

The Jessie Ball duPont Fund - COVID-19 Vaccination Policy

Purpose

In accordance with our duty to provide and maintain a workplace that is free of known hazards, The Jessie Ball duPont Fund (the “Fund”) is adopting this policy to safeguard the health of our employees and their families, our partners and other visitors (including, e.g., the staff of grantees with significant public contact), and the community at large from the risks associated with COVID-19. This policy will comply with all applicable laws and is based on guidance from the Occupational Safety and Health Administration (OSHA), the Centers for Disease Control and Prevention (CDC), and local health authorities, as applicable.

Scope

All employees are required to receive the COVID-19 vaccination unless a reasonable accommodation is approved. This vaccination policy does not apply to non-employee visitors. Employees not in compliance with this policy will be placed on unpaid leave until their employment status is determined by [the human resources contact].

Procedures

By [date], the Fund will expect all employees either to (a) establish that they have been fully vaccinated; or (b) obtain an approved exemption as an accommodation. The process for seeking an accommodation is explained below. For purposes of this policy, an employee is considered fully vaccinated two weeks after receiving the second dose of a two-dose vaccine (Pfizer or Moderna) or one dose of a single-dose vaccination (J&J).

To establish that they are fully vaccinated, employees may present a completed COVID-19 Vaccination Record Card for inspection by [the human resources contact]. The Fund will treat all such information as confidential.

The Fund will reimburse employees for the cost, if any, of receiving the vaccination, contingent upon receipt of appropriate supporting documentation. All employees will be paid for any time taken to receive vaccinations during our typical working hours. Employees should work with their managers to schedule appropriate time to comply with this policy.

Reasonable Accommodation

Employees in need of an exemption from this policy due to a medical reason or because of a sincerely held religious belief must submit a completed Request for Accommodation form to [the human resources contact] to begin the collaborative accommodation process as soon as possible. Accommodations will be granted where they do not cause the Fund undue hardship or pose a direct threat to the health and safety of others.

Please direct any questions regarding this policy to [the human resources contact]. If you believe that you have been treated in a manner not in accordance with this policy, please notify the Fund immediately by speaking to the [human resources or administrative contact]. You may request an accommodation without fear of retaliation.