

Tawas Area Schools

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8450.06 COVID-19 VACCINATION, TESTING, AND FACE-COVERING ADMINISTRATIVE GUIDELINE

To protect the health and safety of the District's students and employees, the Board of Education enacted Board Policy 8450.06 directing the Superintendent to establish guidelines, procedures, and/or rules to comply with any rules the Michigan Occupational Safety and Health Administration's ("MIOSHA") may implement related to the Emergency Temporary Standard ("ETS") released by the U.S. Department of Labor on November 4, 2021. This document is being implemented and enforced under the authority provided in Policy 8450.06.

Vaccination or Testing/Face-Coverings

Employees of the District must be fully vaccinated against COVID-19 or provide proof of regular testing for COVID-19 and wear a face-covering as described further below. This document applies to all employees except for employees who do not report to a workplace where other individuals are present, employees while working from home, and employees who work exclusively outdoors as that term is defined by MIOSHA. This document is in addition to and does not supersede any additional face-covering or other requirements instituted by local, State, or Federal governmental bodies.

All employees are required to report their vaccination status and, if vaccinated, provide proof of vaccination. Employees must provide truthful and accurate information about their COVID-19 vaccination status, and, if not fully vaccinated, their testing results. Employees not in compliance with this document will be subject to discipline.

An employee may take up to four (4) hours of paid time off per vaccination dosage to receive the vaccine if they obtain the dosage during work hours. The employee will be paid only for the amount of time necessary to obtain the vaccine, including travel time. Additionally, if an employee experiences side effects from a vaccine dosage that prohibit them from returning to the workplace, the employee may utilize up to two (2) workdays of sick leave regardless of whether the employee has sufficient paid sick leave per District policy and/or bargaining agreement and any leave under this paragraph will not be charged against any accrued paid leave. If an employee wishes to receive paid time off to receive the vaccine during working hours, receive paid time off for sick leave to recover from side effects, and/or wishes to request more than four (4) hours of paid time off to obtain a vaccine dosage, they must submit a written request to their building administrator and the Human Resources Director.

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Employees may request an exemption from vaccination if the vaccine is medically contraindicated for them or medical necessity requires a delay in vaccination. Employees may also request an accommodation if they cannot be vaccinated and/or wear a face-covering because of a disability or if the provisions of this document conflict with a sincerely held religious belief. Requests for exemptions and/or accommodations must be made in writing to the Superintendent. All requests will be handled in accordance with applicable laws and regulations. Please note that employees who receive an exemption are still subject to the testing and masking policies explained further below unless the exemption, as granted by the District, relieves them of this obligation.

Proof of Vaccination

Employees who are fully vaccinated must submit proof of vaccination to the Human Resources Director by December 5, 2021. Employees may submit proof in person, via email or by FAX. Fully vaccinated means that an employee has obtained both doses of a two-dose vaccine or obtained one dose of a single dose vaccine and at least two (2) weeks has expired since receiving the final dose. Until an employee is fully vaccinated, they will be subject to regular testing and face-covering requirements of this document.

Employees who are partially vaccinated, must submit proof of vaccination that indicates when the first dose was received to the Human Resources Director by December 5, 2021. Employees may submit proof in person, via email or by FAX. To be considered fully vaccinated, such employees must also provide proof of the second dose when it is obtained and complete the two (2) week waiting period. Until then, they must comply with the testing and face-covering requirements.

Employees who are not vaccinated must submit a statement to the Human Resources Director by December 5, 2021 that they are planning to receive a vaccination by the vaccination deadline or submit a statement that they are unvaccinated and are not planning to receive the vaccination. Employees may submit a statement in person, via email or by FAX.

The following constitutes acceptable proof of vaccination status:

- A. a record of immunization from a health care provider or pharmacy;
- B. a copy of the employee's COVID-19 Vaccination Record Card;
- C. a copy of medical records documenting the vaccination;
- D. a copy of immunization records from a public health, State, or tribal immunization information system; or
- E. a copy of any other official documentation that contains the type of vaccine administered, the dates of administration, and the name of the health care professional or clinic site administering the vaccine.

The above documentation generally should include the employee's name, the type of vaccine administered, the date(s) they received the vaccine, and the name of the health care provider or entity that administered the vaccine.

If an employee is unable to produce one (1) of these acceptable forms of proof of vaccination despite attempts to do so (such as contacting their health care provider, pharmacy, or the health department), the employee may provide a signed and dated statement attesting to their vaccination status and attesting that they have lost or are otherwise unable to produce other forms of acceptable proof. The attestations must include the following language: "I declare that this statement about my vaccination status is true and accurate. I understand that knowingly providing false information regarding my vaccination status on this form may subject me to criminal penalties." The attestation should also include to the best of the employee's recollection what type of vaccine the employee received, the date(s) of administration, and the name of the health care professional or clinic who administered the vaccine.

Unvaccinated Employee Testing and Face-Covering Requirements

Testing: All employees who are not fully vaccinated will be required to be tested for COVID-19 as follows:

- A. Employees who report to the workplace at least once every seven (7) days must be tested for COVID-19 at least once every seven (7) days and must provide documentation of the most recent COVID-19 test result to the testing reporter no later than the seventh day following the date on which the employee last provided a test result.
- B. Any employee who does not report to the workplace during a period of seven (7) or more days must be tested for COVID-19 within seven (7) days prior to returning to the workplace and provide documentation of that test result to their building administrator or the Human Resources Director.

The employee is responsible to obtain appropriate testing at their expense; however, the District will provide the testing required in this document for its employees every week. Testing will be held every Monday beginning at 3:00 p.m. and every Thursday at 3:00 p.m. for staff who were unable to attend Monday's testing. Staff can schedule a specially arranged time with a testing team member for extenuating circumstances when the other two options do not work at the District's expense, if tests are available. The District will accept other appropriate testing results if the employee is unable to be tested during a specific week at the date and time set by the District at the employee's expense. The primary testing team members include Mrs. Ruth Bingle at Clara Bolen Elementary, Mrs. Sherrie Barringer, Mrs. Michelle Conklin and Mr. Jonathan Mejeur at the middle school and high school.

If an employee does not provide documentation of a COVID-19 test result as required by this document, they will be removed from the workplace until they provide an appropriate test result. Failure to comply with this document, including the testing requirements, may result in discipline up to and including termination.

Employees who have received a positive COVID-19 test or who have been diagnosed with COVID-19 by a licensed health care provider are not required to undergo COVID-19 testing for 90 days following the date of their positive test or diagnosis.

Face-Coverings: In addition to testing requirements, all employees who are not vaccinated or who are partially vaccinated must wear an acceptable face-covering while working, including while in a vehicle for work purposes, with the following exceptions:

- A. When an employee is alone in a room with floor-to-ceiling walls and a closed door.
- B. While an employee is eating or drinking at the workplace or for identification purposes in compliance with safety and security requirements. Please note that this exception is limited to the time necessary for engaging in either activity.
- C. When an employee is wearing a respirator or face mask.
- D. If it is determined that the use of face-coverings is infeasible or would create a greater hazard.

Acceptable face coverings include clear face coverings, cloth face coverings, or medical face coverings. They may be manufactured or made at home, as long as they completely cover the employee's nose and mouth, are made of two or more layers of protection and securely fit over the employee's head. If gaiters are worn, they must have two layers of fabric or be folded to make two layers. The District will provide appropriate face coverings for employees, which will be available upon their request.

Positive COVID-19 Test or Diagnosis

Employees must promptly notify their supervisor and the Human Resources Director if they tested positive for COVID-19 or been diagnosed with COVID-19 by a licensed health care provider. An employee who received a positive COVID-19 test or has been diagnosed with COVID-19 by a licensed health care provider may not return to the work environment and must immediately go home if they are in the workplace.

An employee who has tested positive for COVID-19 or been diagnosed with COVID-19 by a licensed health care provider must remain out of the workplace until they: 1) receive a negative result on a COVID-19 Nucleic Acid Amplification Test ("NAAT") following a positive result on a COVID-19 antigen test (if the employee chooses to seek an NAAT for confirmatory testing), 2)

meet the return to work criteria in the CDC's "isolation guidance"*, or 3) receive a recommendation to return to work from a licensed healthcare provider.

Additional Terms and Information

All new employees are required to comply with the vaccination, testing, and face-covering requirements outlined in this document as soon as practicable as a condition of employment. Potential candidates will be notified of the requirements of this document prior to the start of employment.

Current employees will be notified of Board Policy 8450.06, this document, and all other information required by the ETS on the district website.

All medical information collected from individuals, including vaccination information, test results, and any other information obtained as a result of testing, will be treated in accordance with applicable laws and policies on confidentiality and privacy.

If an employee has questions regarding this document, they should contact the Human Resources Director or the Superintendent.

The requirements in this document are effective immediately and will cease to be in effect upon the expiration of the ETS, as long as this expiration date is consistent with then-existing Federal and State law and any applicable Executive Order(s)/Rule(s) as determined by the Superintendent.

*Under the CDC's current isolation guidance, asymptomatic employees may return to work once ten days have passed since the positive test. Symptomatic employees may return to work after all of the following: at least ten (10) days have passed since symptoms first appeared, and at least twenty-four (24) hours have passed (with no fever without fever-reducing medication), and other symptoms of COVID-19 are improving. Continued loss of taste or smell alone will not delay the end of isolation.

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