**I. INTRODUCTION**

It is the obligation of (Company Name) to provide and support a safe and secure workplace. Guidance provided by the federal Centers for Disease Control and Prevention, the California Department of Public Health, the Los Angeles County Department of Public Health, and other local health authorities related to the SARS-CoV-2 virus (COVID-19) uniformly cite vaccination as the most effective way to prevent transmission and limit COVID-19 hospitalizations and deaths. Unvaccinated employees are at greater risk of contracting and spreading COVID-19 within the workplace and to our customers. To best protect our employees and others, and provide high quality services (Company Name) is requiring that all employees be vaccinated against COVID-19 infection to protect the health of our workforce, their families, customers and visitors, and the community at large, and help to stem the spread of COVID-19.

Employees may request an accommodation related to this vaccination policy due to the following:

* A medical condition or disability that does not allow them to get vaccinated against COVID-19; or
* A sincerely held religious belief, practice, or observance that conflicts with the employee’s ability to get a COVID-19 vaccine.

Social, political, or economic philosophies, as well as mere personal preferences, are not sufficient justification for granting an accommodation under the policy.

**COMPLIANCE WITH FEDERAL AND STATE LAWS**

The Americans with Disabilities Act and the California Fair Employment and Housing Act (FEHA) prohibit employment discrimination against applicants and employees on the basis of disability. Title VII of the Civil Rights Act (Title VII) and the FEHA prohibit employment discrimination against applicants and employees on the basis of religion. In accordance with these laws, (Company Name) provides equal employment opportunities to disabled applicants and employees, and applicants and employees with sincerely held religious beliefs, practices, or observances.

**COMPLIANCE WITH THE EQUAL EMPLOYMENT OPPORTUNITY POLICY**

Discriminating against, or harassing employees, applicants because of their sex, race, age, religion, color, national origin, ancestry, physical disability, mental disability, medical condition (associated with cancer, a history of cancer, or genetic characteristics), HIV/AIDS status, genetic information, marital status, sexual orientation, gender, gender identify, gender expression, military and veteran status, or other protected category under the law is prohibited and unlawful.

**II. MEDICAL AND RELIGIOUS ACCOMMODATIONS**

(Company Name) must consider an employee’s request for a reasonable accommodation which precludes them from complying with the County’s COVID-19 vaccination policy due to a medical condition or a sincerely held religious belief, practice, or observance.

**(Company Name) will review requests for accommodation from (Company Name) COVID-19 vaccination policy on a case-by-case basis and engage in an interactive process with employees who submit such requests.**

Accommodations from the COVID-19 vaccination requirement may be granted under the following circumstances:

1. the employee has a medical condition that conflicts with their ability to get a COVID-19 vaccination; or
2. the employee holds a sincere religious belief, practice, or observance that conflicts with the employee’s ability to get a COVID-19 vaccine.

Unvaccinated employees who receive an accommodation may be required to undergo regular COVID-19 testing as a condition of continued employment. Testing frequency is at the discretion of (Company Name) and will be informed by local, State, and federal laws, regulations and requirements for COVID-19. Employees may be required to submit to regular COVID-19 testing through a provider and at a location designated by (Company Name). Asymptomatic employees may return to the workplace while awaiting test results.

Employees undergoing regular COVID-19 testing at the direction of their department are required to provide proof of testing and results to their Human Resources upon receipt.

Regardless of test results, employees must adhere to all workplace screening requirements and safety protocols when in a company facility or work location and/or when in contact with other employees or members of the public while working.

**NOTE**: Employees covered under the State Public Health Officer Orders of July 26, 2021 (Health Care Worker Protections in High-Risk Settings) and August 5, 2021 (Health Care Worker Vaccine Requirement) must also satisfy the requirements in those orders, including any process for seeking accommodation as outlined by those respective orders.

**PROCEDURES FOR MANAGING REQUESTS FOR MEDICAL ACCOMMODATION**

1. The employee is encouraged to complete and sign the ***Request for Medical Accommodation Form*** on or before Date. The employee must also submit a completed ***Healthcare Provider Certification Form*** from their licensed healthcare provider to support their request. Both the Request for ***Medical Accommodation Form*** and the ***Healthcare Provider Certification Form*** should be submitted at the same time.

 Completed forms must be submitted to Human Resources; forms may be submitted electronically or via hard copy. If an employee needs additional time to request their healthcare provider submit the relevant medical information supporting the employee’s request for a medical accommodation, the employee can request ten (10) additional business days following their initial submission of the ***Request for Medical Accommodation Form*** to provide a completed ***Healthcare Provider Certification Form***. The employee must request such an extension in writing. (Company Name) may then authorize the ten (10) additional business days for the employee to submit the completed ***Healthcare Provider Certification Form***. Confirmation of the extension will be provided by the department in writing.

1. (Company Name) will acknowledge receipt of an employee’s request for a medical accommodation from the COVID-19 vaccination policy within three (3) business days of receipt. Acknowledgements may be made by email stating that the request has been received.
2. Human resources staff must engage employees in a timely, good faith interactive process if the need for a medical accommodation from the COVID-19 vaccination requirement is not established by the required forms submitted by the employee.
3. ***Human Resources must decide within fourteen (14) business days from receipt of a completed accommodation request.***

For approved requests, Human Resources will use the ***Approval of Request for Accommodation Form*** to document and communicate the (company’s) determination.

1. For requests that are denied, Human Resources must use the ***Denial of Request for Accommodation Form***. The reason(s) for any denial must be stated on the form.
2. Copies of all formsmust be maintained by Human Resources; along with the employee’s “unvaccinated” status for the purpose of tracking COVID-19 testing.

**PROCEDURES FOR MANAGING REQUESTS FOR RELIGIOUS ACCOMODATION**

1. The employee is encouraged to complete and sign the ***Request for Religious Accommodation Form*** on or before (DATE).

2. Completed ***Request for Religious Accommodation Forms*** are to be submitted to Human Resources; this form may be submitted electronically or via hard copy. If additional time is needed to provide the completed form, the employee must submit a written request for extension. (Company Name) may authorize up to ten (10) additional business days for the employee to obtain and submit the completed forms. Confirmation of the extension will be provided in writing.

3. (Company Name) will acknowledge receipt of an employee request for a religious accommodation from the COVID-19 vaccination policy within three (3) business days of receipt. Acknowledgements may be made by email stating that the request has been received.

1. Human Resources will engage employees in a timely, good faith interactive process if the need for a religious accommodation from COVID-19 vaccination requirements is not established by the completed ***Request for Religious Accommodation Form***.

**NOTE**: In situations where, after engaging the employee in the interactive process, (Company Name) becomes aware of facts that provide an objective basis for questioning either the religious nature or the sincerity of a requesting employee’s particular belief, practice, or observance, (Company Name) may seek additional information to support an employee’s religious accommodation request by issuing the employee a ***Religious Accommodation Statement Form.***

When a request for additional information is made, the ***Religious Accommodation Statement Form*** will be provided to the employee, and the employee will have ten (10) business days to submit a completed ***Religious Accommodation Statement Form*** from their religious leader, religious scholar, or a person knowledgeable regarding the employee’s religious belief(s), practice(s) or observance(s) to support their request.

Additional information which the employee can, at their discretion, submit as part of a completed ***Religious Accommodation Statement Form*** may include:

* Articles from religious scholars that describe the nature of the religious belief(s), practice(s), or observance(s) and the need for an accommodation from COVID-19 vaccination Excerpts from religious or sacred texts explaining the religious belief(s), practice(s), or observance(s) that conflicts with the employee’s ability to get the COVID-19 vaccination;
* Written materials that describe the religious belief(s), practice(s), or observance(s) that prohibit vaccination;
* Statements, or other documents from the employee describing their religious belief(s), practice(s), or observance(s), as well as when, where, and how the employee has adhered to the belief, practice, or observance that conflicts with the employee’s ability to get the COVID-19 vaccination; or
* Statements, or other documents from persons identified by the employee as having knowledge of whether the employee adheres to the religious belief(s), practice(s), or observance(s) that conflicts with the employee’s ability to get a COVID-19 vaccination (e.g., religious leader, family, friend, neighbor, supervisor, or coworker who may have observed the employee’s past adherence, or lack thereof, or discussed it with the employee).
1. Human Resources will decide within fourteen (14) business days from receipt of the employee’s completed accommodation request.
2. For approved accommodation requests Human Resources will use the ***Approval of Request for Accommodation Form*** to document and communicate the determination to the employee. A copy of the form will be maintained by Human Resources.
3. For denied requests, designated Human Resources will use the ***Denial of Request for Accommodation Form*** to document and communicate the determination to the employee. a copy of the form will be maintained by Human Resources. The reason(s) for any denial must be stated on the form.