

GGC Employee Handbook

Updated 08/25/2022

COVID-19 Vaccination Policy

Consistent with its duty to provide and maintain a workplace that is free of recognized hazards, the Greenwood Genetic Center has adopted this policy to safeguard the health and well-being of employees and their families, our patients, visitors, trainees, volunteers and the community from the risks associated with COVID-19. This policy is based upon guidance provided by the Occupational Safety and Health Administration (OSHA), the Centers for Disease Control and Prevention (CDC) and other public health and licensing authorities, as applicable.

This policy applies to all employees. It also applies to individuals acting in similar roles for an extended period (greater than 1 single day or event), including staffing agency employees, independent contractors, trainees, students, volunteers and ancillary service providers. The policy applies to COVID-19 vaccinations that are available to our employees.

Effective November 30, 2021, all covered employees are expected to either (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, based on the CDC definition, two weeks after receiving the second dose of a two-dose vaccine (Pfizer or Moderna) or one dose of a single-dose vaccine (Janssen). We strongly recommend that eligible employees receive booster vaccinations as outlined by the CDC. This policy will be updated to reflect any changes to the definition of fully vaccinated by the CDC. Employees will be notified of such changes and expected to remain in compliance.

All newly hired employees and individuals in similar roles will be informed of the GGC COVID-19 vaccination policy before employment or assignment begins. New employees must have received at least one dose of the COVID-19 vaccine before their start date and be scheduled to receive a second dose, where applicable, within thirty days of their start date.

Employees who do not fulfill one of these two requirements (establish that they have been fully vaccinated or obtain an approved exemption as an accommodation) will be placed on unpaid leave for a maximum of 45 days, at which time their employment will be terminated if they are not fully vaccinated.

To establish that they are fully vaccinated, employees should complete a vaccination reporting questionnaire and upload a completed COVID-19 Vaccination Record Card utilizing the current vaccination reporting tool on the Center's SharePoint site. Non-employees should work with their contact at GGC to provide any information requested to comply with the requirements of this policy. The Center will treat all such information as confidential.

To facilitate employees' ability to receive the vaccination, the Center will consider timely requests for appropriate schedule changes. This should be coordinated with an employee's supervisor. The Center will pay non-exempt hourly employees for time spent receiving the vaccination.

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Requests for Exemptions as Accommodations

To assist any employee who has a qualifying medical condition that contraindicates the vaccination, or objects to being vaccinated on the basis of sincerely held religious beliefs and practices, the Center will engage in an interactive process to determine if a reasonable accommodation can be provided so long as it does not create an undue hardship for the Center and/or does not pose a direct threat to the health and safety of others in the workplace and/or to the employee. **To request an accommodation, for one of the above reasons, please notify GGC Human Resources in writing within two weeks of either 1) the policy implementation date or 2) hire date, if after the policy implementation date.** Once the Center is aware of the need for an accommodation, the Center will engage in an interactive process to identify possible accommodations.

If you believe that you have been treated in a manner not in accordance with this policy, please notify the Center immediately by speaking to the Chief Compliance Officer (CCO), Chief Operating Officer (COO), or the Center Director. You may request an accommodation without fear of retaliation.