



## **COVID-19 VACCINATION POLICY**

### **I. Purpose**

Consistent with its duty to provide and maintain a workplace that is free of recognized hazards, Putney Transportation has adopted this policy to safeguard the health and well-being of employees and their families; others who spend time on our buses and in our facility, and the community from infectious conditions that may be mitigated through an effective vaccination program. This policy is intended to comply with all state and local laws. It is based upon guidance provided by the Centers for Disease Control and Prevention (CDC) and public health and licensing authorities, as applicable.

### **II. Scope/Applicability**

This policy applies to all employees. It does not apply to vendors or visitors.

### **III. Policy**

Putney Transportation strongly encourages all employees to receive the Covid-19 vaccine. Those who do not wish to receive the vaccine must either (a) always wear an approved face-covering while in the workplace; or (b) obtain an approved exemption from the requirement to wear an approved face-covering in lieu of being vaccinated.

To establish that they have received a vaccination, employees may present written evidence of immunization from the designated site or from another authorized healthcare provider.

### **IV. 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. You may get the vaccine during your regularly scheduled work hours contingent on supervisor approval. Putney Transportation will pay employees for time spent getting the vaccine if done during your regular work hours. Your supervisor must approve your leave to take the vaccine during working hours to minimize business interruptions.

### **V. Request for Exemptions**

#### **Disability Accommodation**

In accordance with Putney Transportation Disability Accommodations Policy, Putney Transportation provides reasonable accommodations, absent undue hardship, to qualified individuals with disabilities that enable them to perform their job duties. If you believe you need an accommodation regarding this policy because of a disability, you are responsible for requesting a reasonable accommodation

from the Human Resources Department.

## **Religious Accommodation**

Putney Transportation provides reasonable accommodations, absent undue hardship, to employees with sincerely held religious beliefs, observances, or practices that conflict with getting vaccinated. If you believe you need an accommodation regarding this policy because of your sincerely held religious belief, you are responsible for requesting a reasonable accommodation from the Human

Resources Department.

## **Exemption for Other Medical Reasons**

Exemptions for other medical reasons may be available on a case-by-case basis/for conditions such as pregnancy, breastfeeding, history of certain allergic reactions, and any other medical condition that is a contraindication to the COVID-19 vaccine even if they do not qualify as a disability under federal, state, or local law. Putney Transportation will engage in an interactive dialogue with you determine whether an exemption is appropriate and can be granted without imposing an undue

hardship on Putney Transportation.

## **Policy Modification**

Government and public health guidelines and restrictions and business and industry best practices regarding COVID19 and COVID-19 vaccines are changing rapidly as new information becomes available, further research is conducted, and additional vaccines are approved and distributed. Putney Transportation 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 workplace.

## **Non-Retaliation**

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

## **VI. Related Policies**

*Responsible Authority: Office of Human Resources*