**MANDATORY COVID-19 VACCINATION POLICY**

Effective September 1, 2021

**Purpose**

The FDA recently announced that Pfizer & BioNTech’s COVID-19 vaccine has received full approval for people 16 and older. Federal, state and local government have also stressed the importance of employers requiring COVID-19 vaccinations as a condition of employment. The California Department of Employment and Housing also released under the Fair Employment and Housing Act stating an employer may require employees to receive an FDA-approved vaccination against COVID-19 infection. Finally, in accordance with the Company's duty to provide and maintain a workplace that is free of known hazards, the Company has determined that the best way to protect our workplace and our employees is to require all employees to be vaccinated in certain areas of our workforce where potential transmission of the infection is higher risk.

Thus, the Company is adopting this policy to safeguard the health of our employees and their families, visitors, and the community at large from COVID-19.

**Commitment to Compliance**

This policy shall comply with all applicable laws and is based on guidance from the Centers for Disease Control and Prevention, the California Department of Public Health, the Department of Fair Employment and Housing, the Equal Employment Opportunity Commission, Cal OSHA and the City and County of San Diego and all other applicable state and local health orders.

The Company does not discriminate against or harass employees or job applicants on the basis of a protected characteristic, provides reasonable accommodations related to disability or sincerely-held religious beliefs or practices, and does not retaliate against anyone for engaging in protected activity (such as requesting a reasonable accommodation).

**Procedures**

All employees must within 30 days of receiving this policy: (1) provide proof that they have obtained at least the first dose of an FDA-approved COVID-19 vaccination; or (2) obtain an approved exemption from Human Resources as an accommodation. All employees who have chosen a two-step vaccination process, must within 45 days of receiving this policy, provide proof that they have obtained the second dose. Any employee who has obtained their first dose of the Pfizer or Moderna vaccine but needs more time to receive their second dose, shall be afforded additional time provided they provide proof that they obtained their first dose and proof that they have an appointment to receive their second dose the recommended amount of time thereafter.

Employees may comply with this policy by getting any approved COVID-19 vaccine. As of the date of this policy, the available vaccines that the Company will accept as proof of vaccination are the following: Pfizer, Moderna and Johnson and Johnson.

Employees must present written evidence of immunization from the designated site or from another authorized healthcare provider to Jud Grubs in Human Resources. The document must include the date(s) employees receive the dose(s) of the vaccine, and the type of vaccine received. All information obtained in connection herewith will be maintained as confidential medical records.

Employees will be paid for time taken to receive vaccinations and the cost of the vaccine if it is not covered by Employee's insurance. Employees may get the vaccine(s) during regularly scheduled work hours contingent on supervisor approval which is required in order to minimize business interruptions.

**Process for Seeking An Accommodation**

Employees in need of an exemption from this policy due to a medical reason, or because of a sincerely held religious belief, must request an accommodation to begin the interactive accommodation process. The Company will engage in an interactive process to determine if a reasonable accommodation can be provided so long as it does not create an undue hardship for the Company and/or does not pose a direct threat to the health or safety of others in the workplace and/or to the employee.

To request an accommodation for one of the above reasons, please notify through Jud Grubbs in Human Resources of your accommodation request by email. Once the Company is aware of the need for an accommodation, the Company will engage in an interactive process to identify possible accommodations.

If you have any issues or concerns, please notify the HR Department immediately. You may request an accommodation without fear of retaliation.

**Non-Compliance**

The Company will discipline any employee that resists the vaccine mandate and does not seek an accommodation. Employees not in compliance with this policy will be placed on unpaid leave of absence until they comply. Employees on unpaid leave will not accrue vacation pay, sick leave or other benefits while out on leave and may have their benefits cancelled pursuant to any employer-sponsored health plan requirements.

Employees who submit false or fraudulent information in connection with this policy will be subject to immediate termination.

**Policy Changes**

The law and legal/medical guidance is constantly changing with respect to COVID-19, which means changes to best practices regarding COVID-19 as new information becomes available. The Company reserves the right to modify this policy at any time in its sole discretion to adapt to changing circumstances and business needs, consistent with its commitment to maintaining a safe and healthy workplace.

Please direct any questions regarding this policy to:

By signing below, I acknowledge receipt of this Policy.

Printed Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_