

COVID-19 Vaccination and Testing Policy

ST. JOSEPH ACADEMY
(SJA)

Department:	Human Resources
Number:	300.38
Effective Date:	1/29/21
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I. Policy:

It is our policy that St. Joseph Academy (SJA) will not require employees, students, and volunteers to receive the COVID-19 vaccination; however, SJA will mandate weekly Covid-19 testing.

II. Procedures:

- A. If employment verification is needed for employees to receive a vaccination, a letter will be provided from Human Resources.
- B. There is no cost for the COVID-19 vaccination under both of SJA's medical plans through Anthem.
- C. If employees receive a vaccination at a community site, SJA may allow for flexibility in their work schedule for the employee to receive the vaccine.
- D. Please work with your doctor/physician for any questions you have about the COVID-19 vaccination. For more information and guidance regarding the vaccination, please visit:
<https://www.cdc.gov/vaccines/covid-19/covid19-vaccination-guidance.html>
- E. The COVID-19 vaccination will not be required as a contingency for student enrollment at SJA.
- F. In the event of a Federal State and/or government, DPI, or partner mandated COVID-19 vaccination as a requirement for employment and student enrollment, policies or communication will be directed from the direct supervisor and or President/CEO.
- G. Weekly Covid-19 testing will be conducted through a third party agency, SJA employees are required to get tested. Employees who do not comply could face disciplinary action that may result in termination. The CEO/President reserves the right to alter the process when necessary.

Approved by: _____

President/CEO

Date: _____

12/7/2021