DATE

To: All [Department] Employees

From: [Sender's Name]

[Title]

**COMPANY NAME WORKFORCE COVID-19 VACCINATION POLICY**

Public Health experts at the national and local level have consistently said that vaccinations are the best tool we have to stop the COVID-19 pandemic.

Effective DATE, the COMPANY NAME has implemented a COVID-19 Vaccination Policy. This new policy establishes that **all members of the COMPANY NAME workforce must be fully vaccinated and must provide proof of vaccination, unless they have been granted an accommodation for qualifying medical or religious reasons.** The Policy, titled *COVID-19 Vaccination Policy*, is provided here for your review.

All employees are now required to take the following steps to ensure full compliance with the *COVID-19 Vaccination Policy*:

* All employees must provide proof of vaccination status to *Human Resources (HR)*. Whether you are vaccinated, semi-vaccinated, or intend to request an accommodation, all employees must provide their status.
* **Submit an Accommodation Request, if appropriate:** Employees seeking an accommodation from the vaccination requirement due to qualifying medical or religious reasons must provide a completed request form to [*insert department HR or company contact*]. Information about the accommodations process, as well as all necessary request forms are available at \_\_\_\_\_.
* **Begin weekly testing, if not yet fully vaccinated:** Employees who are in the process of receiving COVID-19 vaccinations or have requested an accommodation related to the COVID-19 Vaccination Policy must begin testing for COVID-19 on a weekly basis [*unless more frequent testing is otherwise required by company policy, or federal, state or local orders*]. Testing at Company-designated sites can be done on Company time. A list of all testing sites is provided here for your use; more information on the COVID-19 testing process is provided online at [\_\_\_\_\_\_\_\_\_](https://employee.hr.lacounty.gov/vaccinationsmandate).

Employees who have not provided proof of full vaccination status should request reasonable time off from their supervisor to test for COVID-19 and discuss their testing schedule until fully vaccinated. If getting to any of the available testing sites presents a hardship (due to distance or hours of operation), employees should work with their supervisor and/or HR office to determine what other options may be available.

The [Company] is committed to supporting all employees through this process and providing the information and resources needed for everyone to fully understand the new requirements. More information about the *COVID-19 Vaccination Policy* will be provided at [*upcoming all staff meetings/future correspondence/etc.*]. For additional information about the COVID-19 Vaccination Policy and all related processes, you may also visit https://publichealth.lacounty.gov

Please reach out to [contact name/group], the company’s [HR Staff/COVID team] if you have any questions about the Exemption/Accommodation Request process.

Yours in health.