

Catalyst Academy Charter School
COVID-19 Vaccination Policy

INTRODUCTION

COVID-19 is a serious, life-threatening disease that has infected millions of people worldwide. The Board recognizes its responsibility to ensure the health and safety of Catalyst Academy's students and staff, as well as the Greater Pittsburgh community. There are currently three FDA-approved vaccines that protect against severe illness and death related to COVID-19. The Board believes that, in addition to following Catalyst Academy's health and safety policies, vaccination is the safest, most effective way to build protection against, and stop the spread of, COVID-19. Therefore, the Board adopts this COVID-19 Vaccination Policy requiring all of Catalyst Academy's employees to be fully vaccinated.

AUTHORITY

All of Catalyst Academy's employees shall be fully vaccinated.

New Hires

On or before their first day of employment with Catalyst Academy, new hires shall provide proof to the Chief Executive Officer (CEO) or designee that they

- (1) are fully vaccinated;
- (2) have received a single-dose COVID-19 vaccine; or
- (3) have received the first dose of a two-dose COVID-19 vaccine.

New hires who choose option (3) shall provide proof to the CEO or designee that they have received their second dose within thirty-five (35) days of the date that they provide proof of their first dose.

Until new hires are fully vaccinated, they shall

- (1) wear masks or facial coverings;
- (2) maintain a distance of six feet from others when feasible; and
- (3) obtain and submit COVID-19 test results to the CEO or designee each week.

The CEO or designee shall develop and implement procedures for new hires to obtain and submit COVID-19 test results required under this policy. The expense of COVID-19 testing required under this policy shall be borne by Catalyst Academy.

After new hires begin employment with Catalyst Academy, should they need to receive another vaccine, including boosters, they are encouraged to do so during off-duty hours to avoid disruption to the school day. If that is not possible, new hires will be granted time off without penalty, up to ½ day. New hires shall

coordinate with their supervisor ahead of time if they intend to take time off to get vaccinations or boosters so that necessary accommodations can be made.

Existing Employees

Within seven (7) days from the date this policy is adopted, existing employees shall provide proof to the CEO or designee that they

- (1) are fully vaccinated;
- (2) have received a single-dose COVID-19 vaccine; or
- (3) have received the first dose of a two-dose COVID-19 vaccine.

Existing employees who choose option (3) shall provide proof to the CEO or designee that they have received their second dose within thirty-five (35) days of the date that they provide proof of their first dose.

Until existing employees become fully vaccinated, they shall

- (1) wear masks or facial coverings;
- (2) maintain a distance of six feet from others when feasible; and
- (3) obtain and submit COVID-19 test results to the CEO or designee each week.

The CEO or designee shall develop and implement procedures for existing employees to obtain and submit COVID-19 test results required under this policy. The expense of COVID-19 testing required under this policy shall be borne by Catalyst Academy.

Existing employees are encouraged to get vaccinations, including boosters, during off-duty hours to avoid disruption to the school day. If that is not possible, existing employees will be granted time off without penalty, up to ½ day. Employees shall coordinate with their supervisor ahead of time if they intend to take time off to get vaccinations or boosters so that necessary accommodations can be made.

Compliance with Applicable Laws

Catalyst Academy shall provide reasonable accommodations under this policy as required by law and on a case-by-case basis. New hires who want to request accommodation under this policy for medical or religious reasons, as defined by law, shall apply with the CEO or designee, in writing, within seven (7) days from the date the new hire is extended an offer of employment from Catalyst Academy or, in the case of a medical reason, within seven (7) days from the date they know or should reasonably know of the medical reason. Existing employees who want to request accommodation under this policy for medical or religious reasons, as defined by law, shall apply with the CEO or designee, in writing, within seven (7) days from the date this policy is adopted or, in the case of a medical reason, within seven (7) days from the date they know or should reasonably know of the medical reason. Catalyst Academy will abide by applicable law

regarding accommodations and will respond to employee accommodation applications within five (5) business days. An employee's vaccination status, as with all medical records, shall be kept confidential.

Disciplinary Action

Any employee of Catalyst Academy who fails to adhere to this policy shall be terminated.

PROCEDURES

For purposes of this policy, **new hires** are persons who accept an offer of employment with Catalyst Academy and who begin their employment with Catalyst Academy after the date this policy is adopted.

For purposes of this policy, **existing employees** are persons who work for Catalyst Academy as of the date this policy is adopted.

For purposes of this policy, a person is **fully vaccinated** if

- two weeks after a single-dose vaccine, such as Johnson & Johnson's Janssen vaccine, have elapsed; or
- two weeks after the second dose in a two-dose series, such as the Pfizer-BioNTech or Moderna vaccines, have elapsed.

For purposes of this policy, **proof** means written documentation that is satisfactory to the CEO or designee.

Notwithstanding the foregoing, all of Catalyst Academy's employees shall adhere to the masking and social distancing requirements set forth by the Board or the CEO.

RESPONSIBLE PARTIES

The CEO or designee shall annually notify scholars, parents, and staff about Catalyst Academy's COVID-19 Vaccination Policy by publishing such policy in the family handbook, parent newsletters, posted notices, and other efficient methods.

The CEO or designee shall develop procedures to implement this policy.