

WORKPLACE SAFETY

Voluntary Vaccine Policy

We respect our coworkers and clients and hold them in high regard, treating them as they would like to be treated.

We champion our families and each other. We advocate on behalf of those we serve. We are intentional stewards of all with which we have been entrusted.

We are collaborative, working together and maximizing individual and diverse strengths to achieve the best outcomes. We honor diversity of thought by staying open.

Purpose

In accordance with Families Forward Virginia'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, or any other contagion that could be identified 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, but not mandated to receive vaccinations as determined by the Centers for Disease Control, the Virginia Department of Health and local health authorities.

Procedures

Families Forward Virginia will provide information from the CDC and Virginia Health Department, as well as resources, websites, and/or locations to assist employees in receiving vaccines. Employees are strongly encouraged to consult with their primary care physician as to their own medical needs, conditions and/or personal concerns.

All employees who choose vaccination will be paid for time taken to receive their vaccine and needed recovery time, in accordance with Families Forward's sick leave policy and available federal leave benefits. Employees will not be compensated for any travel/mileage expenses related to securing a vaccine. All staff are encouraged to continue working with their supervisors when schedule adjustments are needed.

Because vaccinations are completely voluntary, Families Forward Virginia will not maintain employee vaccine records, except any documentation required for related federal leave benefits. Individual employee vaccination status will not be shared with external parties.

The COVID-19 pandemic and vaccinations are rapidly evolving situations. Families Forward will continue to monitor as additional guidance is issued by the CDC and/or the Virginia Department of Health. Please direct any questions regarding this policy to your supervisor or the COO.

Voluntary Vaccination Option

Date:

To:

From:

Subject: Voluntary Vaccination Policy

Families Forward Virginia is implementing a **voluntary vaccination policy** effective 07/01/2021 regarding COVID-19, Influenza, and any other contagions where vaccines have been clinically proven to suppress the spread of infectious disease.

In accordance with Families Forward Virginia's duty to provide and maintain a workplace that is free of known hazards, we **strongly encourage, but do not require** employees to receive the COVID-19 vaccination. Employees may obtain the vaccination wherever they choose. Families Forward Virginia will pay for the time spent receiving the vaccinations, in accordance with the established sick leave policy. However, regardless of your personal choices, we still need to minimize the risk of infectious disease in our workplace(s).

Families Forward Virginia will be enacting the following measures to keep us all safe.

1. **Families Forward Virginia will not host any in-person training until at least 01/01/2022.**
 - The Families Forward Leadership Team will continue to evaluate best-practices as they relate to in-person, in-office interactions. There will be a minimum 90-day lead time for training schedules to allow for the development, sharing and implementation of related policies and procedures.
2. All Families Forward Virginia staff and affiliates will need to adhere to proper masking protocols and social distancing as recommended by the CDC and the Virginia Department of Health, and their host agency policies.
 - Staff who interact with families and parents will also need to adhere to the recommended screening, masking, hand hygiene and social distancing protocols, in accordance with the CDC, the Virginia Department of Health, and local health authorities.

In developing this guidance, the Families Forward Virginia leadership team reviewed recommendations and consulted with such reputable health authorities such as the Centers for Disease Control and Prevention and the Virginia Health Department along with local health officials, to determine the best way to keep us safe and healthy. Families Forward Leadership will continue to monitor recommendations from those authorities as new information emerges or conditions change.

Should you have any questions regarding this new policy, please contact your supervisor or Laura Darling, COO.