**Purpose**

We have implemented a mandatory vaccination policy for all employees of \_\_\_\_\_\_\_\_\_, Inc. Our procedure for putting this into effect follows.

**Scope**

All employees are required to receive vaccinations unless a reasonable accommodation is approved. A more detailed explanation of reasonable accommodation is in our policy. But, in an effort to assist you, attached are two forms, one for a medical reasonable accommodation and one for an accommodation based on a sincerely held religious belief. If you request an accommodation, one or both of these forms must be used.

If you cite a religious exemption, depending on your reason, we may discuss with you your use of the following products: **Tylenol, Pepto Bismol, aspirin, Tums, Lipitor, Senokot, Motrin, ibuprofen, Maalox, Ex-Lax, Benadryl, Sudafed, albuterol, Preparation H, MMR vaccine, Claritin, Zoloft, Prilosec OTC, and azithromycin**. We may also require proof of your sincerely held religious belief.

If you claim an accommodation for medical reasons, we will require medical documentation.

**Procedures**

We expect everyone to be vaccinated by \_\_\_\_\_\_\_\_\_\_\_\_\_.

Once you receive your first vaccination and again after your second dose, you will scan and email the card to our (NAME).

For those who are not in compliance, you are required to wear a mask at all times while on \_\_\_\_\_\_\_\_\_\_\_ property, except when actually eating or drinking. You will also be required to get a COVID-19 test every week until you are vaccinated with the results emailed to the \_\_\_\_\_\_\_(NAME) by the time your shift starts Monday morning.

Please direct any questions regarding this procedure to the human resources department. Your cooperation is a key element in protecting not only yourself, but others around you.