

LOS ANGELES LEADERSHIP ACADEMY

COVID-19 EMPLOYEE VACCINATION POLICY

Purpose

Consistent with Los Angeles Leadership Academy Schools' legal duty to maintain a safe and healthy workplace, to limit the spread of COVID-19 and to otherwise comply with a legal mandate from the Los Angeles Unified School District ("LAUSD") requiring charter schools to mandate such vaccinations, Los Angeles Leadership Academy shall enforce this COVID-19 Employee Vaccination Policy ("Policy"). The purpose of this Policy is to protect the health, safety, and well-being of all Los Angeles Leadership Academy employees, students, families, and stakeholders to the maximum extent possible, and to facilitate a safe and meaningful return to in-person instruction. This Policy shall be implemented in a manner that is consistent with current federal, state, and local law, as well as applicable public health guidance, including that from the Centers for Disease Control and Prevention ("CDC") and the California Department of Public Health ("CDPH") as well as local public health authorities and authorizing agencies.

Scope

This Policy applies to all Los Angeles Leadership Academy employees who enter campus for any period, or have contact with any employees, students, or other Los Angeles Leadership Academy stakeholders, however brief. This policy also applies to any prospective employees who have been provided with a conditional offer of employment at Los Angeles Leadership Academy. This Policy applies to COVID-19 vaccines that are currently available to Los Angeles Leadership Academy employees under Food and Drug Administration ("FDA") Emergency Use Authorization, those that have received FDA non-Emergency Use Authorization, as well as those that may later become available under FDA Emergency Use Authorization. Should any other COVID-19 vaccine receive FDA non-Emergency Use Authorization, this Policy will apply to such vaccines as well. Additionally, should any COVID-19 vaccine require two (2) doses for complete inoculation, compliance with this Policy requires both doses. Finally, should any COVID-19 vaccination require a booster dose(s) for complete and/or continued inoculation, this Policy shall require such dose(s), to the extent that the booster dose(s) is: 1) available under FDA Emergency Use Authorization, 2) is available for all employees and 3) that it is recommended by state and/or federal public health authorities.

Policy

It is the policy of Los Angeles Leadership Academy to mandate that all current employees receive their 1st and 2nd doses of the Moderna or Pfizer vaccine or their single dose of the Johnson & Johnson COVID-19 vaccine no later than February 1, 2022.

It is also the policy of Los Angeles Leadership Academy to mandate that all prospective employees, who have received a conditional offer of employment from Los Angeles Leadership Academy, vaccinate for COVID-19 or present proof of complete vaccination before the first day of work, absent a legally recognized accommodation. Should any COVID-19 vaccine require two (2) doses and/or a booster dose(s) for complete inoculation, prospective employees' compliance with this Policy requires all such doses, and no prospective employee will be allowed to enter any Los Angeles Leadership Academy facilities until they have received all such doses, and present written proof of vaccination that they have received all such doses. If a COVID-19 vaccine only requires one (1) dose for complete inoculation, no prospective employee will be allowed to enter any Los Angeles Leadership Academy facilities until they have received such dose and present written proof of vaccination. For any prospective employees who have not yet vaccinated for COVID-19, Los Angeles Leadership Academy will provide employment verification letters and any other documentation necessary to secure a COVID-19 vaccine. Los Angeles Leadership Academy reserves the right to rescind any conditional job offer if a prospective employee refuses to comply with this Policy and is not otherwise entitled to a legally recognized accommodation.

Employees who refuse to comply with this Policy and who are not otherwise eligible for an accommodation consistent with applicable legal requirements as further detailed below will be placed on unpaid/inactive status until they comply. Employees who refuse to vaccinate for COVID-19 and who are not otherwise entitled to an accommodation will be excluded from campus/the workplace pending compliance with this Policy. Continued absences from work as a result of noncompliance with this Policy may be deemed unexcused, and result in disciplinary action, up to and including termination from employment.

Proof of Vaccination

Once Los Angeles Leadership Academy employees receive the COVID-19 vaccine, they must email covidresults@laleadership.org with verifiable proof of COVID-19 vaccination. Consistent with applicable law, acceptable proof of COVID-19 vaccination includes:

- A COVID-19 Vaccination Record Card (issued by the Department of Health and Human Services Centers for Disease Control & Prevention or WHO Yellow Card) which includes name of person vaccinated, type of vaccine provided and date last dose administered);
OR
- A photo of a Vaccination Record Card as a separate document; OR
- A photo of the client's Vaccination Record Card stored on a phone or electronic device;
OR
- Documentation of COVID-19 vaccination from a health care provider; OR
- Digital record that includes a QR code that when scanned by a SMART Health Card reader displays to the reader client name, date of birth, vaccine dates and vaccine type;
OR
- Documentation of vaccination from other contracted employers who follow these vaccination records guidelines and standards.

Failure to provide Los Angeles Leadership Academy with written proof of complete vaccination by February 1, 2022 constitutes noncompliance with this Policy.

When providing proof of vaccination, current and prospective employees must not provide any medical or genetic information to Los Angeles Leadership Academy. It is an employee's responsibility to ensure their proof of vaccination is free from medical and genetic information.

Los Angeles Leadership Academy shall strictly maintain confidentiality of all employee COVID-19 vaccination data and related medical information, other than reporting the results to federal, state, and local health departments or agencies, only where required by law. Los Angeles Leadership Academy will store all medical information about any employee separately from the employee's personnel file in order to limit access to this confidential information. Los Angeles Leadership Academy will have a separate confidential medical file for each employee where Los Angeles Leadership Academy stores employee medical information. Medical information includes COVID-19 vaccination data.

Continued Health and Safety Protocol

Consistent with Los Angeles Leadership Academy's health and safety protocol, including its COVID-19 Health and Safety Policy and COVID-19 Injury and Illness Prevention Plan Addendum, and until guidance from federal, state, and local public health agencies is revised, all employees must continue to abide by all COVID-19 health and safety protocols, regardless of vaccination status. This includes but is not limited to continued use of facial coverings.

Requests for Accommodations

Current and prospective employees who are unable to comply with this Policy due to a qualifying disability or sincerely held religious belief, practice, or observance as defined by

applicable law may be entitled to an accommodation from Los Angeles Leadership Academy's COVID-19 vaccination requirement. Once Los Angeles Leadership Academy is notified that an employee may be unable to comply with the Policy due to a qualifying disability or sincerely held religious belief, practice, or observance, Los Angeles Leadership Academy will engage in an interactive process with the employee, and work to identify any possible accommodations. As part of the interactive process, Los Angeles Leadership Academy reserves the right to request supporting documentation or a medical certification which documents the basis for the requested accommodation. Los Angeles Leadership Academy may not be required to provide employees with an accommodation should the accommodation result in a direct threat to health and safety at Los Angeles Leadership Academy or to the employee or if the accommodation will cause an undue hardship for Los Angeles Leadership Academy, among other reasons. Employees who believe they may be entitled to a legally valid accommodation consistent with this Policy must contact Los Angeles Leadership Academy Human Resources at tbutler@laleadership.org on or before February 1, 2022, to address this matter further.

All non-remote working employees must currently test for COVID-19 on a regular basis, regardless of COVID-19 vaccination status. While employees may also request legally recognized accommodations from such testing, the testing is mandated by law and Los Angeles Leadership Academy's authorizers, and Los Angeles Leadership Academy may not be required to provide employees with accommodations from such testing, should they result in a direct threat to health and safety at Los Angeles Leadership Academy or to the employee or if the accommodation will cause an undue hardship for Los Angeles Leadership Academy, among other reasons.

Non-Discrimination

Los Angeles Leadership Academy will not discriminate, harass, or retaliate against any current or prospective employee for receiving the COVID-19 vaccine, refusing to receive the COVID-19 vaccine, or for requesting a lawfully-recognized accommodation from the COVID-19 vaccination Policy. However, Los Angeles Leadership Academy reserves the right to enforce non-compliance with this Policy, consistent with applicable law.

Disclaimer

As public health and legal guidance regarding COVID-19 vaccinations evolves, Los Angeles Leadership Academy reserves the right to revise this Policy. Upon any revision to this Policy, Los Angeles Leadership Academy will provide immediate notice in writing to all employees.

Should you have any questions regarding this Policy, you may contact human resources at tbutler@laleadership.org.

Confirmation of Receipt

By signing below, I acknowledge that I have received, read, and understand Los Angeles Leadership Academy's COVID-19 Employee Vaccination Policy.

I also understand that if I have any questions regarding this Policy, I shall contact Los Angeles Leadership Academy's School's Human Resources Department at tbutler@laleadership.org.

Print Name _____

_____ Date

Signature