



EMPLOYEE COVID-19 VACCINATION POLICY

1. PURPOSE

ISANA Academies (“ISANA”) provides the essential service of TK-8 in-person instruction at public charter schools. In providing these essential services, ISANA must maintain a safe workplace for staff and a safe learning environment for students.

The Los Angeles Unified School District (“LAUSD”), which authorizes five ISANA charter schools, requires that all Employees using LAUSD facilities be fully vaccinated against COVID-19 by October 15, 2021.

The California Department of Public Health (“CDPH”) has affirmed that **“all students must have access to safe and full in-person instruction and to as much instructional time as possible.** In California, the surest path to safe and full in-person instruction at the outset of the school year, as well as minimizing missed school days in an ongoing basis, is a strong emphasis on the following: vaccination for all eligible individuals to get COVID-19 rates down throughout the community....”¹

The U.S. Centers for Disease Control and Prevention (“CDC”) has affirmed that COVID-19 vaccines are safe and effective.² CDPH has found that “fully vaccinated people are less likely to have asymptomatic infection and potentially less likely to transmit SARS-CoV-2 to others”³ and that as a result of vaccines “overall disease trends have improved dramatically”⁴ The California Occupational Safety and Health Administration (“Cal/OSHA”) has found that “vaccination is effective at preventing COVID-19, protecting against both transmission and serious illness or death.”⁵ The CDC has found that vaccinated persons can safely resume their pre-pandemic activities.⁶ The CDPH has found that fully vaccinated people can refrain from the quarantine and testing recommended for non-vaccinated persons.⁷ Cal/OSHA has adopted revised COVID-19 prevention emergency temporary standards that eliminate testing, social distancing, quarantine and other protocols for fully vaccinated workers.⁸

Like other public schools, the COVID-19 pandemic has significantly burdened ISANA’s ability to safely maintain operations. Among other measures and consistent with the recommendations of federal, state

¹ [CDPH Bulletin Re COVID-19 Public Health Guidance for K-12 Schools in California, 2021-22 School Year, dated August 2, 2021](#)

² [CDC Bulletin Re Safety of COVID-19 Vaccines, dated August 23 2021.](#)

³ [CDPH Bulletin Re: COVID-19 Public Health Recommendations for Fully Vaccinated People, dated August 24, 2021.](#)

⁴ [CDPH Bulletin Re: Travel Advisory, dated April 2, 2021.](#)

⁵ [CalOSHA Revised Emergency Temporary Standards, approved June 17, 2021](#)

⁶ [CDC Bulletin Re Safety of COVID-19 Vaccines, dated August 23, 2021.](#)

⁷ [CDPH Bulletin Re: COVID-19 Public Health Recommendations for Fully Vaccinated People, dated August 24, 2021;](#)

⁸ [CalOSHA Revised Emergency Temporary Standards, approved June 17, 2021.](#)

Board Approved – August 31, 2021

WWW.ISANAACADEMIES.ORG

3580 WILSHIRE BLVD., SUITE 1130

LOS ANGELES, CA 90010

PHONE (323) 291-1211 • FAX (323) 293-2602

EMAIL INFO@ISANAACADEMIES.ORG



INNOVATIVE, SOCIALLY AWARE, NETWORK OF ACHIEVERS

ISANA Academies - A Network of Tuition-Free Public Charter Schools

and local health authorities, ISANA has implemented the following protocols in order to minimize the risk of COVID-19 transmission amongst students and staff: comprehensive baseline and asymptomatic testing of students and staff, quarantine/isolation protocols, physical distancing, and disinfection protocols.

ISANA has determined that existing measures are not sufficient to ensure that all students have access to safe and as much full in-person instruction as possible and that Employee COVID-19 vaccination is necessary to ensure that students can continue to learn in-person as much as possible, to provide students with consistency (including in staffing and instruction), to reduce employee fatigue, to allow effective communication and oversight, to ensure the availability of qualified workers and to reduce unnecessary labor costs.

ISANA hereby adopts this Employee COVID-19 Vaccination Policy (“Policy”) in consideration of the above findings and as required by LAUSD for use of its facilities. The purpose of this Policy is to protect the health, safety, and well-being of ISANA’s essential workers and students to the maximum extent possible, and to maintain and operate critical infrastructure in a manner that is efficient and responsible.

2. SCOPE

This Policy applies to the extent COVID-19 vaccine(s) are both (1) available to ISANA Employees, and (2) approved by the U.S. Food and Drug Administration (“FDA”). This Policy does not require that any Employee obtain a COVID-19 vaccine or booster that has received only emergency use authorization (“EUA”) from the FDA. This Policy does not apply to any the ISANA Employee who exclusively teleworks.

3. DEFINITIONS

The following terms shall be so defined for the purposes of this Policy:

“COVID-19 Vaccine” means a vaccine approved by the FDA as safe and effective against COVID-19, including any FDA-approved booster that may be required to maintain safety and efficacy.

“Employee” means an ISANA employee who performs any work in-person.

“Fully Vaccinated” means an Employee has received, at least 14 days prior, either the second dose in a two-dose COVID-19 Vaccine series or a single-dose COVID-19 Vaccine, and any FDA-approved booster that may be required to maintain safety and efficacy.



4. MANDATORY COVID-19 VACCINATION

As a condition of employment, Employees must become Fully Vaccinated and share documentation indicating they are Fully Vaccinated to ISANA by October 15, 2021. Employees hired after October 15, 2021 must provide documentation showing they are Full Vaccinated as a condition of employment.

Employees who are Fully Vaccinated from an EUA vaccine are not required to obtain an additional COVID-19 Vaccine under this Policy for the duration of effectiveness of the EUA vaccine; however, once an EUA vaccine is no longer considered effective against the spread of COVID-19, the Employee must obtain a COVID-19 Vaccine (or booster, as applicable) under this Policy.

ISANA will notify Employees when and where the COVID-19 Vaccine is available locally. Consistent with applicable law, ISANA will pay Employees for time spent receiving the COVID-19 Vaccine, whether through their regular salary or hourly wages, as applicable. Employees are encouraged to visit California's MyTurn website or the LAUSD Safe Steps to Safe Schools website for more information about the COVID-19 Vaccine, locations of walk-in clinics, and opportunities to book an appointment for the COVID-19 vaccine. (<https://myturn.ca.gov/> or <https://achieve.lausd.net/covidvaccineappt>).

ISANA will reimburse Employees for the cost (if any) of the COVID-19 Vaccine, as well as reasonable and necessary mileage (if any). All reimbursements require appropriate supporting documentation. Candidates for employment will not be reimbursed for any such expenses.

Any Employee who is unable to become Fully Vaccinated as required by this Policy must immediately notify HR at covid@isanaacademies.org.

5. PROOF OF VACCINATION

Employees must provide ISANA with documentation showing that the Employee is Fully Vaccinated in accordance with this Policy. ISANA reserves the right to request proof of any booster for COVID-19, if applicable. Per CDPH's Guidance for Vaccine Records Guidelines & Standards, only the following may be used as proof vaccination:

- COVID-19 Vaccination Record Card (issued by the Department of Health and Human Services Centers for Disease Control & Prevention or WHO Yellow Card) which includes name of person vaccinated, type of vaccine provided and date last dose administered); OR
- a photo of a Vaccination Record Card as a separate document; OR



INNOVATIVE, SOCIALLY AWARE, NETWORK OF ACHIEVERS

ISANA Academies - A Network of Tuition-Free Public Charter Schools

- a photo of the individual's Vaccination Record Card stored on a phone or electronic device; OR
- documentation of COVID-19 vaccination from a health care provider; OR
- digital record that includes a QR code that when scanned by a SMART Health Card reader displays to the reader client name, date of birth, vaccine dates and vaccine type; OR
- documentation of vaccination from other contracted employers who follow these vaccination records guidelines and standards.

Employees can provide documentation electronically via upload to the Paycom System.

When providing proof of vaccination, Employees must not provide any medical or genetic information to ISANA, including but not limited to underlying conditions or an Employee's diagnosis of a medical condition. It is an Employee's responsibility to ensure their proof of vaccination is free from medical and genetic information.

ISANA will strictly maintain confidentiality of Employee COVID-19 vaccination and related medical information, except to the extent ISANA is required to report that information under federal, state, or local law. ISANA will store Employee vaccination information separately from the Employee's personnel file in order to limit access to this confidential information.

6. REQUESTS FOR ACCOMMODATIONS

Employees and candidates for employment who are **unable to comply with this Policy due to a qualifying disability or sincerely held religious belief, practice, or observance as defined by applicable law may be entitled to an accommodation from ISANA's COVID-19 vaccination requirement.**

Once ISANA is on notice that an Employee or candidate for employment may be unable to comply with this Policy due to a qualifying disability or sincerely held religious belief, practice, or observance, ISANA will engage in an interactive process with that individual, and work to identify any possible accommodations. As part of the interactive process, ISANA reserves the right to request supporting documentation or a medical certification which documents the basis for the requested accommodation. **ISANA may not be required to provide Employees with an accommodation should the accommodation result in a direct threat to health and safety of others in the workplace or to the Employee, and/or if the accommodation will cause an undue hardship for ISANA.**



INNOVATIVE, SOCIALLY AWARE, NETWORK OF ACHIEVERS

ISANA Academies - A Network of Tuition-Free Public Charter Schools

Employees who believe they may be entitled to an accommodation consistent with this Policy should contact HR at covid@isanaacademies.org.

7. NON-DISCRIMINATION

ISANA will not discriminate, harass, or retaliate against any Employee for receiving the COVID-19 Vaccine or for requesting a lawfully-recognized accommodation from this Policy.

8. ENFORCEMENT

Employees who refuse to comply with this Policy **and who are not eligible for an accommodation consistent with applicable legal requirements described in Section 6**, may be placed on an unpaid leave of absence pending compliance or subject to discipline. Absences from work as a result of noncompliance with this Policy may be deemed unexcused, and may result in disciplinary action, up to and including termination from employment.

9. DISCLAIMER

As public health and legal guidance regarding COVID-19 vaccinations evolves, ISANA reserves the right to revise this Policy. Upon any revision to this Policy, ISANA will provide immediate notice in writing to all Employees. This Policy shall be implemented in a manner that is consistent with current federal, state, and local law.

Employees with any questions regarding this Policy may contact HR at covid@isanaacademies.org.