



## **City Charter High School COVID-19 Vaccination Policy**

**Adoption Date: 12/13/21**

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To ensure the health and safety of students and staff, the Board adopts this COVID-19 Vaccination Policy requiring all School employees to be fully vaccinated or to submit to weekly testing, upon approval of a medical or religious accommodation.

For purposes of this policy, a person is “fully vaccinated”:

- two weeks after receiving a single-dose vaccine, such as Johnson & Johnson’s Janssen vaccine; or
- two weeks after receiving the second dose in a two-dose series, such as the Pfizer-BioNTech or Moderna vaccines.

As of adoption date of this policy, the School encourages, but does not require, booster shots for vaccinated employees. The School reserves the right to update the definition of “fully vaccinated” based on CDC policy regarding booster shots.

### New Hires

For purposes of this policy, “new hires” are people who accept an offer of employment after the date this policy is adopted.

On or before their first day of employment with the School, a new hire must provide proof to the Business Manager or designee that the new hire

- (1) is fully vaccinated;
- (2) has received a single-dose COVID-19 vaccine; or
- (3) has received the first dose of a two-dose COVID-19 vaccine.

New hires who choose option (3) shall provide proof to the Business Manager or designee that they have received their second dose within thirty-five (35) days of the date that they provide proof of their first dose.

Until new hires are fully vaccinated, they must:

- (1) wear masks or facial coverings (as is School policy for all);
- (2) maintain a distance of six feet from others; and
- (3) obtain and submit COVID-19 test results to the Business Manager or designee each week.

The CEO, Business Manager or designee shall develop and implement procedures for new hires to obtain and submit COVID-19 test results required under this policy. Employees are responsible for test expenses.

After new hires begin employment, should they need to receive another vaccine, including boosters, they are encouraged to do so during off-duty hours to avoid disruption to the school day. If that is not possible, new hires will be granted time off without penalty and consistent with applicable law. New hires must coordinate with their supervisor ahead of time if they intend to take time off to get vaccinations or boosters so that necessary arrangements can be made.

### Existing Employees

For purposes of this policy, “existing employees” are people who work for the School as of the date this policy is adopted. By January 5, 2022, existing employees must provide proof to the Business Manager or designee that they:

- (1) are fully vaccinated;
- (2) have received a single-dose COVID-19 vaccine; or
- (3) have received the first dose of a two-dose COVID-19 vaccine.

Existing employees who choose option (3) shall provide proof to the Business Manager or designee that they have received their second dose within thirty-five (35) days of the date that they provide proof of their first dose.

Until existing employees become fully vaccinated, they must:

- (1) wear masks or facial coverings (as is School policy for all);
- (2) maintain a distance of six feet from others; and
- (3) obtain and submit COVID-19 test results to the School Nurse or designee each week.

The CEO, Business Manager and School Nurse shall develop and implement procedures for existing employees to obtain and submit COVID-19 test results required under this policy. Employees are responsible for test expenses.

Existing employees are encouraged to get vaccinations, including boosters, during off-duty hours to avoid disruption to the school day. If that is not possible, existing employees will be granted time off without penalty and consistent with applicable law. Employees must coordinate with their supervisor ahead of time if they intend to take time off to get vaccinations or boosters so that necessary accommodations can be made.

#### Accommodations

Reasonable accommodation requests for religious or medical exemptions from the vaccine requirement will be considered on a case-by-case basis. New hires who want to request accommodation or exemption under this policy for medical or religious reasons, as defined by law, shall apply with the CEO or designee, in writing, within seven (7) days from the date the new hire is extended an offer of employment or, in the case of a medical exemption, within seven (7) days from the date they know or should reasonably know of the medical reason. Existing employees who want to request accommodation or exemption under this policy for medical or religious reasons, as defined by law, shall apply with the Business Manager or designee, in writing, within seven (7) days from the date this policy is adopted. In the case of a medical exemption, if a medical issue arises following this period, existing employees should apply within seven (7) days from the date they know or should reasonably know of the medical reason. The School will abide by applicable law regarding accommodations and exemptions and will respond to employee applications within seven (7) business days of submission.

Medical exemption requests require a healthcare practitioner's signature.

Employees who are approved for a medical or religious accommodation/ exemption will need to submit to weekly testing at a licensed COVID testing facility. A rapid or PCR test will be accepted. Employees are responsible for test expenses.

#### Confidentiality

An employee's vaccination status, as with all medical records, shall be kept confidential.

#### Disciplinary Action

Any employee who fails to adhere to this policy shall be subject to disciplinary action, including termination.

#### Other Policies

All employees, regardless of vaccination status, must follow masking, social distancing, and any other mitigation measures implemented by the School.

**COVID Vaccine Exemption Form**  
**Medical Accommodation Request**

Employee Name: \_\_\_\_\_

Date: \_\_\_\_\_



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Suite 100

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(412) 690-2489

Fax: (412) 690-2316

[www.cityhigh.org](http://www.cityhigh.org)

Reason for medical accommodation:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Medical accommodation requested:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Printed Name of Health Care Practitioner: \_\_\_\_\_

Telephone No.: \_\_\_\_\_

Email: \_\_\_\_\_

Signature of Health Care Practitioner: \_\_\_\_\_

Date: \_\_\_\_\_

## COVID-19 Vaccine Exemption Form

### Religious Exemption Request

**THIS FORM MUST BE NOTARIZED BEFORE IT IS SUBMITTED.**

Employee Name: \_\_\_\_\_

Exemption from COVID-19 policy is sought due to the following sincerely held religious belief:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_



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Reason this belief prevents me from abiding by the COVID-19 policy:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Employee Signature: \_\_\_\_\_

Date: \_\_\_\_\_

**A notary public must complete the following:**

Commonwealth of Pennsylvania, County of \_\_\_\_\_. The foregoing instrument

was acknowledged before me on this \_\_\_\_ of \_\_\_\_\_, 202\_\_\_\_ (date) by  
\_\_\_\_\_ (name of person acknowledging).

(Notary Seal)  
\_\_\_\_\_(date)

\_\_\_\_\_  
Signature of Notary Public – Pennsylvania

My commission expires: