# COVID-19 mandatory vaccination and workplace safety policy template

In this COVID-19 mandatory vaccination and workplace safety policy sample, you’ll find all the essential guidelines employees should follow during the ongoing COVID-19 pandemic, including spikes in cases and other events requiring special company-wide advisories.

## Policy brief & purpose

The goal and purpose of this COVID-19 mandatory vaccination and workplace safety policy is to mitigate the chance of COVID spread and limit COVID exposure among our staff and community members. You are kindly requested to follow these guidelines diligently, to ensure a safe and healthy working environment during these turbulent times.

It’s essential that we regularly adhere to these precautions and guidelines if we are to successfully maintain a safe workplace for all of us. We assure you that we will always treat your private health and personal data with high confidentiality and sensitivity.

## Scope

This COVID-19 vaccination and workplace safety policy applies to all of our employees who are physically present in our workplace at any time. For those working remotely or from home, we strongly recommend reviewing this action plan to ensure that we all collectively respond to this situation with the highest standards.

## Requirements for vaccination

* All employees must show proof of full vaccination at point of hire or enrollment. Full vaccination is:
  + No sooner than two weeks after the second dose in a two-dose series, i.e. Pfizer or Moderna vaccines, or
  + No sooner than two weeks after the single-dose Johnson & Johnson’s Janssen vaccine.
* All employees must show proof of one COVID-19 booster vaccination by January 31, 2022 *[or another date]*.

## Requirements for masking

* All staff members must wear face masks or another kind of face covering inside the workplace regardless of vaccination status.
* Face masks can be removed when eating or drinking, though should be worn immediately before and after.

## Requirements for COVID-19 exposure or positive test

### If an employee has [an exposure](https://www.cdc.gov/coronavirus/2019-ncov/your-health/quarantine-isolation.html) to:

* A person with COVID-19 who has symptoms (in the period from two days before symptom onset until they meet criteria for discontinuing home isolation; can be laboratory-confirmed or a clinically compatible illness)*. (source: CDC)*

*They must:*

* A person who has tested positive for COVID-19 (laboratory confirmed) but has not had any symptoms (in the two days before the date of specimen collection until they meet criteria for discontinuing home isolation)*. (source: CDC)*

*They must:*

* Inform the leadership team the nature of exposure by emailing [*email*].
* Share any relevant interactions they may have had within the workplace in the preceding two days to assist in contact tracing.

Before returning to work, an exposed employee must provide:

* A negative PCR test taken three or more days following exposure
* OR: Two negative antigen tests on consecutive days three or more days following exposure
* OR: Wait five (5) complete days before returning to the workplace, and demonstrate no symptoms. Even without symptoms, we still recommend taking a rapid test before returning.

### If an employee tests positive for COVID, or lives with someone who tests positive

They must:

* Inform the leadership team the nature of exposure by emailing [*email*].
* Share any relevant interactions they may have had at the workplace in the preceding two days to assist with contact tracing.

Before returning to [*company*], an exposed employee must provide:

* A negative PCR test taken three or more days following exposure
* OR: Two negative antigen tests on consecutive days three or more days following exposure
* OR: Wait five (5) complete days before returning to the workplace, and demonstrate no symptoms. Even without symptoms, we still recommend taking a rapid test before returning.

### If we learn of a positive case in the workplace

* The leadership team will inform employees who were present at the same time – or in the same vicinity – as the infected person, as quickly as possible
* We will request all exposed parties to get tested according to the above guidelines
* If there is a second positive test in our community related to that exposure, we will continue to inform anyone else who may have been exposed.

## Recommended COVID-19 mitigation behavior:

We know it’s a tough time and we are all doing our best despite living with the very real risks of COVID-19 in our communities. In order to best limit COVID spread and exposure, we strongly recommend that all employees do the following – even if they are vaccinated and boosted:

### Test weekly

* Schedule a free test at a testing site each week.
  + Plan a week ahead so you always have a test on the books
  + Ask for both rapid (antigen) and PCR if possible
* If you are not able to get a free test, we encourage regular use of at-home rapid testing kits.
* If you have other resources for tests, such as school or community offerings, we encourage using them as well.
* Reach out to us if you have any trouble getting tested.

### Take symptoms seriously

* If you demonstrate any symptoms of COVID-19, let us know immediately and sit out any activities you have at the workplace or otherwise.

### Upgrade your masks

* Approved N95/KN95 face masks are the strongest recommended barrier against the Omicron variant. They can be purchased [here](https://www.amazon.com/FANGTIAN-Particulate-Respirators-Protective-TC-84A-7861/dp/B087Z7N4XF?ots=1&&linkCode=ll1&tag=isn95kn95facemaskshmaglin1221-20&linkId=b51f073d33c737ec4c3b56b8a953c6d5&language=en_US&ref_=as_li_ss_tl).
* More recommendations [here](https://www.instyle.com/fashion/accessories/best-n95-masks-for-omicron).

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