



## **COVID-19 Vaccination Policy for Mandatory Vaccinations**

In light of the ongoing COVID-19 pandemic, in response to requirements of Allegheny County/our customers and as part of our continued efforts to maintain a safe workplace for employees, Great Lakes/Diversified Care Management (GL/DCM) is requiring all employees over the age of eighteen (18) to receive an FDA authorized and/or approved COVID-19 vaccination, including any and all doses and/or booster shots, as a condition of continued employment. Below you will find additional information regarding this policy. This is an evolving public health emergency. GL/DCM fully intends this policy to comply with all applicable federal, state and local law. GL/DCM is monitoring guidance from all applicable public health authorities and we reserve the right to modify this policy as we determine may be necessary or appropriate. It is recommended that employees consult with their healthcare provider regarding whether to obtain a COVID-19 vaccination. Although whether or not someone receives a vaccination may have work implications, the decision whether to be vaccinated, and which vaccine to receive, is still a choice that employees should make in consultation with their medical provider after reviewing all of the available information.

### **Time Frame for Receiving Vaccination**

As most vaccinations will require two dosages, we realize it will take time for employees to be fully vaccinated. GL/DCM expects covered employees to work diligently to ensure they obtain the vaccinations as promptly as possible. GL/DCM requires all employees to be fully vaccinated by **December 31, 2021**.

### **Confirmation of Vaccination**

Employees vaccinated pursuant to this policy shall provide confirmation of such vaccination in the form, time, and manner reasonably requested by GL/DCM. Such confirmation will require producing a vaccination card to Human Resources, or providing documentation from the employee's healthcare provider of the administration of the vaccination. In such case, the employee will be responsible for providing any required consents and/or authorizations to the provider to disclose the information necessary to confirm the employee's vaccination. As with all identifiable employee medical information, GL/DCM will safeguard information concerning COVID-19 vaccinations in accordance with applicable law.

### **Notice of Scheduled Vaccination**

According to the CDC<sup>1</sup>, individuals may experience mild to moderate reactions to vaccinations that may cause individuals to feel ill for a few days after the vaccination. Therefore, we are attempting to plan for potential absences following vaccinations. Employees may be eligible to take paid or unpaid time off for absences related to reactions where they feel ill after the vaccination under company policy or state/local laws, including but not limited to time off under the Pittsburgh COVID-19 Emergency Sick Leave Law. As soon as covered employees schedule a vaccination, please report the date of your scheduled vaccination appointment to [covid19@greatlakesresearch.com](mailto:covid19@greatlakesresearch.com).

### **Requests for Accommodations or Exemptions**

GL/DCM will consider requests to be excused from this policy whenever necessary to comply with legal

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<sup>1</sup> [Possible Side Effects After Getting a COVID-19 Vaccine | CDC](#)

requirements. GL/DCM will consider any requests for accommodations for disabilities, pregnancy, religion or other exemptions on an individual basis in accordance with applicable legal requirements.

Employees requesting accommodations need to complete either the Request for Medical Exemption Form or the Request for Religious Exemption Form. **The form should be requested within one week of receiving this policy.** Employees should explain the reasons why they are seeking the accommodation in detail. GL/DCM will request additional information or documentation it deems necessary or appropriate to inform its decision on an employee's accommodation request. To request an accommodation, contact [Covid19@greatlakesresearch.com](mailto:Covid19@greatlakesresearch.com) for the applicable form.

### **Costs of Vaccinations**

There is no cost to employees to receive the COVID-19 vaccine. However, depending upon the vaccine provider, an employee may be asked to present an insurance card if the employee is covered under the company's health care plan.

Employees will be allowed to obtain their vaccines during the work day. Up to four hours of Covid Sick Leave may be used on the day of vaccination to cover the time traveling to/from and receiving the vaccine. Up to three days of Covid Sick Leave may be used for recovery from the vaccine. Pursuant to the GL/DCM sick time policy, after 3 days a doctor's note may be requested prior to returning to work.

### **Safety Protocols Following Vaccinations**

Unless notified otherwise in writing by GL/DCM, employees must continue to comply with all applicable COVID-19 safety protocols after they are vaccinated, regardless of information that may be available from the CDC or other federal/state/local health authorities. GL/DCM will determine, based on guidance from the CDC and applicable state/local public health authorities, whether and when such protocols will be modified or eliminated for fully vaccinated employees.

Masking is mandatory in all GL/DCM buildings regardless of vaccination status. Employees working in Allegheny County buildings should follow masking protocols in their respective buildings.

### **Failure to Comply or Cooperate with Vaccination Policy**

Employees who are required to be fully vaccinated but choose to not get vaccinated by December 31st will be placed on administrative unpaid leave pending final employment decisions. Ultimately, if an employee chooses not to be vaccinated for any reason outside of an approved exemption for a medical condition or sincerely held religious belief, their employment with GL/DCM will be terminated.

### **Questions**

If you have any questions regarding this policy, please send all inquiries to:  
[Covid19@greatlakesresearch.com](mailto:Covid19@greatlakesresearch.com).