

**Mather**  
**Evanston, Illinois**

**SUBJECT OF POLICY:** COVID-19 Vaccination Policy

**SCOPE OF PRACTICE:** See Applicability of Policies

**SUBMITTED BY:** Mary Sullivan, Senior Vice President of Human Resources

**APPROVED BY:** Mary Leary, President and Chief Executive Officer

**EFFECTIVE DATE:** 5/3/21

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**I. Policy:**

The Company has implemented a mandatory vaccination policy requiring COVID-19 vaccination(s) for all employees. We are adopting this policy to safeguard the health of our team members and their families, our residents and their families, our customers and visitors, and the community at large from COVID-19, which may be reduced by vaccination(s). All employees must either establish that they have received the vaccine(s) or obtain an approved medical or religious exemption as an accommodation (please see below) by the time frame set forth in this policy.

**II. Purpose:**

Employees have a shared responsibility to assist in the prevention of the spread of infection to residents, co-workers, and the community by taking reasonable precautions to reduce the transmission of vaccine-preventable diseases as outlined in the procedures below. This policy is intended to comply with all federal, state and local laws. It is based upon guidance provided by the Centers for Disease Control and Prevention (CDC) and state and local health officials.

**III. Procedure:**

**A. Applicability**

**Current employees** of the Company, **full-time and part-time**, are required to receive the COVID-19 vaccination(s). All employees have **45 days** from the effective date of this policy to:

1. establish that they have received at least one dose of the COVID-19 vaccine(s) and have scheduled the second dose; or
2. establish that they have been fully vaccinated; or
3. obtain an approved **medical or religious** exemption as an accommodation.

Employees who are not in compliance with this policy will be placed on unpaid Leave of Absence (LOA) for **30 days** after the date vaccination was due. If after 30 days the employee has not yet obtained the first dose of the vaccine, the employee will be considered to have voluntarily resigned his/her position with the Company.

**New hires**, upon accepting an offer of employment, should:

1. establish that they have received at least one dose of the COVID-19 vaccine(s) and have scheduled the second dose; or
2. establish that they have been fully vaccinated; or
3. obtain an approved **medical or religious** exemption as an accommodation

#### **B. Vaccine Accessibility**

The Company may assist employees by providing on-site vaccination clinics or identifying sites where employees may receive the vaccination(s). All employees will be paid for the time taken to receive vaccination(s) up to a maximum of 4 hours. For offsite vaccinations, employees are requested to work with their managers to schedule appropriate time to comply with this policy. The employee's Human Resources representative is available to assist an employee who needs assistance in scheduling an appointment.

#### **C. Documentation**

Before the stated deadlines to be vaccinated have expired, employees who have not received vaccinations onsite at the Company will be required to provide to their Human Resources representative either proof of vaccination (e.g., Original CDC COVID-19 Vaccination Record Card that contains product name, lot number, date(s) received and Health Care Professional or Clinic Site) or an approved reasonable accommodation for religious beliefs or medical reasons.

Human Resources team members will confirm employees' vaccinations if they were administered onsite at the Company.

#### **D. Reasonable Accommodations**

Employees seeking an exemption from this requirement for medical or religious reasons should obtain a **Request for Accommodation** form (**RFA**) from their Human Resources Representative or the HR Analyst at the Orrington Office. Completed forms should be submitted confidentially to the HR Analyst at the Orrington Office.

If the employee does not provide such information, it may impact the Company's ability to adequately understand the employee's request for exemption and may be perceived as voluntary termination of the employee's employment with the Company.

The Human Resources Analyst at the Orrington Office will begin the interactive accommodation process as soon as possible after the RFA is received.

##### **1. Medical Accommodations**

Medical accommodations/exemptions from the COVID-19 vaccination policy will only be considered if the employee provides written documentation by a licensed, treating medical provider, nurse practitioner (NP), or physician's assistant (PA), providing the following:

- a. CDC contraindications for the COVID-19 vaccine;

- b. The applicable contraindication found in the manufacturer's package insert for the COVID-19 vaccine; and
- c. A statement that the physical condition of the person or medical circumstances relating to the person are such that immunization is not considered safe. The statement should indicate the specific nature and probable duration of the medical condition or circumstances that contraindicate immunization with the COVID-19 vaccine.

Medical accommodations may be granted where they do not cause the Company undue hardship or pose a direct threat to the health and safety of others and provided the individual is otherwise qualified to perform the essential functions of the job.

## 2. **Religious Accommodations**

The Company is committed to complying with all laws protecting employees' sincerely-held religious beliefs and practices. The Company may provide a reasonable accommodation/exemption to the policy for an employee's sincerely-held religious beliefs or practices which prohibit the employee from receiving a COVID-19 vaccine, provided the requested accommodation is reasonable and does not create an undue hardship for the Company or pose a direct threat to the health and/or safety of others and/or the requesting employee, and provided the individual is otherwise qualified to perform the essential functions of the job.

Accommodations/exemptions from the COVID-19 vaccination policy for religious beliefs will only be considered if the employee provides written documentation providing the following:

- a. Description of the religious belief or practice that necessitates the request for accommodation; and
- b. Describe any alternate accommodations that might address your needs; and
- c. Attest and sign the document that the religious beliefs and practices are sincerely held and that Mather may need to obtain supporting documentation regarding religious practice and beliefs to further evaluate the request for a religious accommodation.

### **B. Masks**

Individuals who are not vaccinated are required to wear masks while on-site at Company locations. The Company will offer individuals who are not fully vaccinated the opportunity to have a medical evaluation and a fit test for a N95 mask, which they will be encouraged to wear upon passing the medical evaluation and fit test until they are fully vaccinated or until the level of community spread is no longer of concern to the Company. The minimum requirement is to wear a surgical mask at any time mask-use is required.

Please direct any questions regarding this policy to the Human Resources team members.