

Policy and Procedure Manual	Section A 21
Voluntary COVID-19 Vaccination Policy	Issued : April 19, 2021 Approving Authority: Board of Library Trustees

## VOLUNTARY COVID-19 VACCINATION POLICY

### **Purpose**

The Orland Park Public Library’s voluntary COVID-19 vaccine program describes Orland Park Public Library’s Commitment to its employees’ safety and well-being during the current public health situation. The Orland Park Public Library wants all of its employees to have access to the COVID-19 vaccine at no cost and with minimal interruption to their schedules.

Participation in the Orland Park Public Library’s voluntary COVID-19 vaccine program has many benefits. Providing a safe and healthy work environment helps employees to be more productive and can reduce the number of sick days employees take due to exposure to COVID-19. But, most importantly, employee wellness is a vital aspect of building a happier workplace.

This policy will follow all applicable laws and is based on guidance from the Centers for Disease Control and Prevention (CDC) and the State of Illinois Department of Public Health (IDPH).

### **Scope**

This voluntary COVID-19 vaccine program policy applies to all employees. Employees are strongly encouraged to receive COVID-19 vaccinations as soon as they are eligible under applicable federal, state, or local guidelines.

### **Incentives for Vaccination**

The Orland Park Public Library wants to encourage all employees to take part in this voluntary COVID-19 vaccine program. To further that goal, the Orland Park Public Library will provide employees who desire to receive the COVID-19 vaccine with up to two hours leave with pay to receive the required dosage of each vaccine. Understanding that not all employees will react favorably to this vaccine, the library will provide paid leave time to recover from this vaccine on an individual basis.

Incentive and/or rewards may be regulated by law. Orland Park Public library will comply with all applicable federal, state and/or local legal limitations on incentives and/or rewards.

Employees should contact members on the COVID-19 Task Force for a list of locations to aid employees in receiving vaccines on their own or call the Cook County Public Health Department at 833-308-1988 to obtain information about vaccination sites. Employees may also be able to get vaccine availability information from their health care providers. When not received in-house, vaccinations should be run through employees' health insurance where applicable or otherwise submitted for reimbursement if there is a cost.

For offsite vaccinations, employees should work with their managers to schedule proper time to obtain the COVID-19 vaccine.

Proof of vaccination against COVID-19 may be requested to receive the incentives offered by Orland Park Public Library. Please see the HR Generalist for more information regarding required proof of vaccination.

### **Accommodations**

The Orland Park Public Library wants all its employees to have equal access to all benefits and resources offered by the Library. Accordingly, the Library can make reasonable accommodations for employees with disabilities to help them have equal access to the voluntary COVID-19 vaccine program. The same applies to employees who cannot participate in the voluntary COVID-19 vaccine program due to health limitations or sincerely held religious beliefs. We encourage our employees to reach out to the HR Generalist to discuss their need for accommodation and options. These discussions and any relevant information will be kept confidential.

### **Confidentiality**

Confidentiality and respect for our employees' rights are important to us. The Orland Park Public Library will not:

- use any genetic information, disability status, or religious beliefs/information to disadvantage its employees in any way;
- use incentives in exchange for genetic information, information regarding an employee's health condition or that of their family, or information about an employee's religious beliefs; or
- try to coerce employees into supplying health/genetic/religious belief information or taking medical examinations.

The Orland Park Public Library will let employees know what health information is needed for participation in the voluntary COVID-19 vaccine program, who will be able to see it and why. All data will be kept confidential to the greatest extent required by applicable law.

The Genetic Information Nondiscrimination Act of 2008 (GINA) prohibits employers and other entities covered by GINA Title II from requesting or requiring genetic information of an individual or family member of the individual, except as specifically allowed by this law. To comply with this law, we ask that you do not provide any genetic information when providing information following this policy. "Genetic information," as defined by GINA, includes an individual's family medical history, the results of an individual's or family member's genetic tests, the fact that an individual or an individual's family member sought or received genetic

services, and genetic information of a fetus carried by an individual or an individual's family member or an embryo lawfully held by an individual or family member receiving assistive reproductive services.

### **Voluntary participation; No Retaliation**

Orland Park Public Library encourages employees to participate in the voluntary COVID-19 vaccine program but any such participation is voluntary. There will not be any discrimination, harassment, retaliation, or adverse action for employees who choose not to participate in the voluntary COVID-19 vaccine program.

### **Duration of Voluntary COVID-19 Vaccine Program**

The voluntary COVID-19 vaccine program is in effect for at least until the end of the year (2021). The Orland Park Public Library will continue to monitor the current public health situation and reserves the right to make changes to this policy based on the most current information available by the CDC, government, or local public health officials. Likewise, the Library may, at its discretion, implement a mandatory COVID-19 vaccine program to ensure the safety and welfare of its employees, library patrons and/or its business needs.

Please direct any questions about this policy to the HR Generalist or Library Director.

**Adopted by the Board of Library Trustees on April 19, 2021.**