



COVID-19 Vaccination Policy

Effective Date:	September 20, 2021
References:	(a) Centers for Disease Control and Prevention (cdc.gov) (b) Egnyte File Server (https://oneesa.egnyte.com/ul/MSUJYw3GXP) (c) Maptician (https://oneesa.maptician.com/)
Enclosures:	(1) COVID-19 Vaccination Self-Attestation Form
Subject:	COVID-19 Vaccination Policy for ESA Offices and Conducting In-Person ESA Business Activities

Purpose

In accordance with ESA's duty and responsibility to provide and maintain a safe workplace that is free of known hazards and to minimize the exposure to potential hazards, we are adopting this policy requiring proof of COVID-19 vaccination prior to entering ESA offices, or conducting other in-person business on behalf of ESA such as attending client meetings, conducting field work, attending conferences or industry meetings, traveling, or similar activities with exposure to the public. This policy leverages the current scientific and medical best practices issued by state and federal health organizations and aligns with anticipated new federal mandates for medium to large employers (those with over 100 employees). Our goal is to safeguard the health of our employees and their families, our clients, vendors, and office visitors and the community at large, by taking steps to reduce the spread of COVID-19. This policy complies with all applicable laws and is based on guidance in Reference (a) from the Centers for Disease Control and Prevention (CDC) and state and local health authorities, as applicable.

Background

ESA wants to assure all employee-owners of our continued commitment to maintaining a proactive safety position to optimize the health and safety of our employee-owners and to employ all reasonable safety measures for maintaining a safe working environment in our offices. This policy reflects the latest recommendations for best practices in reducing the spread of COVID-19 from the federal CDC, and several state health officials from the states in which ESA operates. Several large local, state, and federal agency clients for whom ESA works have implemented similar vaccination policies which extend to ESA as a contracted entity to that agency. At this time the federal government is also preparing a COVID-19 vaccination mandate that could apply to employers with over 100 employees. As of May 2021, all individuals over the age of 12 are eligible to receive the COVID-19 vaccine in the United States. This policy is thereby issued in consideration of current medical

and scientific best practices, external policies with which ESA is compelled to comply, and in the best interest of optimizing the health and safety of our employee-owners.

Policy

ESA is implementing a vaccination policy, subject to the exceptions explained below, which requires employee-owners to provide proof of being fully vaccinated for COVID-19 prior to working in any of our facilities and/or leased or rented spaces, conducting ESA business outside of their home in non-ESA spaces, either public or private areas, or using any ESA vehicles or water crafts. For purposes of this policy, the term “employees” includes all full-time, part-time, variable part-time, interns employed by ESA or through a program, temporary employees employed by ESA or through a staffing agency, and volunteers. This policy is designed to comply with all applicable federal, state, and local laws.

Those employees who fail to meet the vaccination and reporting requirements under this policy will be unable to enter the facilities or perform the duties as described above, which may result in being unable to perform an essential function of their job, and therefore will not meet the minimum requirements to perform their job.

Objective

To reduce the potential spread of the virus and to limit ESA employee’s potential exposure to the virus while conducting business on behalf of ESA, employees must declare under penalty of perjury that they have been fully vaccinated prior to conducting the types of activities described above, or comply with requirements for an approved exemption outlined below.

Scope

All employees as defined above, are required to be fully vaccinated unless a reasonable accommodation is approved. Employees who are not fully vaccinated in compliance with this policy will be required to provide reason for non-vaccination and submit request for exemption, and reasonable accommodation. Employees will be required to provide either proof of vaccination or a written approved exemption and reasonable accommodation before the deadline stated below.

Implementation

Providing proof of vaccination includes uploading documentation verifying proof of vaccination status (typically a completed CDC COVID-19 Vaccination Record Card, documentation of vaccine from the employee’s healthcare provider, or documentation issued by the state or federal report) and a signed and dated self-attestation form provided as Enclosure (1). To be fully vaccinated, 14 days must have passed since an employee received the final dose of a two-shot vaccine (Moderna, Pfizer) or a dose of a one-shot vaccine (Johnson & Johnson/Janssen). All vaccinated employees must continue to comply with ESA’s published COVID safety protocols and those requirements of local authorities and building management policies in which ESA maintains offices, as applicable to vaccinated employees.

Deadline: Existing employees must submit proof of vaccination no later than October 8 2021 or within 10 days of hire for new employees to be in compliance with this policy. Failure to comply with the reporting requirement or request may result in disciplinary action, up to and including termination.

Secure Upload Folder: As secure folder has been established which is only accessible to ESA Human Resources staff for employees to upload their proof of vaccination and self-attestation form. The status for documentation submitted will only be used for HR purposes in compliance with this policy. Aggregated data at a company or regional level may be reported to ESA executive leadership for general awareness in understanding the overall

status of ESA's workforce. Proof of vaccination and self-attestation for are to be uploaded to the secure folder at this link: <https://oneesa.egnyte.com/ul/MSUJYw3GXP>

Reserving and Scheduling Office Visits: All employees will still use **Maptician** for scheduling and reserving seats in ESA offices and will complete the daily health screening questionnaire prior to entering ESA offices. Specifics of these pre-office visit procedures may change over time, therefore review the most current version of local office safety protocols for the latest instructions.

Exemption and Reasonable Accommodation: Any employee who is requesting an exemption and accommodation must still report their vaccination status to ESA using the self-attestation form by the deadline defined in this policy. Employees may request consideration for an exemption and accommodation from this policy due to a medical reason or because of a sincerely held religious belief by submitting their request in writing to the Director of Human Resources to begin the exemption and accommodation review and approval process. ESA is committed to providing equal employment opportunities without regard to any protected status and a work environment that is free of unlawful harassment, discrimination, and retaliation. We are committed to complying with all laws protecting individuals with disabilities or medical conditions, and the religious beliefs and practices of all our employee-owners.

Exemptions and accommodations will be granted for reasons falling under legal guidelines and state or federal protections, and where they do not cause ESA undue hardship or pose a direct threat to the health and safety of others. Exemptions for political beliefs will not be granted.

1. Medical Exemption and Accommodation

When requested in writing, ESA will provide an exemption and reasonable accommodation for any known medical condition or disability of a qualified individual which prevents the employee from receiving a COVID-19 vaccine. Medical exemptions and accommodations for the COVID-19 vaccine will be considered if the employee provides a written certification by a licensed, treating medical provider that includes a statement for the exemption request and if applicable the duration of the exemption and/or reasonable accommodation.

2. Sincere Religious Exemption and Accommodation

When requested in writing, ESA will consider an exemption and reasonable accommodation for sincere religious reasons from receiving the COVID-19 vaccine, in compliance with EEOC and Title VII of the Civil Rights Act. ESA reserves the right to review the request with legal counsel to determine if the exemption can be granted.

Employees who receive an approved exemption and accommodation from HR (as outlined above) must follow these steps prior to performing the in-person business activities described earlier in this policy:

1. Submit proof of a negative COVID-19 test administered within 72 hours of performing the in-person business activities. Providing proof of a negative COVID-19 test will follow the same procedures as uploading the self-attestation forms to the secure folder in Reference (b). Employees are expected to plan their COVID-19 test dates in a manner which allows them to receive and upload test results prior to commencing scheduled in-person activities. In the event of unscheduled requirements, a negative COVID-19 test is still required, and coordination of in-person activities can commence once the negative test results are available and uploaded.
2. Wear a mask when performing in-person business activities.
3. Follow social distancing guidelines when performing in-person business activities.

Responsibilities

Role	Responsibility
Safety Manager	Ensuring ESA's policies are based in current best practices for optimizing the health and safety of ESA's offices and employee-owners.
Human Resources Director	Receiving and monitoring submission of required documentation by employee-owners. Reviewing and approving (as appropriate) requests for exemptions.
Chief Operating Officer (COO)	Implementing policies and procedures to ensure ESA complies with governing requirements and implementing best practices to protect ESA's collective interests and operational capabilities.

Approval Authority

This policy has been reviewed and approved by the CEO, COO, CFO and ESA COVID-19 Response Team.

Supporting Forms/Documents

Enclosure (1) ESA COVID-19 Vaccination Self-Attestation Form

Policy/Procedure Review and Updates

This policy will be reviewed on a quarterly basis through 2021 and 2022 and may be revised as safety and health conditions related to the COVID-19 pandemic evolve in the future.

Revision History

Revisions: N/A

Name:

Date:

Details of Revision:

Authorized By: Eric Haase, COO

Name, Position



COVID-19 VACCINATION SELF-ATTESTATION FORM

ESA is committed to maintaining a workplace that is free from recognized hazards and to promote the health and well-being of our employees, their families, clients, vendors and the community at-large from infectious diseases, such as COVID-19, that may be reduced by vaccinations. This policy complies with all applicable laws and is based on guidance from the Centers for Disease Control and Prevention and state and local health authorities, as applicable. As part of this effort, the ESA has implemented a mandatory vaccination policy for all its employees. For this reason, we are requesting that you provide us with your COVID-19 vaccination status.

For purposes of this inquiry, an individual is considered “fully vaccinated” when it has been at least two weeks since receiving the final dose, as recommended by the manufacturer, of a vaccine that has been authorized by the FDA for use in the United States, including vaccinations that have been approved pursuant to an Emergency Use Authorization. Please note that you are required to provide accurate information about your vaccination status, or you may decline to provide your vaccination status. If you decline to provide information about your vaccination status, we will assume you are unvaccinated for purposes of rules or requirements in the workplace that are defined in the ESA Vaccination Policy.

Employee Name: Jenna Tuttle		
Manager / Supervisor Name: Even Holmboe		
Region: Northern California	Org: Biological Resources Group	Office: Oakland
Declaration of COVID-19 Vaccine Status		
I declare under penalty of perjury that:		
<input checked="" type="radio"/> I am fully vaccinated for COVID-19 Vaccine Manufacturer: <u>Pfizer</u> Dose #1 Date: <u>04/13/2021</u> Dose #2 Date: <u>05/04/2021</u>		
<input type="radio"/> I am partially vaccinated for COVID-19 Vaccine Manufacturer: _____ Dose #1 Date: _____ Expected Dose #2 Date: _____		
<input type="radio"/> I am not yet vaccinated but have a scheduled vaccine appointment on: _____		
<input type="radio"/> I am not vaccinated. Provide reason for not being vaccinated: _____ _____		
<input type="radio"/> I do not intend to be vaccinated	<input type="radio"/> I will apply for an exemption/accommodation	<input type="radio"/> I will not apply for an exemption/accommodation
<input type="radio"/> I decline to answer		

I certify that the above information is accurate and complete. I understand that I must submit a copy of my COVID-19 vaccination card as supporting documentation

Employee Signature: 

Date: April 3, 2022