

As discussed DMI is releasing our Vaccination and Testing Policy in accordance with the OSHA ETS put forth last month.

This will go into effect January 4, 2022. If I have not received your vaccination status or details of plans to become vaccinated by now you are assumed to be unvaccinated and required to submit to weekly COVID testing and are receiving this e-mail.

The full policy is attached and all employees should review at their earliest convenience. Below are some key points that we want to make sure employees are aware of.

- DMI will require employees to be tested on-site once a week. We will have a proctor onsite for two hours Sunday night and two hours Monday morning to administer testing.
- If an employee is NOT present on Sunday night or Monday morning they are responsible for providing their own test results from either an urgent care, a doctor's office, or an official COVID-19 testing site. Home tests kits will not be accepted. Test results must be provided within 48 hours. If test results are not provided the employee will not be allowed to return to work and will be considered absent under our Sick Time Policy.
- DMI will not cover the cost of testing. The weekly cost of the testing is \$30, which will be deducted from your paycheck. There will be a \$10 surcharge for the proctor that will be taken from the first paycheck of each month, in addition to the \$30.
- Employees not FULLY vaccinated by January 4, 2022 are also subject to testing. This includes the two-week period following a second shot of a two-shot dose or the first shot of a one-shot dose. Anyone receiving their second shot of a two-dose vaccine or their first shot of a one-dose vaccine *after December 21* will be subject to testing until they are considered fully vaccinated. **Employees that are currently in the process of being vaccinated will not be required to cover the cost of the test.**

The company that will be onsite to conduct the weekly testing is called Inspire. Either they, or myself, will be sending out details for you to register with them.

If there are any questions or concerns about this policy please do not hesitate to reach out to HR

## DMI Vaccination and Testing Policy

### **Purpose:**

*Vaccination is a vital tool to reduce the presence and severity of COVID-19 cases in the workplace, in communities, and in the nation as a whole. DMI encourages all employees to receive a COVID-19 vaccination to protect themselves, other employees, and their families. However, should an employee choose not to be vaccinated, this policy's sections on testing will apply. This policy complies with OSHA's Emergency Temporary Standard on Vaccination and Testing (29 CFR 1910.501).*

### **Scope:**

*This COVID-19 Policy on vaccination and testing applies to all employees of DMI that report to the facility.*

*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 Johnson & Johnson's 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. Employees who are not fully vaccinated will be required to provide proof of weekly COVID-19 testing at the employee's expense.*

*All employees are required to report their vaccination status and, if vaccinated, provide proof of vaccination. Employees must provide truthful and accurate information about their COVID-19 vaccination status, and, if not fully vaccinated, their testing results. Employees not in compliance with this policy will be subject to discipline up to and including termination.*

## **Overview and General Information**

### **Vaccination**

*Any DMI employee that chooses to be vaccinated against COVID-19 must be fully vaccinated no later than **January 4, 2022**. Any employee not fully vaccinated by **January 4, 2022** will be subject to the regular testing requirements of the policy.*

*To be fully vaccinated by January 4, 2022 an employee must:*

- *Obtain the second dose of a two dose vaccine no later than **December 21, 2021**; or*
- *Obtain one dose of a single dose vaccine no later than **December 21, 2021**.*

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

*DMI leaves to an employee's discretion when and where they receive their vaccination—whether through an on-site clinic, through their own medical provider, or with a mass-vaccination clinic.*

*Any questions or concerns regarding the vaccination policy can be directed to Brittny Dean.*

## **Weekly Testing**

*All employees who are not fully vaccinated as of January 4, 2022 will be required to undergo regular COVID-19 testing. Policies and procedures for testing is described in the relevant sections of this policy.*

***The expense of weekly testing is to be covered by the employee. DMI will not reimburse the cost of testing. Employees that are currently in the process of getting vaccinated will not be required to pay for testing, so long as proof is provided to HR by December 31, 2021.***

## **Vaccination Status and Acceptable Forms of Proof of Vaccination**

### **Vaccinated Employees**

*All vaccinated employees are required to provide proof of COVID-19 vaccination. Proof of vaccination status can be submitted via e-mail to [brittany@dmiorg.com](mailto:brittany@dmiorg.com) or in person to the HR office.*

*Acceptable proof of vaccination status is:*

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

*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 health care 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 DMI will still accept the state immunization record as acceptable proof of vaccination.*

*NJ residents can also access vaccination records via the Docket app which is available in the App Store or Google Play.*

## **Supporting COVID-19 Vaccination**

*An employee may take up to four hours of duty time per dose to travel to the vaccination site, receive a vaccination, and return to work. This would mean a maximum of eight hours of duty time for employees receiving two doses. If an employee spends less time getting the vaccine, only the necessary amount of duty time will be granted. Employees who take longer than four hours to get the vaccine must send Human Resources 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 accrued leave, e.g., sick leave, to cover the additional time. If an employee is vaccinated outside of their approved duty time they will not be compensated.*

*Employees may utilize up to two workdays of sick leave immediately following each dose if they have side effects from the COVID-19 vaccination that prevent them from working. Employees who have no sick leave will be granted up to two days of additional sick leave immediately following each dose if necessary.*

*The following procedures apply for requesting and granting duty time to obtain the COVID-19 vaccine or sick leave to recover from side effects:*

*(A) Employees must make HR and their direct supervisor aware of their need for time off related to receiving their COVID-19 vaccine or needing recovery time due to side effects from their COVID-19 vaccination as soon as possible.*

*(B) Employees must provide proof that a first or second shot was administered if requesting recovery time due to side effects.*

### **COVID-19 Testing**

*All employees who are not fully vaccinated will be required to comply with this policy for testing.*

*Employees who report to the workplace at least once every seven days must be tested for COVID-19 at least once every seven days; and*

*Any employee who does not report to the workplace during a period of seven or more days (e.g., if they were teleworking for two weeks prior to reporting to the workplace) must be tested for COVID-19 within seven days prior to returning to the workplace.*

*If an employee does not provide documentation of a COVID-19 test result as required by this policy, they will be removed from the workplace until they provide a test result. They will also still be subject to DMI's Sick Policy.*

*Employees who have received a positive COVID-19 test, or have been diagnosed with COVID-19 by a licensed healthcare provider, are not required to undergo COVID-19 testing for 90 days following the date of their positive test or diagnosis.*

*Mandatory COVID-19 testing applies to all non-vaccinated DMI employees that report to the facility.*

***DMI will require that employees be tested on-site Sunday night or Monday morning depending on their shift. A proctor will be on-site to administer the testing.***

*If an unvaccinated employee is not present for their shift Sunday night or Monday morning they are responsible for providing their own test results from a legitimate COVID-19 testing site. **Home test kits will not be accepted.** Test results must be provided within 48 hours of the employees return to work.*

***DMI will not cover the cost of testing.*** *Employees tested onsite will have the cost of the test deducted from their weekly paycheck. Employees tested off site due to an absence when testing is conducted onsite will be required to cover the cost of their own test. Employees that are currently in the process of getting vaccinated will not be required to pay for testing, so long as proof is provided to HR by December 31, 2021.*

**New Hires:**

*All new employees are required to comply with the vaccination and testing 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:**

*All medical information collected from individuals, including vaccination information, test results, and any other information obtained as a result of testing, will be treated in accordance with applicable laws and policies on confidentiality and privacy.*

**Questions:**

*Please direct any questions regarding this policy to Brittany Dean at [brittany@dmiorq.com](mailto:brittany@dmiorq.com) or (347)964-8957*