

Cornerstone Montessori Elementary School Staff COVID-19 Vaccination and Testing Policy

I. Purpose

Vaccination is a vital tool to reduce the presence and severity of COVID-19 cases in the workplace, in communities, and in the nation as a whole. Cornerstone Montessori Elementary School has adopted the following staff vaccination policy in keeping with our commitment to provide a safe and hazard-free environment for our students, our employees, their families, visitors and local community. This policy complies with all applicable federal and state laws, including guidance from the Centers for Disease Control and Prevention (CDC), Occupational Safety and Health Administration (OSHA), and local health authorities.

II. General Statement of Policy

Cornerstone Montessori Elementary School shall require that all employees provide proof of COVID-19 vaccination or submit proof of COVID-19 testing every seven days while working on site.

III. Procedures

Cornerstone Montessori Elementary School shall require that all employees receive and provide proof of a COVID-19 vaccination by December 1, 2021. Newly hired employees need to provide proof of a COVID-19 vaccination by their employment start date.

Acceptable proof of vaccination status is:

1. The record of immunization from a healthcare provider or pharmacy;
2. A copy of the COVID-19 Vaccination Record Card;
3. A copy of medical records documenting the vaccination;
4. A copy of immunization records from a public health, state, or tribal immunization information system; or
5. A copy of any other official documentation that contains the type of vaccine administered, date(s) of administration, and the name of the healthcare professional(s) or clinic site(s) administering the vaccine(s).

Proof of vaccination generally should include the employee's name, the type of vaccine administered, the date(s) of administration, and the name of the healthcare professional(s) or clinic site(s) that administered the vaccine. In some cases, state immunization records may not include one or more of these data fields, such as clinic site; in those circumstances Cornerstone Montessori

Elementary School will still accept the state immunization record as acceptable proof of vaccination.

If an employee is unable to produce one of these acceptable forms of proof of vaccination, despite attempts to do so (e.g., by trying to contact the vaccine administrator or state health department), the employee can provide a signed and dated statement attesting to their vaccination status (fully vaccinated or partially vaccinated); attesting that they have lost and are otherwise unable to produce one of the other forms of acceptable proof; and including the following language:

“I declare (or certify, verify, or state) 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.”

An employee who attests to their vaccination status in this way should, to the best of their recollection, include in their attestation the type of vaccine administered, the date(s) of administration, and the name of the healthcare professional(s) or clinic site(s) administering the vaccine.

Employees who fail to present proof of vaccination by the designated deadline will be required to submit proof of COVID-19 testing every seven days, starting with the designated deadline. During extended school breaks, proof of testing within the prior seven days must be submitted prior to resumption of working on site. Failure to submit proof of COVID-19 testing will result in an unpaid leave of absence until proof of COVID-19 testing is submitted. Acceptable COVID-19 tests are those approved by the US Food and Drug Administration (FDA).

Board Approved: November 16, 2021