

Mandatory COVID-19 Vaccination Policy

Purpose

The purpose of this policy is to further our goal to provide and maintain a workplace free of recognized hazards by minimizing the transmission of COVID-19 in the workplace. Doing so requires the cooperation and active participation of everyone working at the Cincinnati Playhouse in the Park (CPIP).

Vaccines have been shown to be effective in reducing the spread of viruses, like COVID-19. The intent of this policy is to comply with all applicable laws and is based on guidance from the Centers for Disease Control and Prevention (CDC), the Equal Employment Opportunity Commission, and state and local health authorities. This policy may be changed by CPIP at any time.

Policy

All employees (who have not already been fully vaccinated) are required to receive the COVID19 vaccination, discussed below, unless a reasonable accommodation has been approved. See the “Reasonable Accommodation” section below. Employees who are not vaccinated will be required to undergo weekly COVID-19 testing or will be placed on unpaid personal leave of absence and their employment status will be evaluated periodically. Failure to comply with this policy will result in discipline, up to and including termination.

Procedures

Unless exigent circumstances arise, employees must receive their first vaccination dose (Pfizer, Moderna, or Johnson & Johnson) **no later than October 8, 2021**. The second dose, if applicable, must be received **no later than November 12, 2021**. CPIP will provide a list of external vaccination locations.

CPIP may obtain a third-party vendor to administer vaccines at the workplace.

CPIP will pay for all mandatory vaccinations and required weekly COVID-19 testing. When not administered as part of an in-house process, vaccinations may be paid for through CPIP’s insurance program, pursuant to the carrier’s formal plan document. For employees not on CPIP’s insurance plan, procedures will be established to reimburse employees for the cost of the vaccine.

Hourly employees will be paid for the time taken to be vaccinated (or tested) and will be reimbursed reasonable expenses incurred in becoming vaccinated or tested, as determined by CPIP. For offsite vaccinations, and to minimize disruption to our operations, please consult with your supervisor to schedule a mutually convenient date/time. All COVID-19 tests should be conducted during non-work time.

Employees will be required to promptly provide written proof of vaccination (i.e. vaccination card) to Human Resources (HR).

Employees who are unable to be vaccinated, as set forth below, may be subject to additional or different work rules or requirements than those employees who opt to be vaccinated (e.g. additional PPE requirements, staggered work hours, etc.).

Reasonable Accommodations

Employees requesting an exemption from this policy due to either a medical reason or a sincerely held religious belief must submit a completed Request for Accommodation form to HR. Please contact HR for the applicable form. To assist CPIP in implementing this policy, employees requesting an accommodation must submit their completed and applicable Request for Reasonable Accommodation within **15** calendar days after the effective date of this policy. If an employee needs additional time, promptly contact HR. CPIP will engage in an interactive dialogue with the employee to identify possible accommodations. CPIP is committed to complying with the Americans with Disabilities Act and Title VII of the Civil Rights Act (and corresponding Ohio laws) and will grant reasonable accommodations where they do not cause an undue hardship or pose a direct threat to the health and safety of others.

Other Safety Precautions

Employees are expected to adhere to all workplace masking and distancing policies outlined in the organizations current COVID-19 Health and Safety Plan. All employees should maintain a safe distance (i.e., 6 feet) when in the presence of others. If an employee contracts COVID-19 or has been exposed to someone who has contracted COVID19 they should follow the procedures outlined in the organization's current COVID-19 Health and Safety Plan which includes promptly contacting your supervisor and HR.

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Thank you for your patience and understanding as we collectively navigate through this unprecedented and ever-changing time. We look forward to a safe and successful 2021-22 season. Please contact Dawn Mundy, Director of HR, Equity and Inclusion, with any questions about this policy: Tel. No.: 513-997-2046; Email: dawn.mundy@cincyplay.com.

Effective Date: September 14, 2021.