


## HOWARD GARDNER MULTIPLE INTELLIGENCE CHARTER SCHOOL

	Employee	EE21-1001
	Mandatory COVID-19 Vaccination Policy for Prospective Employees	ADOPTED DATE: October 19, 2021  REVIEWED DATE:  REVISED DATE:

The Board of Trustees (“Board”) of the Howard Gardner Multiple Intelligence Charter School (“Charter School”) is committed to safeguarding the health of its students, staff, and families from COVID-19. Achieving the highest level of COVID-19 vaccination among its employees is a critical part of the Charter School’s multi-layered prevention strategies to prevent COVID-19 transmission in the Charter School so that it can remain open for in-person learning.

### **Purpose and Intent**

This policy is intended to help maximize the protection afforded by the COVID-19 vaccine. The Charter School has adopted this policy to protect the health and well-being of employees, students, families, visitors, others who spend time in the Charter School, and the community from infectious conditions that may be mitigated through a mandatory vaccination program.

This policy complies with all applicable laws and is based on guidance issued by the Centers for Disease Control and Prevention (CDC) and public health authorities. The vaccination of employees will aid the Charter School in promoting a safe and healthy work environment and to further protect – to the greatest extent possible – faculty, staff, students, guests, and their families from COVID-19 infection.

### **Scope**

This policy applies to all employees. It does not apply to students, contractors, or visitors.

### **Procedures**

Effective immediately, as a condition of employment, all prospective employees will be required to either: a) provide proof of full COVID-19 vaccination to the Human Resources Department; or b) have obtained an approved exemption to mandatory COVID-19 vaccination. For purposes of this policy, a prospective employee is considered fully vaccinated two (2) weeks after receiving the second dose of a two-dose vaccine (Pfizer or Moderna) or one dose of a single-dose vaccination (Janssen). To establish that a prospective employee is fully vaccinated, the prospective employee shall submit a copy of their completed COVID-19 Vaccination Record Card to the Human Resources Department prior to the first date of employment.

Except as set forth below in the section entitled “Requests for Exemptions or Accommodations”, prospective employees who do not fulfill one of these two requirements shall be ineligible for employment with the Charter School.

### **Requests for Exemptions or Accommodations**

The Charter School wants all its employees to have equal access to all benefits and resources offered by the Charter School. Accordingly, the Charter School can make reasonable accommodations for prospective employees with disabilities to help them have equal access to employment with the Charter School. To assist any employee who is disabled, has a qualifying medical condition that contraindicates the vaccination, or who objects to being vaccinated on

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the basis of sincerely held religious beliefs and practices, the Charter School will engage in an interactive process to determine if an exemption applies. If applicable, the Charter School will consider whether an exemption as a reasonable accommodation creates an undue hardship for the Charter School and/or poses a direct threat to the health or safety of others in the Charter School and/or to the employee.

To the extent an exemption is granted by the Charter School pursuant to this policy, the employee (the "Exempt Employee") shall be subject to mandatory COVID-19 testing once a week, which will have to be acquired by the employee's medical provider or by a testing site. If an Exempt Employee fails to obtain COVID-19 testing in accordance with this policy, the Exempt Employee will be placed on unpaid leave until a negative COVID-19 test result is received by the Charter School. An Exempt Employee's repeated failure to obtain COVID-19 testing in accordance with this policy may result in discipline up to and including termination.

### **No Retaliation**

The Charter School prohibits any discrimination, harassment, retaliation, or adverse action for prospective employees who comply with this policy either by getting the COVID-19 vaccine or obtaining an exemption to COVID-19 vaccination.

### **Confidentiality**

Proof of vaccination will be kept confidential and maintained in a secure electronic file separate and apart from an employee's personnel file.

**TO THE EXTENT THAT ANYTHING IN THIS POLICY COULD BE CONSTRUED TO CONFLICT WITH THE SCHOOL'S CHARTER OR APPLICABLE STATE AND/OR FEDERAL LAWS, THE APPLICABLE STATE AND/OR FEDERAL LAWS AND/OR CHARTER CONTROL.**