

**University View Academy**  
**Mandatory COVID-19 Vaccination Policy**  
*Revised Effective July 26, 2022*

In accordance with our duty to provide and maintain a workplace that is free of known hazards, and consistent with the guidelines issued by the U.S. Equal Employment Opportunity Commission (“EEOC”) and the recommendations of the Centers for Disease Control and Prevention (“CDC”), Foundation For Louisiana Students also known as University View Academy (the “Company” or “UVA”) will require that all employees be fully vaccinated against COVID-19 in accordance with this UVA Mandatory COVID-19 Vaccination Policy (the “Policy”). For purposes of this Policy, an employee is considered “fully vaccinated” when at least fourteen (14) days has passed since the employee received the second dose of the Pfizer or Moderna vaccine or since the employee received the single dose of the Johnson & Johnson vaccine. COVID-19 antibody test results or proof of prior diagnosis of COVID-19 are not an acceptable alternative to receipt of the vaccine as required by this Policy. The purpose of this requirement is to ensure the health and safety of our workforce and our students.

***Proof of Vaccination***

All UVA employees must be vaccinated by receiving an approved COVID-19 vaccine (*i.e.*, single dose of the Johnson & Johnson vaccine, or a two-dose series of the Moderna and Pfizer vaccines), and present proof of vaccination to UVA’s Human Resources Coordinator at [Covidmanagement@uview.academy](mailto:Covidmanagement@uview.academy) by June 1, 2022. Acceptable proof of vaccination status is:

1. The record of immunization from a healthcare provider or pharmacy;
2. A copy of the COVID-19 Vaccination Record Card;
3. A copy of medical records documenting the vaccination;
4. A copy of immunization records from a public health, state, or tribal immunization information system; or
5. A copy of any other official documentation that contains the type of vaccine administered, date(s) of administration, and the name of the healthcare professional(s) or clinic site(s) administering the vaccine(s).

Proof of vaccination should include the employee’s name, the type of vaccine administered, the date(s) of administration, and the name of the healthcare professional(s) or clinic site(s) that administered the vaccine. In some cases, state immunization records may not include one or more of these data fields, such as clinic site; in those circumstances UVA will still accept the state immunization record as acceptable proof of vaccination.

If an employee is unable to produce one of these acceptable forms of proof of vaccination, despite attempts to do so (*e.g.*, by trying to contact the vaccine administrator or state health department), the employee can provide a signed and dated statement attesting to their vaccination status (fully

vaccinated or partially vaccinated); attesting that they have lost and are otherwise unable to produce one of the other forms of acceptable proof; and including the following language:

“I declare (or certify, verify, or state) that this statement about my vaccination status is true and accurate. I understand that knowingly providing false information regarding my vaccination status on this form may subject me to criminal penalties.”

An employee who attests to their vaccination status in this way should, to the best of their recollection, include in their attestation the type of vaccine administered, the date(s) of administration, and the name of the healthcare professional(s) or clinic site(s) administering the vaccine.

Employees who are found to have presented fraudulent documents or false information as proof of vaccination may be subject to discipline, up to and including discharge from employment. This includes false or falsified COVID-19 vaccination cards or a false attestation.

Proof of vaccination provided by employees will be kept strictly confidential, consistent with the Company’s handling of other employee medical information.

All employees must inform UVA of their vaccination status. The following table outlines the requirements for submitting vaccination status documentation.

Vaccination Status	Instructions	Deadline
Employees who are fully vaccinated.	Submit proof of vaccination that indicates full vaccination.	June 1, 2022
Employees who are partially vaccinated (i.e., one dose of a two dose vaccine series).	Submit proof of vaccination that indicates when the first dose of vaccination was received, followed by proof of the second dose when it is obtained.	June 1, 2022
Employees who have not yet been vaccinated.	Submit statement that you are unvaccinated, and submit any request for exemption.	June 1, 2022

***Vaccination Exemptions for Medical Conditions or Sincerely Held Religious Beliefs***

Employees who cannot be vaccinated due to a medical condition (including pregnancy or pregnancy-related reasons) or sincerely held religious belief may seek an exemption from the Company’s mandatory vaccination Policy.

For purposes of this Policy, a medical condition (including pregnancy or pregnancy-related reasons) for which exemption from vaccination may be permitted includes a life-threatening allergic reaction or contraindication associated with COVID-19 vaccination, or any other condition that physician or nurse practitioner has determined prevents the individual from receiving the

COVID-19 vaccine. Individuals seeking such an exemption must complete the request form provided and submit with documentation from their physician or nurse practitioner.

Individuals seeking such an exemption must complete the request form provided by the HR Department. The Company will evaluate employee requests for a religious exemption from the vaccine requirement in accordance with applicable law. A religious exemption will require a written statement from the employee explaining the specific sincerely held religious beliefs, practices, or observances that are inconsistent with receiving the COVID-19 vaccine and how such they are inconsistent with receiving the COVID-19 vaccine.

An employee requesting an exemption must complete the appropriate exemption request form (including information from the employee's health care provider, if applicable), sign, and return the request to UVA's Human Resources Coordinator at [Covidmanagement@uview.academy](mailto:Covidmanagement@uview.academy) as soon as possible, and no later than June 1, 2022. All forms can be obtained from and completed forms and documentation must be submitted to UVA's Human Resources Coordinator at [Covidmanagement@uview.academy](mailto:Covidmanagement@uview.academy). The Company reserves the right to request additional information, clarification, and/or documentation from any employee who requests an exemption from vaccination as an accommodation. Approval of a request for an exemption is not guaranteed. UVA's designee will review each exemption request, and UVA will make a determination as to whether the request is granted or denied. UVA's Human Resources Coordinator will notify the individual of its decision, including whether additional documentation or information may be needed to reach a decision.

Employees who are found to have presented fraudulent documents or false information in support of vaccination exemption requests may be subject to discipline, up to and including discharge from employment. This includes false or falsified exemption requests or physician notes.

Requests for exemption and associated proof provided by employees will be kept strictly confidential, consistent with the Company's handling of other employee medical and confidential information.

Employees who the Company determines to be exempt from the vaccination requirement will be considered for an appropriate accommodation, in accordance with applicable law. Accommodation options may include, but are not limited to, weekly COVID-19 testing, wearing a mask at all times when in the Company's offices, social distancing, reassignment, a leave of absence, or a combination of these or other accommodations. The Company reserves the right to identify the appropriate accommodation(s) for the particular employee in light of the employee's specific circumstances and in accordance with applicable law.

Employees whose exemption request is denied will be required to vaccinate against COVID-19 as provided in this Policy and may be placed on administrative leave, as stated below, until fully vaccinated.

### ***Consequences of Failure to Vaccinate***

Other than those with an exemption to this Policy, employees who fail to produce proof of receiving at least one dose of the COVID-19 vaccine, will, absent exceptional circumstances, be

placed on administrative leave effective June 1, 2022. Employees who fail to comply with this Policy or otherwise demonstrate steps taken to complete the full vaccination process by June 1, 2022 may be subject to discipline, up to and including discharge from employment.

An employee who is in the middle of the vaccination process as of June 1, 2022 and who produces proof of receiving at least one dose of the COVID-19 vaccine may be given additional time to become fully vaccinated, as defined in this Policy. The employee must continue to follow all COVID-related reporting and safety protocols implemented by UVA, including masking and social distancing.

An employee who timely requested – but was denied – an exemption, may be given additional time to be fully vaccinated. Such extensions will be granted where reasonable and at the sole discretion of UVA. Any employee who does not get a first or second dose of a COVID-19 vaccine within two weeks following denial of a request for a medical or religious exemption will, absent exceptional circumstances, be treated as having failed to comply with this Policy.

Employees placed on administrative leave for failure to comply with this Policy will be required to use accrued but unused paid leave during their time off work. Once an employee's paid leave is exhausted, all additional leave will be unpaid.

UVA reserves the right to discharge from employment any employee who does not comply with the mandatory vaccination requirement set forth in this Policy and who has not been granted a timely submitted medical or religious exemption.

### ***Time Off to Get Vaccinated***

Employees may schedule a vaccination with their personal medical provider, at a city or county-run health department or mobile vaccination site, or at any pharmacy providing access to single-dose or two-dose COVID-19 vaccinations. Employees who are unable to receive vaccinations during their work hours or to schedule their vaccinations outside of work hours will receive paid leave for time taken to receive vaccinations, up to four (4) hours for each injection. Employees are to work with UVA's Human Resources Coordinator to schedule appropriate time to comply with this Policy. Employees who need time off to recover from any side effects of the vaccination may use any accrued but unused paid leave available to them as appropriate. Employees who have no accrued but unused paid leave will be granted up to two days of additional paid leave immediately following each dose if necessary. Employees are requested to coordinate their time off under this Policy with their supervisor in advance to minimize disruption to the Company's operations.

### ***COVID-19 Testing***

If an employee covered by this Policy is not fully vaccinated (*e.g.*, if they are granted an exemption from the mandatory vaccination requirement), the employee will be required to comply with this Policy for testing.

Employees who report to the workplace at least once every seven days:

(A) must be tested for COVID-19 at least once every seven days; and

(B) must provide documentation of the most recent COVID-19 test result to UVA's Human Resources Coordinator no later than the seventh day following the date on which the employee last provided a test result. Documentation of the negative test result must be provided to UVA's Human Resources Coordinator within 24 hours of the results.

Any employee who does not report to the workplace during a period of seven or more days (*e.g.*, if they were teleworking for two weeks prior to reporting to the workplace):

(A) must be tested for COVID-19 within seven days prior to returning to the workplace; and

(B) must provide documentation of that test result to UVA's Human Resources Coordinator at [Covidmanagement@uview.academy](mailto:Covidmanagement@uview.academy) upon return to the workplace.

If an employee does not provide documentation of a COVID-19 test result as required by this Policy, they will be removed from the workplace until they provide a negative test result or otherwise comply with return-to-work criteria after required isolation. The employee will be required to use PTO during the absence or will take the leave in an unpaid status if the employee has no PTO to use. If an employee fails to timely provide a negative test result and must take PTO or leave on multiple occasions during a semester, the employee may be subject to discipline for failure to comply with this Policy up to and including dismissal.

Employees who have received a positive COVID-19 test or who have been diagnosed with COVID-19 by a licensed healthcare provider are not required to undergo COVID-19 testing for 90 days following the date of their positive test or diagnosis. These employees will need to provide proof of the positive test or diagnosis to UVA's Human Resources Coordinator at [Covidmanagement@uview.academy](mailto:Covidmanagement@uview.academy) so the testing requirement may be temporarily waived. Employees cannot satisfy the testing requirements by providing proof of a positive antibody test.

UVA employees are not responsible for paying for the cost of weekly testing. To the extent there is any cost for an employee to obtain a COVID-19 test, such cost will be paid by UVA.

UVA employees will self-administer over-the-counter rapid antigen COVID-19 tests provided by UVA. Employee COVID-19 tests will be proctored by UVA. Other accepted test results include a result from any FDA approved or authorized test to detect current infection with the SARS-CoV-2 virus, which includes PCR (Polymerase Chain Reaction) tests, rapid diagnostic tests, or rapid antigen tests. Employees should contact UVA's Human Resources Coordinator to coordinate their testing time(s) to comply with this Policy.

### ***COVID-19 Testing for Employees Providing In-Person Proctoring to Students***

Employees who are assigned to proctor in-person testing to students must provide proof of vaccination in accordance with this Policy. If an employee who is assigned to proctor in-person testing to students is granted an exemption from the mandatory vaccination requirement, the employee must submit documentation of an accepted test result demonstrating s/he is negative for COVID-19 within the 72-hours prior to any scheduled shift in which the employee will proctor in-person tests for students. Documentation of the negative test result must be provided to UVA's Human Resources Coordinator within 24 hours of the results. Employees should contact UVA's Human Resources Coordinator to coordinate their testing time(s) to comply with this Policy.

### ***Positive for or Diagnosed with COVID-19, Removal and Return to Work***

Regardless of vaccination status, the Company requires employees to promptly notify their supervisor and UVA's Human Resources Coordinator when they have tested positive for COVID-19 or have been diagnosed with COVID-19 by a licensed healthcare provider. An Employee with a positive COVID-19 test or diagnosis will have to isolate until he or she meets the return-to-work criteria described in the CDC Isolation Guidance.

Employees experiencing symptoms of COVID-19, which may include fever, chills, cough, difficulty breathing, fatigue, muscle or body aches, headaches, loss of taste or smell, sore throat, nausea or vomiting and diarrhea, must contact your supervisor as soon as possible, and no later than one (1) hour before a scheduled in-person shift. Your supervisor may advise you to stay home until you can demonstrate meet the return-to-work criteria described in the CDC Isolation Guidance.

CDC Isolation Guidance: Employees who are completely asymptomatic (that is, they have not experienced any symptoms of COVID-19) may return to in-person work once 5 days have passed since the positive test or diagnosis. Regardless of vaccination status, the returning employee must wear a mask for the following 5 days. Symptomatic employees may return to in-person work after all the following are true:

- a. At least 5 days have passed since symptoms first appeared, and
- b. At least 24 hours have passed with no fever without fever-reducing medication, and
- c. Other symptoms of COVID-19 are improving (loss of taste and smell may persist for weeks or months and need not delay the end of isolation).

### ***New Hires***

All new employees are required to comply with the vaccination requirements outlined in this Policy. Potential candidates for employment will be notified of the requirements of this Policy prior to the start of employment.

Any new employees hired after the Effective Date of this Policy, after accepting an offer of employment, must either (1) provide proof that they have been fully vaccinated against COVID-19 24 hours before their start date, or (2) provide proof that they have initiated the COVID-19

vaccination process (*i.e.*, receive the first dose of a two-dose vaccine) 24 hours before their start date. Absent extenuating circumstances, The two-dose COVID-19 vaccine must be completed within thirty (30) days following the employee's start date in order to continue employment or other relationship with UVA.

Any new employees hired after the Effective Date of this Policy who cannot be vaccinated due to a medical condition (including pregnancy or pregnancy-related reasons) or sincerely held religious belief may seek an exemption under this Policy through the process provided in the Policy. For new employees, such exemption request must be submitted as soon as possible following acceptance of an offer of employment but no later 24 hours before the employee's scheduled start date.

### ***Retaliation Prohibited***

The Company strictly prohibits retaliation against any individual who is unvaccinated due to a medical condition or sincerely held religious belief or any individual who requests an exemption based on the same. Any employee found to have engaged in retaliation against an employee who makes a good faith request for an exemption from the vaccine requirement will be subject to discipline, up to and including termination. Any employee who believes they have been retaliated against in violation of this Policy should contact UVA's HR Department as soon as possible.

### ***Confidentiality and Privacy***

All medical information collected from individuals, including vaccination information, test results, and any other information obtained as a result of testing or accommodation/exemption requests, will be treated in accordance with applicable laws and policies on confidentiality and privacy.

### ***Miscellaneous***

All employees of UVA are required to follow all COVID-related reporting and safety protocols implemented by UVA, regardless of vaccination or exemption status. Protocols may differ based upon vaccination status. Employees are referred to UVA's COVID-19 Employee Policies for the specific reporting and safety protocols with which they are required to comply.

This Policy is subject to amendment from time to time, in the sole discretion of UVA, including as needed to address changing public health concerns and public health guidance, with or without prior notice to employees. Amendments to this Policy will be promptly communicated to all UVA employees.

### ***Questions***

Please direct any questions regarding this Policy to UVA's Human Resources Coordinator at [Covidmanagement@uview.academy](mailto:Covidmanagement@uview.academy).

**EMPLOYEE COVID-19 MANDATORY VACCINATION POLICY  
ACKNOWLEDGEMENT**

I acknowledge that I have received and reviewed the terms of UVA’s COVID-19 Mandatory Vaccination Policy (the “Policy”). I understand that I am required to present proof of full vaccination to UVA, and that failure to do so or otherwise comply with the Policy will result in my being placed on administrative leave as set forth in the Policy, unless I have a valid and granted exemption. I also acknowledge that if I am placed on administrative leave for failure to comply with this Policy, I will be required to use any accrued but unused paid leave available to me and that once I exhaust my paid leave, the remainder of my administrative leave will be unpaid. I understand that should I fail to comply with the Policy following said administrative leave, I may be subject to discipline up to and including dismissal.

\_\_\_\_\_

Employee Name

\_\_\_\_\_

Employee Signature

\_\_\_\_\_

Date



**COVID-19 VACCINATION EXEMPTION REQUEST – MEDICAL CONDITION**

**Medical Release – To Be Completed By Employee/Applicant**

I authorize UVA and/or its designee to communicate both verbally and in writing, if necessary, with the physician noted below to resolve my request for an exemption from receipt of the COVID-19 vaccine. I agree to complete any additional authorizations that my health care provider might require to enable them to respond to UVA’s and/or its designee’s inquiries regarding the medical basis for my requested exemption.

Employee Name: \_\_\_\_\_

I HEREBY CERTIFY THAT THE INFORMATION I HAVE PROVIDED ABOVE IS TRUE AND ACCURATE TO THE BEST OF MY KNOWLEDGE AND I ACKNOWLEDGE THAT SUBMISSION OF FALSE INFORMATION OR FALSIFICATION OF THIS DOCUMENT MAY RESULT IN DISCHARGE OF MY EMPLOYMENT WITH UVA.

Employee Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Medical Certification – To Be Completed By Health Care Provider**

**To the Physician:**

UVA requires all employees to receive the COVID-19 vaccination. The above-named employee is requesting an exemption from this requirement based on a medical condition. A medical exemption from the COVID-19 vaccine may be permitted for certain recognized contraindications as determined by the CDC (<https://www.cdc.gov/mmwr/pdf/wk/mm60e0818.pdf>). The above-named employee should not be immunized for COVID-19 for the following reasons:

- History – the above-named employee has a history of previous allergic reaction and/or documented allergy testing to indicate an immediate hypersensitivity reaction to a component of the vaccine, as defined by the most current recommendations of the CDC’s Advisory Committee on Immunization Practices.
- Other – Please provide a detailed explanation of the basis for your medical recommendation that the above-named employee should not receive the COVID-19 vaccine (these requests will be reviewed on a case-by-case basis):

Name of Physician/Practitioner	Degree/Specialty/Type of Practice
Street Address, City, State, and Zip	Contact Number
State of License	License Number

**Your signature below certifies that the above information is factually accurate and based on your medical opinion of the patient's current condition and limitations.**

\_\_\_\_\_  
Physician's Signature (Designee or Stamp Not Permitted)

\_\_\_\_\_  
Date

**PLEASE EMAIL THIS FORM TO UVA's HUMAN RESOURCES COORDINATOR AT [Covidmanagement@uview.academy](mailto:Covidmanagement@uview.academy)**

**For Office Use Only**

**EXEMPTION REQUEST RECEIVED ON:** \_\_\_\_/\_\_\_\_/\_\_\_\_

**REQUEST**  **APPROVED**  **DENIED**

**DATE OF APPROVAL/DENIAL:** \_\_\_\_/\_\_\_\_/\_\_\_\_

**HR Signature** \_\_\_\_\_

**COVID-19 VACCINATION EXEMPTION REQUEST – RELIGIOUS BELIEF**

**To Be Completed By Employee/Applicant**

UVA is committed to diversity and inclusiveness of its employees. UVA has mandated that all employees be vaccinated against COVID-19. If you have refused to receive the COVID-19 vaccine due to a sincerely held religious belief, please provide the following information:

Employee Name: \_\_\_\_\_

Name of Religious Belief, Church, or Religious Body:

\_\_\_\_\_

Detailed description of religious belief or tenet that prohibits vaccination:

I HEREBY CERTIFY THAT THE INFORMATION I HAVE PROVIDED ABOVE IS TRUE AND ACCURATE TO THE BEST OF MY KNOWLEDGE AND I ACKNOWLEDGE THAT SUBMISSION OF FALSE INFORMATION OR FALSIFICATION OF THIS DOCUMENT MAY RESULT IN DISCHARGE OF MY EMPLOYMENT WITH UVA.

Employee Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**PLEASE EMAIL THIS FORM TO UVA’s HUMAN RESOURCES COORDINATOR AT [Covidmanagement@uview.academy](mailto:Covidmanagement@uview.academy)**

**For Office Use Only**

**EXEMPTION REQUEST RECEIVED ON:** \_\_\_\_/\_\_\_\_/\_\_\_\_

**REQUEST**  **APPROVED**  **DENIED**

**DATE OF APPROVAL/DENIAL:** \_\_\_\_/\_\_\_\_/\_\_\_\_

**HR Signature** \_\_\_\_\_