



Special EEO/Personnel Committee Meeting

(via Email)

Wednesday, October 13, 2021

EEO/Personnel Committee: Pastor Phyllis Lee-Williams (Chair), Xander Hope, Edward Perry, Tonia L. Thornton, Jason J. Wallace

Request for EEO/Personnel Committee's Approval for the COVID Mandatory Vaccination Policy

At the EEO/Personnel Committee meeting on Thursday, October 7, 2021, the Human Resources Director Ms. Catherine Green Harris presented the COVID Mandatory Vaccination Policy. She informed the Committee that a Mandatory was received for Head Start/Early Head Start that all staff had to be vaccinated by December 31, 2021. Ms. Green Harris also stated that at a PEACE, Inc. management team meeting, it was agreed that PEACE, Inc. needs to have one consistent policy for all PEACE, Inc. staff.

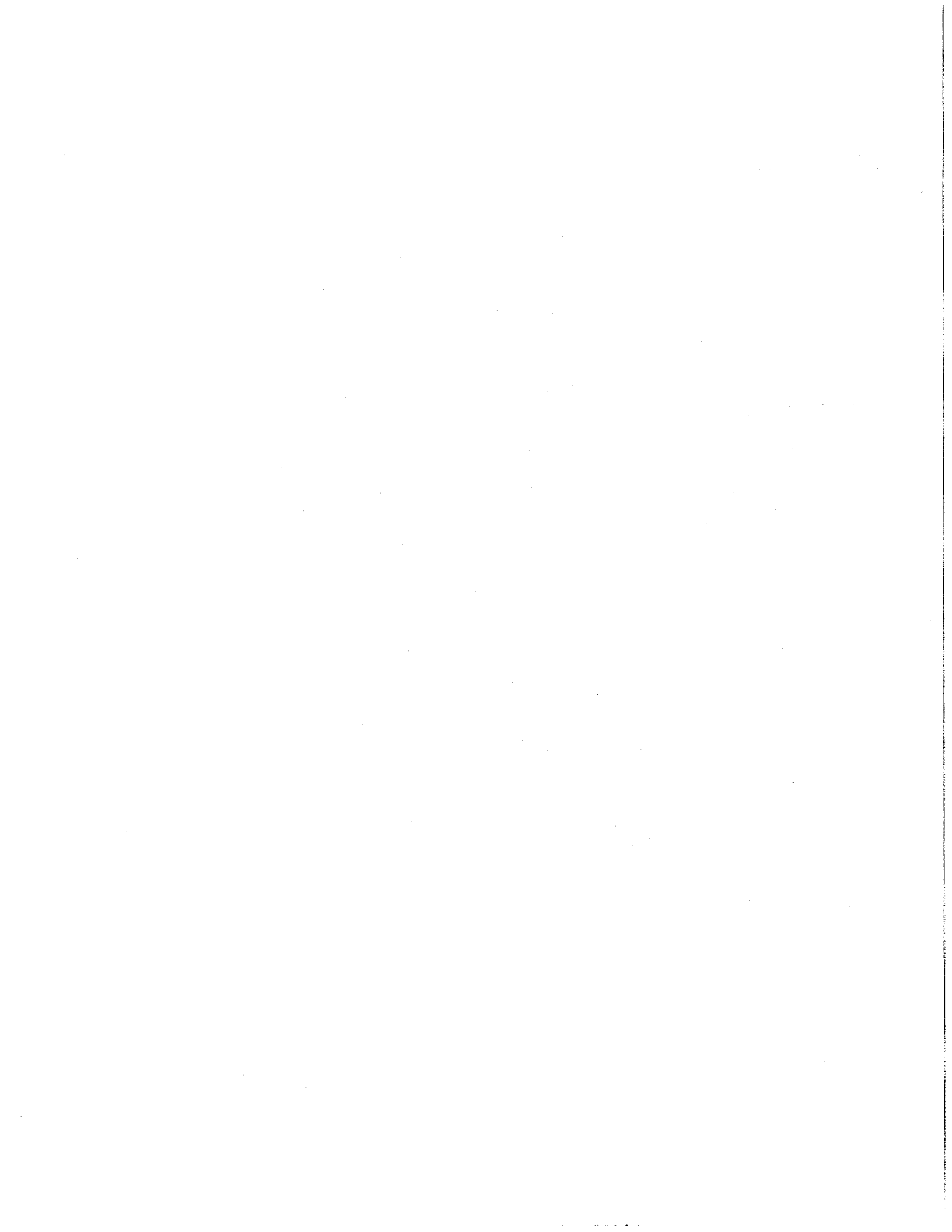
There was no quorum at the October 7, 2021 EEO/Personnel Committee Meeting so this policy was not voted on.

On Wednesday, October 13, 2021, Ms. Catherine Green Harris forwarded to the EEO/Personnel Committee, via email, a copy of the COVID Mandatory Vaccination Policy and requested for their approval.

Emails approving the COVID Mandatory Vaccination Policy were received from Tonia Thornton, Jason Wallace, Xander Hope, and Pastor Phyllis Lee-Williams. Edward Perry disapproved. The COVID Mandatory Vaccination Policy was approved by a vote of four to one.

This approval will be forwarded to Board of Directors, for their review and approval, at their October 25, 2021 meeting.

Enc.





Mandatory Covid-19 Vaccination Policy For All PEACE, Inc. Employees

Purpose

Consistent with its duty to provide and maintain a workplace that is free of recognized hazards PEACE, Inc., has adopted a *Mandatory Covid-19 Vaccination Policy for All Employees*. This policy is intended to safeguard the health and well-being of employees and their families, clients and visitors, who come to our sites, from Covid-19's infectious conditions that can be reduced through an effective mandatory employee vaccination program. This policy complies with all state and local laws and is based upon guidance provided by the Centers for Disease Control and Prevention (CDC) and public health and licensing authorities, as applicable.

Scope

This policy applies to all PEACE, Inc. employees, regular full-time and part-time, temporary employees, and individuals receiving offers of employment in any of these categories. This policy does not apply to vendors, or visitors. Compliance under this policy may require recurrent vaccinations or boosters on an annual or recurrent basis consistent with U.S. Food and Drug Administration labeling and CDC recommendations.

Policy

The initial deadline for an employee's completion of the Covid-19 vaccine is **December 31, 2021**. On or before this date, all employees must either:

- (a) provide a copy of receipt of second dose in a 2-dose series vaccine such as Pfizer or Moderna, or receipt of a single-dose vaccine, such as Johnson & Johnson) or
- (b) obtain an approved Office of Human Resources vaccine exemption (with specification of any reasonable accommodation if applicable and available).

For purpose of compliance with this policy, an employee is considered to have completed the Covid-19 vaccination two weeks after the receipt of either the single dose or 2-shot vaccine series to enable antibodies to develop.

Individuals receiving offers of employment are required to timely comply with this policy prior to the commencement of employment by providing proof of a completed vaccination protocol (unless otherwise exempted).

Employees who fail to comply with these requirements will be barred from entering the worksite and may be subject to termination. Individuals receiving offers of employment from PEACE, Inc. who do not timely comply with this policy will have their offer of employment rescinded.

Request for Vaccine Exemption and Accommodation

To assist any employee who has either:

- a) an underlying medical condition or disability attested to by a medical professional that contraindicates administration of the Covid-19 vaccine,
- (b) an objection based upon a sincerely held religious belief, practice, or observance,

PEACE, Inc. will provide exemption from the vaccination requirement and engage in an interactive process to determine if a reasonable accommodation can be provided so long as it does not create an undue hardship for PEACE, Inc. and/or does not pose a direct threat to the health or safety of others in the workplace and/or to the employee.

Employees who wish to request an exemption on one of the grounds identified above are responsible for notifying Catherine Green Harris at 315-634-3718 in Human Resources who will provide an Exemption Request form. Upon receipt of a completed Exemption Request Form, PEACE, Inc. will engage in an interactive dialogue with the employee.

Please note that PEACE, Inc. reserves the right to request additional documentation supporting the request for any exemption and associated accommodation. Further, while PEACE, Inc. encourages employees to suggest specific accommodations, PEACE, Inc. is not required to provide the accommodation requested and may provide an alternative effective accommodation. Only reasonable accommodation which can be made without imposing an undue hardship on PEACE, Inc. or posing a direct threat to the employee or others in the workplace will be considered.

PEACE, Inc. further reserves the right to take any necessary and appropriate steps, including imposing alternative COVID-19 prevention measures, to ensure that no individual poses a direct threat to the health or safety of others in the workplace.

Compliance with Other Infection Control Policies

Regardless of vaccination status, all employees will continue to be required to adhere to all PEACE, Inc. COVID-19 safety procedures, while onsite or while working outside their home in accordance with CDC and local and state orders, regulations, guidance and/or directives.

Policy Modifications

Government and public health guidelines and restrictions and business and industry best practices regarding COVID-19 are changing rapidly as new information becomes available and further research is conducted. PEACE, Inc. reserves the right to modify this policy at any time in its sole discretion to adapt to changing circumstances and business needs, consistent with its commitment to maintaining a safe and healthy workplace.

Approved EEO Personnel Committee:

Approved Policy Council:

Approved PEACE, Inc. Board of Directors:



REQUEST FOR EXEMPTION FORM

After receipt of an employee's request for exemption, PEACE, Inc. will review the documentation submitted and, if the exemption is approved, engage in the interactive process with the employee to clarify the nature of the request, determine exemption eligibility, and identify potential reasonable accommodations (with assistance from his/her supervisor). Accommodations will be granted where they do not create an undue hardship for PEACE, Inc. and/or do not pose a direct threat to the health or safety of others in the workplace and/or to the employee.

This information will be used by the Human Resources Office to engage in an interactive process to determine whether an employee is eligible for such exemption and if so, to determine the reasonable accommodations that may be provided to enable the employee to perform the essential functions of his/her position without posing a threat of harm to self or others.

If an employee refuses to provide such information, the employee's refusal may negatively impact the Agency's ability to adequately understand the employee's request and/or to effectively engage in the interactive process to identify possible accommodations.

Medical from the mandatory COVID-19 vaccination requirement and necessary reasonable accommodations will be determined following the employee's provision of written certification from a licensed treating medical provider (e.g., a physician (MD or DO)), nurse practitioner (NP), or physician's assistant (PA) of one of the following:

- The applicable CDC contraindication for the COVID-19 vaccine
- A statement that the physical condition of the person or medical circumstances relating to the person are such that immunization is not considered safe, indicating the specific nature and probable duration of the medical condition or circumstances that contraindicate immunization with the COVID-19 vaccine.

Religious exemptions will be determined based upon the employee's submission of this form and, if requested by PEACE, Inc., supporting documentation to verify and/or support the employee's sincerely held religious belief, practice, or observance.

If you have any questions about this form or the process, you may contact the Human Resources Offices.

REQUEST INFORMATION

Nature of Request: Medical _____ Religious _____

Duration of Request: Permanent _____ Temporary _____

Program & Site Location: _____

EMPLOYEE INFORMATION:

First & Last Name _____

Telephone Number: _____

Email Address: _____

Please explain your request for an exemption from a completed COVID-19 vaccination due to medical, or a sincerely-held religious belief, practice or observance.

If this is a religious exemption, describe the nature of your sincerely-held belief, practice or observance and how that conflicts with the mandatory vaccine policy. (Please provide explanation on a separate sheet).

Request for Religious Tenet Documentation: I acknowledge that, in some cases, PEACE, Inc. will need to obtain additional information, documentation or other authority regarding a sincerely held religious practice(s) or belief(s). I understand that such additional information does not take any specific form and is determined on a case-by-case basis. If requested, I understand that I am to provide such additional information, documentation or other authority to support my requested accommodation based on my sincerely held religious practice(s) or belief(s), or provide a written explanation as to why I am unable to provide such information.

Verification: I verify that the information I am submitting in support of my request for an exemption is complete and accurate to the best of my knowledge, and I understand that any intentional misrepresentation or falsification of documentation supporting this request may result in disciplinary action. I also understand that a request for an accommodation may not be granted if it poses a direct threat to the health/or safety of others in the workplace and/or to me, or if creates an undue hardship on the Agency.

I agree.

Employee Signature

Date



Connie Magunga <cmagunga@peace-cao.org>

Re: URGENT -PLEASE RESPOND VIA EMAIL - RE:COVID Mandate Policy

1 message

Tonia Thornton <toniathornton14@gmail.com>
To: Connie Magunga <cmagunga@peace-cao.org>

Wed, Oct 13, 2021 at 3:37 PM

I give my approval

On Wed, Oct 13, 2021, 3:14 PM Connie Magunga <cmagunga@peace-cao.org> wrote:

TO: EEO/Personnel Committee Members.

Good afternoon:

The attached document requires your urgent attention - Also see the detailed email below.

Please respond via email with your approval or disapproval.

Once it is approved by the EEO/Personnel Committee, it will be forwarded to the full Board at the October 25, 2021 Board Meeting for approval.

Thanks,
Connie Magunga
PEACE, Inc.
217 S. Salina St.
Syracuse, NY 13202
Phones: (315)634-3713 & (315)470-3300
Fax: (315)688-0309
cmagunga@peace-cao.org
www.peace-cao.org

----- Forwarded message -----

From: Catherine Green Harris <cgreenharris@peace-cao.org>
Date: Wed, Oct 13, 2021 at 2:44 PM
Subject: EEO Committee
To: Connie Magunga <cmagunga@peace-cao.org>

Attached is a copy of the COVID Mandate Policy. As you may be aware, the mandate was received for Head Start/Early Head Start that all staff had to be vaccinated by December 31, 2021.

We met with the management team, and it was felt that we need to have one consistent policy across the Board.

We are asking for your approval for this policy.

Thank you.

Catherine Green Harris, PHR
Director Human Resources
Tel #: 315-634-3718
Fax #: 315-688-0089



217 S. Salina St., 2nd Floor
Syracuse, NY 13202





Connie Magunga <cmagunga@peace-caa.org>

Re: URGENT -PLEASE RESPOND VIA EMAIL - RE:COVID Mandate Policy

1 message

Jason Wallace <jasonwallace1144@gmail.com>
To: Connie Magunga <cmagunga@peace-caa.org>

Wed, Oct 13, 2021 at 5:03 PM

Approve

Very respectfully,

Jason Wallace
315-380-8488

On Oct 13, 2021, at 3:14 PM, Connie Magunga <cmagunga@peace-caa.org> wrote:

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Director Human Resources
Tel #: 315-634-3718



Connie Magunga <cmagunga@peace-caa.org>

Re: URGENT -PLEASE RESPOND VIA EMAIL - RE:COVID Mandate Policy

1 message

Xander Hope <succeedwithjayv@gmail.com>
To: Connie Magunga <cmagunga@peace-caa.org>

Thu, Oct 14, 2021 at 10:35 AM

I approve.

Thanks Connie!

On Wed, Oct 13, 2021 at 3:14 PM Connie Magunga <cmagunga@peace-caa.org> wrote:

TO: EEO/Personnel Committee Members.

Good afternoon:

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Catherine Green Harris, PHR
Director Human Resources
Tel #: 315-634-3718
Fax #: 315-688-0089





Connie Magunga <cmagunga@peace-caa.org>

Re: URGENT -PLEASE RESPOND VIA EMAIL - RE:COVID Mandate Policy

1 message

Ed Perry <e-clipzbarbershop311@hotmail.com>
To: Connie Magunga <cmagunga@peace-caa.org>

Thu, Oct 14, 2021 at 1:11 PM

Disapprove

Kindly,

Ed Perry
Owner/Barber
211 Cherry St.
Syracuse, NY 13210
www.e-clipzbarbershop311.com
e-clipzbarbershop311@hotmail.com

On Oct 14, 2021, at 12:15 PM, Connie Magunga <cmagunga@peace-caa.org> wrote:

Just a reminder - please respond ...

----- Forwarded message -----

From: **Connie Magunga** <cmagunga@peace-caa.org>
Date: Wed, Oct 13, 2021 at 3:14 PM
Subject: URGENT -PLEASE RESPOND VIA EMAIL - RE:COVID Mandate Policy
To: Edward Perry <e-clipzbarbershop311@hotmail.com>, Jason J. Wallace <jasonwallace1144@gmail.com>, Pastor Phyllis Lee-Williams <sandpiper116@hotmail.com>, Tonia L. Thornton <toniathornton@twcny.rr.com>, Xander Hope <succeedwithjayv@gmail.com>
Cc: Catherine Green Harris <cgreenharris@peace-caa.org>, Carolyn Brown <carolyn.brown@peace-caa.org>

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Connie Magunga <cmagunga@peace-cao.org>

Re: Fwd: URGENT -PLEASE RESPOND VIA EMAIL - RE:COVID Mandate Policy

1 message

Phyllis Lee-Williams <sandpiper116@hotmail.com>
To: Connie Magunga <cmagunga@peace-cao.org>

Fri, Oct 15, 2021 at 8:25 AM

To Connie, Executive Director, all EEO members, and others, I approve of this mandate.

On Oct 14, 2021 12:14 PM, Connie Magunga <cmagunga@peace-cao.org> wrote:
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To: Edward Perry <e-clipzbarbershop311@hotmail.com>, Jason J. Wallace <jasonwallace1144@gmail.com>, Pastor Phyllis Lee-Williams <sandpiper116@hotmail.com>, Tonia L. Thornton <toniathornton@twcny.rr.com>, Xander Hope <succeedwithjayv@gmail.com>

Cc: Catherine Green Harris <cgreenharris@peace-cao.org>, Carolyn Brown <carolyn.brown@peace-cao.org>

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