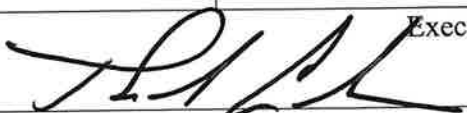




		POLICY NO. HR-2021- Temporary
SUBJECT: COVID-19 VACCINATION & TESTING POLICY		NO. PAGES:
DISTRIBUTION: All Active Full-Time, Peak-Part-Time, and Casual Employees	NEW POLICY: YES	THIS POLICY AMENDS: N/A
LOCATION OF ORIGINAL ELECTRONIC COPY: Human Resources Department	DATE OF ISSUE: November 1, 2021	EFFECTIVE DATE: November 1, 2021
	 Executive Director	

I. Purpose

In accordance with the Delaware River and Bay Authority’s (Authority) duty to provide and maintain a workplace that is free of known hazards, we are adopting this temporary Policy to address the health and safety of our employees and their families, our customers and visitors, and the community at large from COVID-19 and to comply with state directives and federal regulations. As of the date of this Policy, the federal government has mandated that COVID-19 vaccinations be provided free of charge to all individuals, regardless of whether they have health insurance. COVID-19 may be reduced by vaccinations and/or regular testing with additional safety precautions such as wearing of mask, social distancing, washing/sanitizing hands, and sanitizing common areas. This Policy will comply with all applicable laws and is based on guidance from the Centers for Disease Control and Prevention (CDC) and local health authorities, as applicable.

II. Scope

This Policy is applicable to all active full-time, peak part-time, and casual Authority employees. This Policy may be subject to change in the future as deemed necessary by the Executive Director, including the expiration of such Policy (i.e., until end of pandemic declaration or such time as deemed unnecessary).

III. Policy

Effective November 1, 2021, all active full-time, peak part-time, and casual employees are required to submit hard copy documented proof of COVID-19 vaccination or be subject to ongoing required COVID-19 weekly testing. For purposes of this Policy, vaccination or fully vaccinated shall mean receiving two (2) doses of the Moderna or Pfizer vaccine or one (1) dose of the Johnson & Johnson vaccine.

Hard copy documented proof of vaccination is to be provided directly and only to the Authority's Employee Relations & Compliance Manager. Vaccination records will be kept confidential and will become part of the employee's medical record.

No further action is required by employees who have already provided their hard copy documented proof of vaccination to the Employee Relations & Compliance Manager.

Employees who have not provided hard copy documented proof of vaccination will be required to submit to ongoing required COVID-19 weekly testing until such time as hard copy documented proof is provided.

Full-time employees will be paid for time taken on their scheduled workday to receive vaccinations. Employees are to work with their immediate supervisors/managers to schedule appropriate time away from work.

IV. Procedures

All employees who have not provided hard copy documented proof of vaccination (hereafter referred to as "impacted employees") will be required to be tested for COVID-19 on an ongoing weekly basis beginning the week of November 1, 2021. The Employee Relations & Compliance Manager will be in contact with all impacted employees to confirm they are required to be tested.

All impacted employees must have a COVID-19 test conducted each pay week (defined as Sunday through Saturday) and provide results of that test directly and only to the Employee Relations & Compliance Manager prior to Monday of the following week.

Until the Authority's inventory of COVID-19 personal test kits is received, all impacted employees must have a test conducted off-site at one of the free testing sites. Each Monday, the Employee Relations & Compliance Manager distributes through email the list of such testing sites in Delaware and New Jersey. Please be mindful that appointments may be required at some testing sites. It is recommended that you work with both your immediate supervisor and the testing site to establish a recurring weekly appointment and ensure operational coverage.

All impacted employees will be provided one (1) hour of leave time during their scheduled workday for COVID-19 testing.

- As their work assignments permit, full-time impacted employees are to schedule their testing during their workday and must communicate directly to their immediate supervisors/managers date and time needed. If assignments do not permit, the full-time impacted employees, with supervisory approval, may schedule their test during non-work hours within the testing week and will be paid one (1) hour when results are received.

Full-time impacted employees that are teleworking must use their telework day as their test day.

- Peak part-time and casual impacted employees are to schedule their test during their off scheduled work time and will be paid an extra one (1) hour when test results are received.
- To be paid for COVID-19 testing leave time, results of the test must be received by the Employee Relations & Compliance Manager prior to each Monday of the following week.

Impacted employees must adhere to DRBA's procedures for COVID-19 testing and ensure documentation of results are provided directly and only to the Employee Relations & Compliance Manager.

The Employee Relations & Compliance Manager contact information is as follows:

Andrew C. Ritchie
Andrew.ritchie@drba.net
(302) 571-6477 (office)
(302) 229-6196 (cell)

Full- and peak part-time employees who do not abide by this Policy will be subject to discipline which will generally be administered as follows:

- First offense: written reprimand
- Second offense: 3 days suspension without pay
- Third offense: 5 days suspension without pay
- Fourth offense: employment termination

Casual employees who do not abide by this Policy will be disciplined up to or including termination.

ACKNOWLEDGEMENT AND RECEIPT

I hereby acknowledge receipt of the Authority's temporary **COVID-19 VACCINATION & TESTING POLICY**. I also acknowledge that it is my responsibility to read and comply with this Policy.

Employee's Name in Print

Signature of Employee

Date Signed by Employee

TO BE PLACED IN EMPLOYEE'S PERSONNEL FILE