

Vaccination, Testing, and Face Covering 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. PDQ Staffing encourages all employees to receive a COVID-19 vaccination to protect themselves and other employees. However, should an employee choose not to be vaccinated, this policy's sections on testing and face coverings 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, testing, and face covering use applies to all employees of PDQ Staffing, except for employees who do not report to a workplace where other individuals (such as coworkers or customers) are present; employees while working from home; and employees who work exclusively outdoors.

All employees are encouraged to be fully vaccinated. 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, and wear a face covering at the workplace until fully vaccinated.

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. This could include unpaid leave, or even termination. PDQ Staffing employees will need to provide test results to their immediate supervisor at least once a week who will then report the results to HR/Risk Management for privacy and compliance record keeping purposes.

*Employees may request an exception from vaccination requirements (if applicable) if the vaccine is medically contraindicated for them or medical necessity requires a delay in vaccination. Employees also may be legally entitled to a reasonable accommodation if they cannot be vaccinated and/or wear a face covering (as otherwise required by this policy) because of a disability, or if the provisions in this policy for vaccination, and/or testing for COVID-19, and/or wearing a face covering conflict with a sincerely held religious belief, practice, or observance. Requests for exceptions and reasonable accommodations must be initiated by the employee. All such requests will be handled in accordance with applicable laws and regulations and **PDQ Staffing' Vaccination, Testing, and Face Covering Policy.***

Procedures:

Overview and General Information

Vaccination

Any PDQ Staffing employee that chooses to or is required to be vaccinated against COVID-19 must be fully vaccinated no later than January 5, 2022. Any employee not fully vaccinated by January 5, 2022, will be subject to the regular testing and face covering requirements of the policy.

To be fully vaccinated by January 5, 2022, an employee must:

- Obtain the first dose of a two-dose vaccine no later than, December 7, 2021; and the second dose no later than December 21, 2022; 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.

Employees can find available vaccination sites at [Vaccines.gov](https://www.vaccines.gov).

Testing and Face Coverings

All employees who are not fully vaccinated as of January 5, 2022, will be required to undergo regular COVID-19 testing and wear a face covering when in the workplace. Policies and procedures for testing and face coverings are described in the relevant sections of this policy.

Vaccination Status and Acceptable Forms of Proof of Vaccination

Vaccinated Employees

All vaccinated employees are required to provide proof of COVID-19 vaccination, regardless of where they received vaccination. Proof of vaccination status can be submitted several different ways. Employee can send directly to HR/Risk Management - email covidresponseteam@pdqstaffing.com, or through the PDQ Staffing Associates – COVID-19 Vaccination Survey link <https://www.surveymonkey.com/r/pdq-vaccination-request>, or they can contact provide it to their PDQ Recruiter. The same methods apply if the employee should need to request the Employee Self-Reporting “Attestation” Form.

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 healthcare 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 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 **PDQ Staffing** will still accept the state immunization record as acceptable proof of vaccination.*

If an employee is unable to produce one of these acceptable forms of proof of vaccination, despite attempts to do so (e.g., by trying to contact the vaccine administrator or state health department), the employee can provide a signed and dated statement attesting to their vaccination status (fully vaccinated or partially vaccinated); attesting that they have lost and are otherwise unable to produce one of the other forms of acceptable proof; and including the following language:

“I declare (or certify, verify, or state) that this statement about my vaccination status is true and accurate. I understand that knowingly providing false information regarding my vaccination status on this form may subject me to criminal penalties.”

An employee who attests to their vaccination status in this way should to the best of their recollection, include in their attestation the type of vaccine administered, the date(s) of administration, and the name of the healthcare professional(s) or clinic site(s) administering the vaccine.

All Employees

*All employees, both vaccinated and unvaccinated, must inform **PDQ Staffing’s HR-COVID Response Team** of their vaccination status. The following table outlines the requirements for submitting vaccination status documentation.*

Vaccination Status	Instructions	Deadline(s)
<i>Employees who are fully vaccinated.</i>	<i>Submit proof of vaccination that indicates full vaccination.</i>	<i>December 28, 2021</i>
<i>Employees who are partially vaccinated (i.e., one dose of a two dose vaccine series).</i>	<i>Submit proof of vaccination that indicates when the first dose of vaccination was received, followed by proof of the second dose when it is obtained.</i>	<i>December 28, 2021</i>
<i>Employees who are not vaccinated.</i>	<i>Submit statement that you are unvaccinated but are planning to receive a vaccination by the deadline.</i>	<i>December 28, 2021</i>
	<i>Submit statement that you are unvaccinated and not planning to receive a vaccination.</i>	<i>December 28, 2021</i>

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 contact their manager by 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.

Employees that choose to request time during working hours to obtain the COVID-19 vaccine should submit their request to their immediate supervisor, the same person who approves your vacation time. That supervisor has the authority to grant “duty time” to the employee and report “duty time” hours to payroll. Vaccination time away will be paid as “duty” time. All duty time will be paid at the employee’s regular pay rate. The same guidelines for any necessary sick leave due to COVID-19 vaccine side effects.

Employee Notification of COVID-19 and Removal from the Workplace

PDQ Staffing requires all employees to promptly notify their manager, and a member of the HR/Risk Management COVID-19 Response Team when they have tested positive for COVID-19 or have been diagnosed with COVID-19 by a licensed healthcare provider. Employees that are not feeling well and experiencing symptoms while at home or work should also report this information to their manager, or a member of HR/Risk Management COVID-19 Response Team.

Employees that test positive or are diagnosed with COVID-19 will be required to utilize any acquired PTO time that has been banked to cover for the employee’s absence. Employees that are also eligible to use their Family, Medical Leave Act, FMLA benefits during a COVID-19 illness. Please contact HR for questions regarding FMLA.

Medical Removal from the Workplace

PDQ Staffing has also implemented a policy for keeping COVID-19 positive employees from the workplace in certain circumstances. PDQ Staffing 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).

Return to Work Criteria

For any employee removed because they are COVID-19 positive, PDQ Staffing’ will keep them removed from the workplace until the employee receives a negative result on a COVID-19 nucleic acid amplification test (NAAT) following a positive result on a COVID-19 antigen test if the employee chooses to seek a NAAT test for confirmatory testing; meets the return to work criteria in CDC’s “Isolation Guidance”; or receives a recommendation to return to work from a licensed healthcare provider.

Under CDC's "[Isolation Guidance](#)," asymptomatic employees may return to work once 10 days have passed since the positive test, and 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).

If an employee has severe COVID-19 or an immune disease, PDQ Staffing will follow the guidance of a licensed healthcare provider regarding return to work.

Employees that have cleared to come back to work should reach out directly to their immediate supervisor, to clear them to come back to work from the HR/Risk Management COVID-19 Response Team.

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:

(A) must be tested for COVID-19 at least once every seven days; and

(B) must provide documentation of the most recent COVID-19 test result to HR/Risk Management COVID-19 Response Team, [covidresponseteam@pdqstaffing.com](mailto: covidresponseteam@pdqstaffing.com) no later than the seventh day following the date on which the employee last provided a test result.

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):

(A) must be tested for COVID-19 within seven days prior to returning to the workplace; and

(B) must provide documentation of that test result to the HR/Risk Management COVID-19 Response Team upon return 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.

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.

Unvaccinated employees that choose the option of weekly testing requirements should be prepared in advance. This may include the employee having an ample supply of COVID-19 home testing kits. PDQ Staffing will try to accommodate to the best of its ability to assist an employee who could find difficulty in time obtaining a home test kit or direct them to a healthcare facility that can provide testing. But ultimately it is the responsibility of the employee to provide PDQ Staffing with a negative test result on a regular weekly schedule. PDQ Staffing cannot administer these tests because of HIPPA guidelines, we can simply direct our employees.

Face Coverings

PDQ Staffing will require all employees who are not fully vaccinated to wear a face covering. Face coverings must: (i) completely cover the nose and mouth; (ii) be made with two or more layers of a breathable fabric that is tightly woven (i.e., fabrics that do not let light pass through when held up to a light source); (iii) be secured to the head with ties, ear loops, or elastic bands that go behind the head. If gaiters are worn, they should have two layers of fabric or be folded to make two layers; (iv) fit snugly over the nose, mouth, and chin with no large gaps on the outside of the face; and (v) be a solid piece of material without slits, exhalation valves, visible holes, punctures, or other openings. Acceptable face coverings include clear face coverings or cloth face coverings with a clear plastic panel that, despite the non-cloth material allowing light to pass through, otherwise meet these criteria and which may be used to facilitate communication with people who are deaf or hard-of-hearing or others who need to see a speaker's mouth or facial expressions to understand speech or sign language respectively.

Employees who are not fully vaccinated must wear face coverings over the nose and mouth when indoors and when occupying a vehicle with another person for work purposes. Policies and procedures for face coverings will be implemented, along with the other provisions required by OSHA's COVID-19 Vaccination and Testing ETS, as part of a multi-layered infection control approach for unvaccinated workers.

Employees are encouraged to provide their own face coverings that meet the CDC safety requirements standards. Employees should comply with wearing the face coverings as recommended by the CDC. All PDQ Staffing Branch offices will have a supply of disposable masks available to all employees as needed. These face coverings should be in an accessible location. If supplies run low, please contact a Safety Manager and request additional face covers.

*The following are exceptions to **PDQ Staffing** requirements for face coverings:*

- 1. When an employee is alone in a room with floor to ceiling walls and a closed door.*
- 2. For a limited time, while an employee is eating or drinking at the workplace or for identification purposes in compliance with safety and security requirements.*
- 3. When an employee is wearing a respirator or facemask.*
- 4. Where **PDQ Staffing** has determined that the use of face coverings is infeasible or creates a greater hazard (e.g., when it is important to see the employee's mouth for reasons related to their job duties, when the work requires the use of the employee's uncovered mouth, or when the use of a face covering presents a risk of serious injury or death to the employee).*

New Hires:

All new employees are required to comply with the vaccination, testing, and face covering 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.

*All newly hired employees during the time frame of this standard will be required to provide vaccination documentation prior to the first day of assignment. If the employee cannot provide proof of full vaccination, they will then have the option to provide **PDQ Staffing** with a negative COVID-19 test. They will then continue to provide PDQ Staffing weekly test results until the employee is determined "fully" vaccinated, per the CDC guidelines.*

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 **PDQ Staffing, Inc.***

HR-COVID RESPONSE TEAM – covidresponseteam@pdqstaffing.com

- Marie Mumme, ADASTAFF President/CEO
- Irma Ochoa, VP of Human Resources
- David Kelly, VP of Risk & Facility Management
- Exi Mitchell, Workers' Compensation Coordinator
- Susie Thurow, Compliance/Staff Development
- Tracy Kelly, Safety Manager
- Gil Solorzano, Dallas County Safety Director
- Austin James, Marketing Director