reasonable Accommodation

Employees in need of an exemption from this policy due to a medical reason, or because of a sincerely held religious belief must provide the Islesboro Preschool with written documentation of the medical needs or religious beliefs. Documentation must be submitted to the IPS Chair of the Board by March 1, 2022 or within 30 days of initial employment with IPS for staff hired after the date this policy was adopted. For medical exemptions, IPS may request additional supporting documentation from a treating physician or other medical professional. For religious exemptions, IPS may request additional supporting documentation from clergy or another relevant religious official. Such documentation shall be used only for this purpose and shall be treated confidentially to the fullest extent allowed by law.

Specifically, any documentation of medical needs shall be treated as medical record under the Americans with Disabilities Act. An accommodation for medical or religious reason shall be granted if it does not cause IPS undue hardship or pose a direct threat to the health and safety of others. If accommodation is accepted, the individual must, at a minimum, wear a mask at all times while at work and be tested weekly.

Please direct any questions regarding this policy to the Board Chair or the Board's Executive Committee members.