




INTEROFFICE MEMORANDUM EXECUTIVE

TO: HAS Staff

FROM: Earline Davis, Executive Director 

DATE: September 14, 2021

RE: **Mandatory COVID-19 Vaccination**

In an effort to ensure a 100% employee COVID vaccination rate within HAS, a mandatory vaccination policy is now in effect for all employees. In accordance with HAS' duty to provide and maintain a workplace that safeguards against known hazards, we are adopting this policy to help protect the health of our employees and their families, our customers, visitors and the community at large, from infectious diseases that may be reduced by vaccinations. In making this decision, executive leadership reviewed recommendations from the EEOC, SHRM and the Centers for Disease Control and Prevention.

All employees must produce documentation to show that they are fully COVID-vaccinated, no later than October 25, 2021. Individuals seeking an exemption from this requirement, for medical or religious reasons, must complete a Request for Reasonable Accommodation form and submit the form to Human Resources. HAS prohibits unlawful retaliation against an employee who submits a Request for Accommodation under this policy. Employees who fail to become fully COVID-vaccinated by the stated deadline will be placed on Administrative Leave, **without pay**, until their employment status is determined.

The COVID-19 vaccine is an important tool to help stop the pandemic. After vaccination, everyone in the Authority should continue to follow all of HAS' current guidance to protect themselves and others, including wearing a mask, staying at least 6 feet away from others, avoiding crowds, following facility guidance on visitation and infection control, and cleaning hands often.

Should you have any questions regarding this new policy, please contact Shannell Hardwick, Director of Human Resources.



Mandatory Vaccination Policy

Purpose

In accordance with the Housing Authority of Savannah's duty to provide and maintain a workplace that safeguards against known hazards, we are adopting this policy to help protect 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 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 required to receive vaccinations as determined by Human Resources (HR). Unless a reasonable accommodation is approved, employees not in compliance with this policy will be placed on Administrative Leave (**without pay**), until their employment status is determined.

Procedures

Employees will be notified by HR, as to the type of vaccination(s) covered by this policy and the timeframe(s) for having the vaccine(s) administered. HAS will provide either onsite access to the vaccines or a list of locations to assist employees in receiving the vaccine on their own.

HAS will pay for all vaccinations; COVID-19 vaccinations are free, whether an individual has health insurance or not. When not received in-house, vaccinations should be approved through your health insurance and be submitted for reimbursement where applicable.

All employees will be paid for time taken to receive vaccinations. For offsite vaccinations, employees are to work with their managers to schedule appropriate time to comply with this policy. Before the stated deadlines to be vaccinated have expired, employees will be required to provide either proof of vaccination or an approved Reasonable Accommodation request to be exempted from the requirements.

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 Human Resources, to begin the interactive accommodation process, when vaccination deadlines are announced. Accommodations will be granted for qualifying reasons when they do not cause undue hardship for HAS and/or pose a direct threat to the health and safety of others on HAS sites. HAS prohibits unlawful retaliation against an employee who submits a Request for Accommodation under this policy.