



KenCrest COVID-19 Vaccination Policy

Purpose

In accordance with KenCrest's duty to provide and maintain a workplace that is free of known hazards, we are adopting this vaccination policy to safeguard the health of our employees, their families, and the individuals that we support as well as our community at large. This policy will comply with all applicable laws and is based on guidance from the Centers for Disease Control and Prevention and local health authorities, as applicable.

Scope

As of 10/15/2021, all agency supervisors and staff that are assigned or do work in Pennsylvania offices or centers are required to be fully vaccinated, unless a timely submitted religious or medical exemption is approved. Other staff members as mandated by local, regulatory, and state agencies are also required to be vaccinated by this date unless an applicable law states otherwise. Employees not in compliance with this policy will not be permitted to continue with their employment.

Procedures

KenCrest will provide resources to assist employees in receiving the vaccine on their own.

COVID-19 vaccinations are free; if there is any future cost incurred, KenCrest will cover any costs associated with an agency mandated vaccine.

If necessary, employees will be paid for time taken to receive vaccinations.

Before the stated deadlines to be vaccinated have expired, employees will be required to provide either proof of vaccination or a request for an exemption to be excluded from the requirement. Completed requests for exemption must be submitted at least two weeks before the deadline to human resources for evaluation. For the October 15th, 2021 mandate stated above, the deadline for submitting a request for exemption must be received by September 27, 2021.

Those with exemptions who are not vaccinated will be required to present antigen test results for COVID-19 two times a week, as well as continue to wear a face mask and social distance when appropriate while at work. Further information regarding the steps needed to comply with the testing requirements will be shared.

Reasonable Accommodation

Employees in need of an exemption from this policy due to a medical reason, or because of a sincerely held religious belief must submit a completed an Accommodation Request form to the Human Resources department to begin the interactive accommodation process as soon as possible after vaccination deadlines have been announced. Accommodations will be granted where they do not cause KenCrest undue hardship or pose a direct threat to the health and safety of others.

Please direct any questions regarding this policy to the human resources department.