



## **Staff Recommendation**

### **Sample Vaccination Policy: Voluntary**

#### **Purpose**

In accordance with [*Company Name*]'s duty to provide and maintain a workplace that is free of known hazards, we are adopting this policy to safeguard the health of our employees and their families; our customers and visitors; and the community at large from infectious diseases, such as COVID-19 or influenza, that may be reduced by vaccinations. This policy will comply with all applicable laws and is based on guidance from the Centers for Disease Control and Prevention and local health authorities, as applicable.

#### **Scope**

All employees are encouraged to receive vaccinations as determined by [*insert relevant department or safety committee*].

#### **Procedures**

Employees will be notified by the human resources department as to the type of vaccination(s) covered by this policy and the timeframe(s) for having it/them administered. [*Company Name*] will provide either onsite access to the vaccines or a list of locations to assist employees in receiving vaccines on their own.

[*Company Name*] will pay for all vaccinations covered by this policy. When not received in-house, vaccinations should be run through employees' health insurance where applicable and otherwise be submitted for reimbursement.

All employees will be paid for time taken to receive vaccinations. For offsite vaccinations, employees are to work with their managers to schedule appropriate time to comply with this policy.

Employees should provide proof of vaccination before the stated deadlines to be vaccinated have expired. Employees who do not provide timely proof of vaccination will be required to wear an approved face covering at all times while in the workplace and when engaging with customers, unless an approved exemption from wearing a face covering has been provided.

Please direct any questions regarding this policy to the human resources department.