

**Unitarian Society of Hartford**  
**COVID-19 Staff & Volunteer Vaccination Policy**  
**Effective January 12, 2022**

In keeping with the goal of providing and maintaining a workplace that is free of known hazards, the Society's Board has adopted a COVID-19 vaccination policy ("Policy") that requires all members of Staff, and all persons who are serving as Volunteers inside the Meeting House, to be fully vaccinated.

This Policy has been adopted to safeguard the health of our Staff and their families, our congregants and visitors, and the community at large from COVID-19.

For the purposes of this Policy:

- a. "fully vaccinated" means that the person's vaccination status complies with the recommendations of the federal Centers for Disease Control and Prevention ("CDC") in effect as of the effective date of this Policy.
  - i. For persons over the age of 18 this means a primary series consisting of a two-dose series of the Pfizer-BioNTech or Moderna vaccine, or a single-dose of the Johnson & Johnson Janssen vaccine, plus a "Booster Shot."
  - ii. The CDC's recommendations in effect as of the effective date are attached as Appendix A and incorporated into this Policy.
  - iii. The Board will review the CDC recommendations from time-to-time, as well as other factors regarding the COVID pandemic, and may revise this Policy at any time. Revisions to the CDC recommendations shall not automatically be incorporated into this Policy. This Policy may not be amended without express Board approval.
- b. "Staff" means any person who regularly provides services to the Society for compensation (direct or indirect) and includes full-time and part-time employees (whether exempt or non-exempt), independent contractors, and staff engaged through a third-party entity. For the avoidance of doubt, Staff includes the minister, the officer administrator, bookkeeper, music director, religious education

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professional, sexton, cleaning person, and Sunday morning assistants. Staff includes existing staff as of the effective date of this Policy as well as Staff hired subsequently.

- c. “Volunteer” means any person who, without financial compensation or reward, supports the work of the congregation by performing tasks, participating in programs, or assisting the Staff. This includes worship associates, religious education teachers, Sunday morning greeters and other helpers on Sunday mornings or other times when services are held.
  - i. The term “Volunteer” does not apply to a person who serves on a committee, task force, or other governing body of the Society merely by virtue of such service.

Compliance

All Staff are required to receive COVID-19 vaccinations in accordance with this Policy unless a medical accommodation is approved.

Within ten (10) calendar days of the effective date of this Policy, all Staff and Volunteers will be required to provide either proof of vaccination or a request for an approved medical accommodation. Such documentation must be provided to the minister, and in the case of Staff, a copy will be placed in their employment file.

New Staff will be required to provide proof of vaccination or an approved medical accommodation prior to their first day of work.

Staff and Volunteers who are not fully vaccinated will not be permitted to enter the Meeting House except as set forth in this Policy.

During the time period between the effective date of this Policy and the CDC’s recommended waiting period following the first dose of vaccination, a non-vaccinated Staff person will be expected to work remotely,

Any Staff member who fails to comply with this Policy will be placed on unpaid suspension of work.

Medical Accommodation

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If it would be medically unsafe for a member of Staff to have a COVID-19 vaccination (e.g., by reason of pregnancy, breastfeeding, or history of allergic reactions), as documented by a letter from a qualified physician, that individual will be exempt from the vaccination requirement, subject to the other requirements of this Policy.

Staff in need of an accommodation due to a medical reason must submit a written request for accommodation to the Minister to begin the interactive accommodation process. Accommodations will be granted where they do not cause the Society undue hardship or pose a direct threat to the health and safety of others and will be subject to such conditions as the minister shall reasonably require (e.g., wearing of masks if the person cannot perform their duties remotely, being at the Meeting House outside of regular office hours).

Staff seeking an exemption from vaccination for medical reasons who are able to demonstrate that they require such an exemption will also be required to demonstrate that they are substantially able to perform the material duties of their job by working remotely. If they are unable to meet this requirement, medical accommodation on a case-by-case basis may be possible following an interactive dialog with the minister, provided again that such accommodation does not impose undue hardship on the Society or pose a direct threat to the health and safety of others.

*Non-Retaliation*

The Unitarian Society of Hartford does not permit any form of discipline, reprisal, intimidation, or retaliation for reporting a violation of this Policy or any other health or safety concern. Employees also have the right to report work-related injuries and illnesses, and USH will not discharge, or discriminate or otherwise retaliate against any employee for reporting work-related injuries or illnesses or good faith health and safety concerns.

## Appendix A

### CDC Vaccination Recommendations as of January 12, 2022<sup>1</sup>

#### Get Vaccinated

Everyone 5 years and older is recommended to receive a primary series of a COVID-19 vaccine to be considered fully vaccinated.

For children 5 years through 17 years of age, a primary series consists of 2 doses of the Pfizer-BioNTech COVID-19 vaccine.

For persons 18 and older, a primary series consists of:

- A 2-dose series of an mRNA COVID-19 vaccine (Pfizer-BioNTech or Moderna), or
  - A single-dose COVID-19 vaccine (Johnson & Johnson's Janssen vaccine)
- Pfizer-BioNTech or Moderna (COVID-19 mRNA vaccines) are preferred. You may get Johnson & Johnson's Janssen COVID-19 vaccine [in some situations](#).

#### Stay Up to Date with Your Vaccines

CDC recommends that people remain up to date with their vaccines, which includes [additional doses](#) for individuals who are immunocompromised or [booster doses](#) at regular time points. Individuals who are [moderately or severely immunocompromised](#) should get an additional primary shot and a booster shot.

#### Who Should Get a Booster Shot

Ensure you are optimally protected against COVID-19 by [getting vaccinated](#) and staying up to date with a [booster dose](#).

IF YOU RECEIVED

**Pfizer-BioNTech**

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<sup>1</sup> [https://www.cdc.gov/coronavirus/2019-ncov/vaccines/stay-up-to-date.html?s\\_cid=11350:fully%20vaccinated%20cdc:sem.ga:p:RG:GM:gen:PTN:FY21](https://www.cdc.gov/coronavirus/2019-ncov/vaccines/stay-up-to-date.html?s_cid=11350:fully%20vaccinated%20cdc:sem.ga:p:RG:GM:gen:PTN:FY21)

**Who should get a booster:**

- Everyone 12 years and older

**When to get a booster:**

- At least 5 months after completing your primary COVID-19 vaccination series

**Which booster can you get:**

- Pfizer-BioNTech or Moderna (mRNA COVID-19 vaccines) are preferred in most\* situations
- Teens 12–17 years old may only get a Pfizer-BioNTech COVID-19 vaccine booster

IF YOU RECEIVED

**Moderna**

**Who should get a booster:**

- Adults 18 years and older

**When to get a booster:**

- At least 6 months after completing your primary COVID-19 vaccination series

**Which booster can you get:**

- Pfizer-BioNTech or Moderna (mRNA COVID-19 vaccines) are preferred in most\* situations

IF YOU RECEIVED

**Johnson & Johnson's Janssen\***

**Who should get a booster:**

- Adults 18 years and older

**When to get a booster:**

- At least 2 months after receiving your J&J/Janssen COVID-19 vaccination

**Which booster can you get:**

- Pfizer-BioNTech or Moderna (mRNA COVID-19 vaccines) are preferred in most\* situations

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\*Although mRNA vaccines are preferred, J&J/Janssen COVID-19 vaccine [may be considered in some situations.](#)