



NatureBridge COVID-19 Vaccination Policy

Purpose

NatureBridge is committed to the safety of our staff and participants. Our educational program requires extensive interaction and contact with participants, staff, vendors and potentially the public in our National Parks. We are requiring vaccinations for staff in positions that require these interactions for the following reasons:

- NatureBridge education, operations, facilities and kitchen staff may interact directly with participants and other NatureBridge staff
- Despite policies and guidelines in place to minimize the risk of COVID-19 transmission, staff may still be exposed to SARS-CoV-2
- To protect the health and well-being of staff, participants and the communities in which we live, from the risks associated with COVID-19
- Widespread use of vaccines in staff who interact with participants will help allow NatureBridge to consistently serve the community

Scope

NatureBridge recommends that all staff (including employees) get vaccinated for COVID-19, regardless of position. NatureBridge requires that staff who have in-person contact with participants, other staff, vendors, and the public in connection with their NatureBridge work, get vaccinated for COVID-19. Applicants for such positions must be vaccinated in order to be considered for the position. This policy does not require participants or visitors to get vaccinated for COVID-19.

This policy applies to the COVID-19 vaccine(s) available as of the date of this policy or that will become available within a reasonable period of time. Any material changes to this policy will be communicated to staff as soon as possible.

Policy

Once a vaccine is available to staff based on where each individual fits within applicable state vaccine rollout processes, NatureBridge strongly encourages staff to get vaccinated as promptly as possible (recognizing that vaccine distribution may be uneven or the need may exceed the available vaccines).

As the COVID-19 vaccine becomes available to all individuals across the United States, NatureBridge will require staff to (a) confirm it was received; or (b) obtain an approved exemption as an accommodation. The process for seeking an accommodation is explained below.

Staff must present written evidence of immunization from an authorized healthcare provider or pharmacy, with any disability medical related information omitted or redacted. NatureBridge regards all such information as confidential. To facilitate staff members' ability to receive the vaccination, NatureBridge will consider timely requests for one-time schedule changes. In accordance with timekeeping and other policies, NatureBridge will pay non-exempt employees and other qualifying individuals for time spent receiving the vaccination. The cost of all vaccines should either be covered by applicable health insurance or the free government rollout. Nonetheless, if any staff member must pay for the cost of the vaccine, NatureBridge will reimburse for such cost, contingent upon receipt of appropriate supporting documentation.

Staff who receive the vaccine may access NatureBridge premises following completion of the recommended period for the vaccine to take full effect (generally two weeks after the dose for a single-dose vaccine, or two weeks after the second dose for a two-dose vaccine).

Vaccination status does not exempt anyone from following NatureBridge's COVID-19 safety policies for our facilities. All those on NatureBridge premises must wear face coverings, practice physical distancing, and abide by existing policies to reduce the risk of the spread of the virus until updated guidance from the CDC revises the need for these policies. While the vaccinated person may have immunity from the virus, the person may still contract the virus and spread it to others.

Requests for Exemptions as Accommodations

To assist any staff member who is disabled, pregnant, a nursing mother, has a qualifying medical condition that contraindicates the vaccination, or objects to being vaccinated on the basis of a sincerely held religious belief or practice, NatureBridge will engage in an interactive process to determine if a reasonable accommodation can be provided that does not create an undue hardship on NatureBridge and/or does not pose a direct threat to the health or safety of those in the workplace. To request an accommodation for one of the above reasons, please notify the HR Director in writing at ltalbot@naturebridge.org.

Once NatureBridge is aware of the need for an accommodation, NatureBridge will engage in an interactive process to identify possible accommodations. In most cases, staff will be reasonably accommodated by working remotely. For those in positions that cannot be performed remotely, NatureBridge will evaluate other reasonable accommodation options on a case-by-case basis, subject to applicable law.

Staff may request an accommodation without fear of retaliation. If you believe you have been treated in a manner not in accordance with this policy, please notify NatureBridge immediately by contacting the HR Director at ltalbot@naturebridge.org.

Any questions about this policy should be directed to Director of Risk Management at jcrow@naturebridge.org