

MEMORANDUM

TO: Covenant Woods Employees
FROM: Thom Wright, President & CEO
RE: Covid-19 Vaccine Requirement for Employees
DATE: August 17, 2021

Dear Covenant Woods employees,

Since the beginning of the COVID-19 pandemic, Covenant Woods has prioritized the safety and well-being of residents, employees and visitors. The outcomes speak for themselves and were not possible without the cooperation of everyone living and working here.

Earlier this year, Covenant Woods offered vaccine clinics for residents and employees who had the voluntary option to be vaccinated. Nearly 100% of residents and 58% of employees chose to be vaccinated.

We have learned a lot about COVID-19 and how it can be spread, even by people who are vaccinated. This is the reason behind testing all employees, regardless of vaccination status. As an organization, we are committed to protecting residents and staff and to doing our part to help stop the spread of the new strain of COVID-19, the delta virus. Positive cases in Hanover County continue to remain above 10%.

Therefore, Covenant Woods has decided that **all current and future employees MUST be vaccinated by October 15, 2021**. The Food and Drug Administration (FDA) plans to fully approve the vaccine before mid-September.

In the next few weeks leading up to an onsite clinic, we will offer educational sessions to answer questions and concerns, and strongly encourage you to speak with your healthcare provider as well as peers who have already been vaccinated.

We plan to offer a first dose of the Pfizer vaccine on Thursday, September 2, 2021 in the multi-purpose room from 7am to 12 noon. The second dose will be offered on Friday, September 24, 2021. Employees will have *choice* of the three vaccines currently available. **If Moderna or Johnson & Johnson is preferred, employees will need to get the single-dose or two-step dose, including prescribed period of time for full immunity, from a private provider.**

If you missed the presentation from the Health Department during our Employee Town Hall, there is another opportunity planned for August 30. Barbara Burkett, Epidemiologist, will offer a question-and-answer session. Details with the location and time will be published soon.

Exemptions:

We are complying with the ADA and Title VII guidelines. Requests must be submitted in writing to Emily Endert, Director of Human Resources, with an explanation of why the exemption is being requested. Employees who are not able to receive the vaccine due to a health condition should provide a doctor's note that advises why the vaccine is contraindicated. All exemption requests should be submitted at least seven days in advance of the first vaccine dose required as stated above.

Individuals who qualify for an exemption must be willing to submit to additional testing and use of PPE per facility protocol. The amount of testing and type of PPE will be reflective of recommendations from the Centers for Disease Control and Prevention (CDC), Virginia Department of Health (VDH) state and local levels, and the Covenant Woods Infection Control team.

The following chart may be helpful in the planning process:

Vaccine	Latest First Dose	Second Dose	Immunity Period After Final Dose	End Date
Moderna	September 3, 2021	October 1, 2021	14 days	October 15
Pfizer	September 10, 2021	October 1, 2021	14 days	October 15
Johnson & Johnson	October 1, 2021	N/A	14 days	October 15
	Last date to request exemption			
Exemptions	August 27, 2021			