



COVID-19 Vaccination Policy

Effective Date:

Monday, October 4, 2021

Purpose:

As a federal grant recipient, SCORE is required to comply with [Executive Order 14042](#) issued 09/09/21 and subsequent [Safer Federal Workforce Task Force guidance for Federal Contractors and Subcontractors](#), which mandate the vaccination of federal contractors and subcontractors. Any violation of these protocols may jeopardize federal funding and support for the SCORE program.

Applicability:

This policy applies to all SCORE employees and third-party employed contractors that directly serve the SCORE program as regular part-time or full-time contractors (e.g. Support staff contractors).

Policy:

All SCORE employees and contractors are to be fully vaccinated against COVID-19 by 12/08/2021. Employees and contractors are considered fully vaccinated if they have received COVID-19 vaccines currently approved or authorized for emergency use by the U.S. Food and Drug Administration (Pfizer-BioNTech, Moderna, and Johnson & Johnson [J&J]/Janssen COVID-19 vaccines). All employees must maintain and provide written proof to SCORE that they have been fully vaccinated against COVID-19. All SCORE Headquarters employees and contractors must upload proof through this secure [vaccination form](#). Employees and contractors should not provide proof of vaccination that includes any genetic information (e.g., family medical history). Any documentation provided by an employee will be kept confidential to the extent required by law.

New hires must present proof of COVID-19 vaccination, if vaccines are available and the employee is eligible, at time of hire.

This policy is mandatory except for employees with a documented medical and/or religious reason for not receiving the COVID-19 vaccine. The process for seeking an exemption or reasonable accommodation based on a medical and/or religious reason is addressed below.

Requests for Exemptions as a Reasonable Accommodation

An employee or job applicant (i) who is disabled, pregnant, nursing or who has a qualifying medical condition that contraindicates a COVID-19 vaccination, or (ii) who objects to being vaccinated on the basis of a sincerely held religious belief, observance or practice may request an exemption from this vaccination policy. All requests should be directed to Human Resources at Kaleigh.williams@score.org.



SCORE will engage in an interactive process to determine if an exemption as a reasonable accommodation may be appropriate. This process will involve the exchange of information about the reasons for the request (e.g., information regarding the disability) and identification of appropriate workplace accommodations.

An exemption as a reasonable accommodation may be provided so long as it does not cause an undue hardship for the organization or pose a direct threat to the health and safety of others. This determination will be made on a case-by-case basis. Any medical information concerning an employee's or job applicant's limitations and/or reasonable accommodation needs will be kept in strict confidence in compliance with applicable federal, state and local laws. Please refer to our reasonable accommodation procedure for further information. Employees and job applicants may request an exemption as a reasonable accommodation without fear of retaliation.

Noncompliance

An employee who does not provide proof that they have been fully vaccinated for COVID-19 (e.g., received two doses) by **12/08/2021** will be considered noncompliant with this policy. Noncompliance may result in disciplinary action up to and including termination of employment. This provision does not apply to an employee who has been provided an exemption as a reasonable accommodation for a disability or a sincerely held religious belief.

Policy Owner:

HR Department

Related Policies and Procedures:

SCORE Temporary Mask and Distancing Protocols Memo
BEN-WELL-1003-Reasonable Accommodation Policy