



Energy Northwest's Mandatory Vaccination Policy for Executive Order 14042

Purpose:

This policy complies with Executive Order 14042, [Ensuring Adequate COVID Safety Protocols for Federal Contractors](#).

Scope:

This Mandatory COVID-19 Vaccination Policy applies to all employees of Energy Northwest who are working under contracts or contract-like instruments covered by the Executive Order ("covered employees"). Grants are specifically excluded from the order.

All covered employees are required to either be fully vaccinated for COVID-19 or have an approved exemption and accommodation from COVID-19 vaccination as a term and condition of employment at Energy Northwest. Employees are considered fully vaccinated two weeks after completing primary vaccination with a COVID-19 vaccine, with, if applicable, at least the minimum recommended interval between doses. For example, this includes two weeks after a second dose in a two-dose series, such as the Pfizer or Moderna vaccines, two weeks after a single-dose vaccine, such as the Johnson & Johnson vaccine, or two weeks after the second dose of any combination of two doses of different COVID-19 vaccines as part of one primary vaccination series. All employees are required to report their vaccination status and to provide proof of vaccination unless they request and obtain exemption and accommodation. Employees must provide truthful and accurate information about their COVID-19 vaccination status, and, if applicable, their testing results. Employees not in compliance with this policy will be subject to discipline, up to and including termination.

Employees may request exemption and accommodation from this mandatory vaccination policy if the vaccine is medically contraindicated for them, if medical necessity requires a delay in vaccination, or if they have an objection to the vaccine based on a sincerely held religious belief, practice or observance. All requests for exemption and accommodation will be evaluated in accordance with applicable laws and regulations. Requests for exemption and accommodations must be initiated by December 10, 2021. If additional time is needed for a request, the individual should obtain approval from their department Vice President or General Manager. If granted, individuals exempted from the requirement to be vaccinated will be required to adhere to any accommodation stipulated by Energy Northwest. The exemption and accommodation forms are available on the [Energy Northwest COVID-19 website](#). Follow the instructions on the applicable form to request an exemption and accommodation.

Procedures:

Overview and General Information

All Energy Northwest's covered employees must be fully vaccinated or obtain a valid exemption and accommodation no later than January 18, 2022.

To be fully vaccinated by January 18, 2022, an employee must:

- Obtain the second dose of the two-dose regimen no later than January 4, 2022; or



- Obtain one dose of a single dose vaccine no later than January 4, 2022.

Employees will be considered fully vaccinated two weeks after receiving the requisite number of doses of a COVID-19 vaccine. An employee will be considered partially vaccinated if they have received only one dose of a two-dose vaccine.

Vaccines are readily available in the community. An employee may take up to four hours of paid time at the regular rate of pay per dose to travel to the vaccination site, receive a vaccination, and return to work. This would mean a maximum of eight hours of paid time at the regular rate of pay for employees receiving two doses. If an employee spends less time getting the vaccine, only the necessary amount of paid time at the regular rate of pay will be granted. Employees who take longer than four hours to get the vaccine must send their supervisor an email documenting the reason for the additional time (e.g., they may need to travel long distances to get the vaccine). Any additional time requested will be granted, if reasonable, but will not be paid; in that situation, the employee can elect to use personal time (PT) or leave without pay (LWOP), to cover the additional time. If an employee is vaccinated outside of their normal work schedule time they will not be compensated.

Employees may use up to two workdays of paid time at the regular rate of pay immediately following each dose if they have side effects from the COVID-19 vaccination that prevent them from working. Employees must notify their supervisor immediately if they are not able to work due to the side effects from the COVID-19 vaccination. The paid time for receiving the vaccination and/or recovering from side effects of the COVID-19 vaccination is not accruable time.

Vaccination Status and Acceptable Forms of Proof of Vaccination:

All vaccinated employees are required to show proof of COVID-19 vaccination, regardless of where they received vaccination. Employees must show proof of vaccination status to their immediate supervisor by January 18, 2022. If an employee has previously shown proof of the COVID-19 vaccination and has a gold grommet on their badge holder, then there is no need to show proof again.

Acceptable proof of vaccination status is:

1. The record of immunization from a healthcare provider or pharmacy.
2. A COVID-19 Vaccination Record Card.
3. Medical records documenting the vaccination.
4. Immunization records from a public health, state, or tribal immunization information system.
5. Any other official documentation that contains the type of vaccine administered, date(s) of administration, and the name of the healthcare professional(s) or clinic site(s) administering the vaccine(s).
6. Any other official documentation verifying vaccination with the information on the vaccine name, date(s) of administration, and the name of health care professional or clinic site administering vaccine.

A photo of any of the above is an acceptable form of proof. Proof of vaccination generally should include the employee's name, the type of vaccine administered, the date(s) of administration, and the name of the healthcare professional(s) or clinic site(s) that administered the vaccine. In some cases, state immunization records may not include one or more of these data fields, such as clinic site; in those



circumstances, Energy Northwest will still accept the state immunization record as acceptable proof of vaccination.

No later than January 18, 2022, all employees must inform Energy Northwest of their vaccination status. The following table outlines the requirements.

<u>Vaccination Status</u>	<u>Instructions</u>
Employees who are fully vaccinated.	Show proof of vaccination that indicates full vaccination.
Employees who are partially vaccinated (i.e., one dose of a two dose vaccine series).	Show proof of vaccination that indicates when the first dose of vaccination was received, followed by proof of the second dose when it is obtained.
Employees who have not yet been vaccinated.	Submit statement that you are unvaccinated to your supervisor.

Supporting COVID-19 Vaccination:

Employee Notification of COVID-19 and Removal from the Workplace:

Energy Northwest requires employees to promptly notify their supervisor when they have tested positive for COVID-19 or have been diagnosed with COVID-19 by a licensed healthcare provider.

Medical Removal from the Workplace

Energy Northwest has also implemented a policy for keeping COVID-19 positive employees from the workplace. Energy Northwest will immediately remove an employee from the workplace if they have received a positive COVID-19 test or have been diagnosed with COVID-19 by a licensed healthcare provider (i.e., immediately send them home or to seek medical care, as appropriate). Employees should continue to use the [EN COVID 19 Screening Checklist](#) prior to reporting to work.

Return to Work Criteria

For any employee removed because they are COVID-19 positive, Energy Northwest will keep them removed from the workplace until the employee is asymptomatic and 10 days have passed since the positive test. Symptomatic employees may return to work after all the following are true:

- At least 10 days have passed since symptoms first appeared, and
- At least 24 hours have passed with no fever without fever-reducing medication, and
- Other symptoms of COVID-19 are improving (loss of taste and smell may persist for weeks or months and need not delay the end of isolation).



Face Coverings:

All employees are required to follow [Energy Northwest's Mask Policy](#) on the Energy Northwest COVID-19 website.

New Hires:

All new employees are required to comply with the vaccination requirements outlined in this policy as soon as practicable and as a condition of employment. Potential candidates for employment will be notified of the requirements of this policy prior to the start of employment.

Confidentiality and Privacy:

If any medical information is collected from individuals, including vaccination information, test results, and any other information obtained because of testing, it will be treated in accordance with applicable laws and policies on confidentiality and privacy of personal medical information.

Questions:

Please direct any questions regarding this policy to your supervisor or Steve Lorence, Corporate Support Services General Manager. Steve Lorence has been designated as the person to coordinate the implementation of this policy by Energy Northwest.