



COVID-19 Vaccine Incentive Policy

I. Purpose

Recent data indicates that COVID-19 (COVID) hospitalizations are increasing at an alarming rate, and that 99.9% of those hospitalizations are patients who have not been vaccinated. Based on this data, the Town has chosen to take a more proactive approach to helping fight the COVID virus, by offering vaccine incentives for Town employees to get fully vaccinated.

II. Vaccine Incentives

Effective October 1, 2021, all Town employees who meet the vaccine eligibility requirements of this policy will be eligible for all of the following:

- Paid Quarantine Leave if exposed at work **and** directed to go home.
- 120 hours of TOA Emergency Sick Leave to be used for:
 - the employee's COVID-related illness or quarantine (if required)
 - to care for a family member that has COVID
 - to care for a child whose school is requiring quarantine because of exposure
- 40 hours of "Additional Vacation Leave."

Prorated amounts of the incentive leave will be available to employees who work shift schedules, as well as Limited Service and Part-time employees.

III. Eligibility Requirements

To receive the vaccine incentives, an employee must meet all of the requirements below, on or before September 30, 2021:

1. Be an active employee with the Town as of September 30, 2021
2. Have received a single dose of the Johnson & Johnson vaccine or both doses of the Moderna or Pfizer vaccine on or before September 30, 2021
3. Have submitted a Vaccination Verification Form, including dates and proof of the vaccination, no later than September 30, 2021.

IV. Alternative Options for those with Medical Conditions or Sincerely Held Religious Beliefs

Employees who are unable to take the vaccine because of documented medical reasons or a bona-fide religious reason may voluntarily provide the following to earn the incentives:

- Attestation to having a medical condition precluding vaccination, along with medical documentation from the employee's healthcare provider explaining the employee's medical diagnosis or condition and the way in which it precludes vaccination.

OR

- Attestation to having a religious belief precluding vaccination, along with a written explanation of how the employee's religious beliefs preclude vaccination that includes supporting evidence.

AND

- Participate in a Town-provided COVID educational activity and provide a written response of ways to prevent the spread of COVID.

Procedure for Requesting the Vaccine Alternative Option

Employees who wish to request the request consideration for the alternative option should complete the online, confidential Vaccine Alternative Request Form provided by the Human Resources Department. Once the form has been completed, HR will follow up with instructions on how to submit additional required information, along with the COVID educational opportunities and requirements for the written exercise.

V. Voluntary Participation

Town employees, regardless of vaccination status, are not required to participate in the vaccine incentive program and can opt-out of this benefit entirely if they do not wish to participate.

VI. Employees Vaccinated or Hired on or after October 1, 2021

Employees who receive the COVID vaccine after the September 30, 2021 deadline will be eligible for the Quarantine Leave and TOA Emergency Sick Leave by providing proof of vaccination.

Employees hired on or after October 1, 2021 will be eligible for the Quarantine Leave and TOA Emergency Sick Leave by providing proof of vaccination within one month of employment.

VII. Leave Provisions

The 120 hours of TOA Emergency Sick Leave will be in addition to any remaining TOA ESL balances the employee may have as of September 30, 2021.

Paid Quarantine Leave and TOA Emergency Sick Leave will be set to expire March 31, 2022. TOA Emergency Sick Leave is not eligible for rollover or pay out upon separation.

Additional Vacation Leave will not expire, but will be kept in a separate leave bank and not eligible for rollover or payout upon separation.

VIII. Procedure for Requesting Emergency Paid Sick Leave

All employees requesting TOA Emergency Sick Leave must provide written notice by submitting the online form made available through HR. Employees who submit requests for TOA ESL will be required to provide the following:

- Proof of a positive COVID diagnosis for their own illness; or
- Doctor's note stating the need to care for a family member who has COVID

For employees requesting TOA Emergency Sick leave to stay home with a child whose school has directed them to stay home due to exposure will be required to provide:

- The name of the child being cared for;
- An official note from the school, place of care, or child care provider stating the need for the child to be quarantined due to direct exposure; and
- A statement from the employee that no other suitable person is available to care for the child (other parent, guardian or usual childcare provider).

Once emergency paid sick leave has begun, the employee and his or her manager must determine reasonable procedures for the employee to report periodically on the employee's status and intent to continue to receive paid sick time.

IX. Quarantine Leave

Employees who have been identified as having been directly exposed to an individual who has tested positive with COVID-19 (1) while at work and (2) who have been directed by the Town to quarantine, will be eligible to use Quarantine Leave during the quarantine period determined by the Town. Prior to granting Quarantine Leave, all work from home or other work arrangements should be considered and implemented, if possible.

Quarantine Leave will only be available to use while quarantining from a work-related exposure. If, during quarantine, the employee is diagnosed with COVID-19, the Quarantine Leave will stop and the employee will use their Emergency Sick Leave (if available) or other available leave such as sick or vacation leave.