



Mandatory Vaccination Policy

Effective as of May 17, 2022, the Roeliff Jansen Community Library (the “Library”) requires that all employees be fully vaccinatedⁱ against COVID-19 and, if eligible, up to dateⁱⁱ on their vaccination. Consistent with its duty to provide and maintain a workplace that is free of recognized hazards, the Library has adopted this policy to safeguard the health and well-being of employees and their families, other individuals who spend time in our facilities, and the community from infectious conditions that may be mitigated through an effective vaccination program. This policy is intended to comply with all federal, state, and local laws. It is based upon guidance provided by the Centers for Disease Control and Prevention (CDC) and public health and licensing authorities, as applicable.

To establish that they have received a vaccination, employees must present written proof of immunization.

An employee or job applicant (i) who is disabled, pregnant, nursing, or who has a qualifying medical condition that contraindicates a COVID-19 vaccination, or (ii) who objects to being vaccinated on the basis of a sincerely held religious belief, observance, or practice may request an exemption from COVID-19 vaccination requirements.

Employees will be paid their regular rate of pay for the time spent getting the COVID-19 vaccination (up to four hours per dosage).

All employees (regardless of vaccination status) are strongly encouraged to wear masks in accordance with CDC guidance.

Government and public health guidelines and restrictions regarding COVID-19 and COVID-19 vaccines are changing rapidly as new information becomes available, further research is conducted, and additional vaccines are approved and distributed. The Library reserves the right to modify this policy at any time in its sole discretion to adapt to changing circumstances, consistent with its commitment to maintaining a safe and healthy workplace.

Approved by the Board of Trustees, May 17, 2022

ⁱ For purposes of this policy, employees are considered “Fully Vaccinated” two weeks after completing the second dose of a two-dose COVID-19 vaccination (e.g., Pfizer or Moderna) or two weeks after receiving a single dose of a single-dose vaccination (e.g., Johnson & Johnson).

ⁱⁱ For purposes of this policy, in accordance with the CDC definition, “Up to date” means an individual is fully vaccinated (as defined above) and has received one booster shot, if eligible. To the extent this definition changes, the Company will require employees to obtain any additional COVID-19 vaccine booster shots in line with recommendations from the CDC. In this case, employees will be given 30 days to comply.