

## Personnel Policy

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### Mandatory COVID-19 Vaccine Program

#### **Purpose**

The La Grange Public Library recognizes its responsibility to provide employees a workplace free of recognized hazards. This policy is intended to maximize the protection afforded by the COVID-19 vaccine. The goal of this program is to protect employees, customers, volunteers, and the broader community. This policy is intended to follow all state and local laws and is based on guidance provided by the Centers for Disease Control and Prevention (CDC) and public health and licensing authorities, as applicable.

#### **Policy**

As a condition of employment, all employees of La Grange Public Library must be fully vaccinated as defined by the CDC. Employees will have to obtain vaccination within 45 days of this policy going into effect or within 45 days of their first date of employment, whichever is later.

Employees will notify La Grange Public Library once they have received the COVID-19 vaccine and supply proof of immunization, or, if a new employee, will be required to supply proof of immunization or receive an approved exemption during the onboarding process.

After 45 days, if the employee has not provided documentation of vaccination or requested an exemption, they may be subject to disciplinary action, up to and including termination.

#### **Confidentiality**

The Genetic Information Nondiscrimination Act of 2008 (GINA) prohibits employers and other entities covered by GINA Title II from requesting or requiring genetic information of an individual or family member of the individual, except as specifically allowed by this law.

Confidentiality and respect to our employees' rights are important to us. La Grange Public Library will not:

- use any genetic information, disability status or information regarding religious beliefs to disadvantage its employees in any way;
- use incentives in exchange for genetic information, information regarding an employee's health condition or that of their family, or information on the employee's religious beliefs; or
- try to coerce employees into supplying health/genetic/religious belief information or taking medical examinations.

Records documenting vaccination status will be maintained by the Business Associate. All information received under this policy will be kept confidential to the greatest extent possible. Sharing of information shall be based on a need-to-know basis and only to the level required to notify managers of employees who are not in compliance with this policy or have received an exemption.

#### **Exemptions**

Employees may request an exemption from the mandatory COVID-19 vaccine program by submitting an exemption request form for:

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1. disability/medical contraindications or precautions, or
2. a sincerely held religious belief. Social, political, or economic philosophies, as well as personal preferences are not considered sufficient justification for granting an exemption from the mandatory COVID-19 vaccine program.

Employees requesting exemptions from the required COVID-19 vaccine program due to a disability/medical contraindication/precaution or sincerely held religious belief must submit an exemption request form to the Executive Director. Exemption requests will be reviewed on an individual basis to determine if there is a reasonable accommodation that can be provided unless providing a reasonable accommodation would result in undue hardship to La Grange Public Library or poses a direct threat to the health and/or safety of others in the workplace and/or to the requesting employee.

If La Grange Public Library is unable to provide a reasonable accommodation without causing undue hardship, the employee has 30 days from notification of the denial of the exemption to comply by being immunized. La Grange Public Library will only reconsider a denial if the employee supplies new information supporting their request.

No employee requesting an exemption to the mandatory COVID-19 vaccine program will be discriminated, harassed, or retaliated against for making such a request or being granted an exemption. If an employee believes that they have been treated in a manner contrary to this policy, please notify the Executive Director immediately.