



## **COVID-19 Vaccination Policy**

**(As of July, 2022)**

While COVID-19 and its variants remain highly contagious, Horace Mann School (“the School”) is taking precautions and implementing safety measures to help prevent both the spread and the disruption to school programs caused by the spread. All members of the School community have a shared responsibility to support and comply with policies and protocols to protect the health and safety of our community. As an additional mitigation measure and to further aid in minimizing the spread of COVID-19, the School is requiring all enrolled students, Nursery through Twelfth Grade, and all employees (part time, full time, contractual, per diem) to receive the COVID-19 vaccine and booster(s), subject to the exemptions described herein. Further details for each group are provided below.

### **Employee Vaccination**

**Requirements** - The School is requiring all employees to receive the COVID-19 vaccine, including the booster shots, subject to the exemptions described below.

**Documentation of Vaccination** – Prior to each employee’s return to work date, employees who have not already done so must provide documentation to the Director of Human Resources, Judy Lynch, at [judy\\_lynch@horacemann.org](mailto:judy_lynch@horacemann.org), demonstrating that: (a) the employee has received all recommended doses of a U.S. Food and Drug Administration (“FDA”) authorized COVID-19 vaccine; and (b) fourteen days have elapsed following the employee’s latest dose of the COVID-19 vaccine. Employees hired after August 31, 2022, will be granted a 30-day grace period to obtain the required vaccination and to provide the required documentation. Each employee must submit proof of having received a first booster shot no later than two weeks beyond their date of eligibility. The second booster shot should be secured, and appropriate proof provided, as per CDC guidelines.

Documentation should be from a healthcare provider or pharmacy and may simply be a vaccination card. Consistent with its policies, the School will treat this information as confidential. Employees must provide such documentation, unless they have been granted an exemption as described below.

**Paid Time Off to Receive the Vaccine and for Recovery from Vaccination** - The School will grant employees up to 4 hours paid time off at their regular rate of pay to receive the vaccine and/or booster. Employees who need additional time off to recuperate from receiving the vaccine and/or booster should contact the Director of Human Resources, Judy Lynch, at [judy\\_lynch@horacemann.org](mailto:judy_lynch@horacemann.org).

**Exemptions from COVID-19 Vaccination** - Consistent with its policies and applicable law, the School will engage in an interactive process to determine if it can accommodate employees who cannot receive the COVID-19 vaccine and/or booster due to: (a) a medical condition; (b) pregnancy; or (c) a sincerely held religious belief or practice opposed to immunization.

Employees who are seeking an exemption from this policy for the above reasons should complete an exemption form as described below and submit it to the Head of School, Tom Kelly, at

tom\_kelly@horacemann.org by July 16, 2022. Exemption forms for all shots including the boosters can be requested from the Head of School, Tom Kelly, at Tom\_Kelly@horacemann.org, the Director of Human Resources, Judy Lynch, at judy\_lynch@horacemann.org, or found on the school's website.

For a medical exemption request, employees must complete the Employee Request for Medical Exemption from COVID-19 Vaccine Form. This Form must be certified by a licensed health care provider and must (a) indicate that the COVID-19 vaccination and/or booster may be detrimental to the employee's health or is otherwise medically contraindicated, (b) include a detailed explanation of the valid medical basis for such determination, (c) indicate the length of time for which it may be detrimental, and (d) be based on the most recent guidelines of the Centers for Disease Control and Prevention and its Advisory Committee on Immunization Practices. Employees who are seeking an accommodation or exemption based on pregnancy should complete the medical exemption request form. Medical exemptions expire when the medical condition(s) contraindicating COVID-19 vaccination changes in a manner which permits vaccination, as determined by the School in reviewing the request, or at the end of the academic year, at which time a new exemption will be requested. **Any employee who was granted a medical exemption for the 2021-22 academic year must reapply for an exemption for the 2022-23 academic year.**

For a religious exemption, the employee must complete the Employee Request for Religious Exemption from COVID-19 Vaccine Form, and must describe with specificity the religious principles that guide the objection to immunization. **Any employee who was granted a religious exemption for the 2021-22 academic year must reapply for an exemption for the 2022-23 academic year.**

Upon receipt of an exemption request, the School's COVID-19 Vaccine Exemption Review Committee for Employees (made up of the Head of School, the Director of Human Resources, and the Director of Medical) will engage in an interactive process with the employee to determine whether the School will be able to grant an exemption from this policy as an accommodation, including identifying alternative accommodations which would not pose an undue hardship on the School and which would not pose a direct threat to the health and safety of the School's employees, students and community. The School may request additional documentation or information to determine if it can grant the exemption. If an exemption is granted, the employee may be required to comply with additional safety protocols, such as ongoing testing requirements and masking, in order to protect the health and safety of the employee and the community.

Genetic Nondiscrimination Act of 2008 - The Genetic Nondiscrimination Act of 2008 prohibits employers from requesting or requiring genetic information from an individual or family member of the individual, except as specifically allowed by law. To comply with this law, the School asks that employees do not provide any genetic information when responding to any request under this policy for medical information.

Continued Compliance with School Health and Safety Policies - Employees are reminded that this policy is intended to complement, but not replace, the School's existing health and safety policies. Employees will be expected to continue to comply with all such policies as the School has implemented or will implement to mitigate the spread of COVID-19. The School reserves the right to modify this policy at any time without prior notice in its sole discretion to adapt to changing

circumstances or institutional needs, consistent with its commitment to maintaining a safe and healthy school.

### **Student Vaccination (Nursery – Twelfth Grade)**

**Requirements** - As an additional mitigation measure and to further aid in minimizing the spread of COVID-19, the School is requiring all enrolled students, Nursery through Twelfth Grade, to receive the COVID-19 vaccine, including booster shots when available and eligible, subject to the exemptions described below. The second booster shot should be secured, and appropriate proof provided, as per CDC guidelines.

**Documentation** – By August 31, 2022, parents of enrolled students, Nursery through Twelfth Grade, who have not already done so must provide documentation to the appropriate nursing staff demonstrating that: (a) the student has received all recommended doses of any COVID-19 vaccine, including applicable boosters, that has been authorized by the FDA for the student’s respective age; and (b) fourteen days have elapsed following the student’s latest dose of the COVID-19 vaccine.

Required Documentation should be submitted to the appropriate nursing staff members as noted below:

- Middle & Upper Division – [mdudnurse@horacemann.org](mailto:mdudnurse@horacemann.org)
- Lower Division – [ldnurse@horacemann.org](mailto:ldnurse@horacemann.org)
- Nursery Division – [irene\\_pinzon@horacemann.org](mailto:irene_pinzon@horacemann.org)

Documentation should be from a healthcare provider or pharmacy and may simply be a vaccination card. Consistent with its policies, the School will treat this information as confidential. Parents must provide such documentation, unless they have been granted an exemption as described below.

**Exemptions from COVID-19 Vaccination** - Consistent with its policies and applicable law, the School will engage in an interactive process to determine if it can accommodate students who cannot receive the COVID-19 vaccine and/or booster due to a medical condition or a sincerely held religious belief or practice opposed to immunization.

**Parents who are seeking an exemption from this policy for their child for the above reasons should complete an exemption form as described below and submit it to the Head of School, Tom Kelly, by July 31, 2022. Exemption forms can be requested from the Head of School at [Tom\\_Kelly@horacemann.org](mailto:Tom_Kelly@horacemann.org) or found on the school’s website.**

For a medical exemption request, parents must complete the Student Request for Medical Exemption from COVID-19 Vaccine Form. This Form must be certified by a licensed health care provider and must (a) indicate that the COVID-19 vaccination may be detrimental to the student’s health or is otherwise medically contraindicated, (b) include a detailed explanation of the valid medical basis for such determination, (c) indicate the length of time for which it may be detrimental, and (d) be based on the most recent guidelines of the Centers for Disease Control and Prevention and its Advisory Committee on Immunization Practices. Medical exemptions expire when the medical condition(s) contraindicating COVID-19 vaccination changes in a manner which

permits vaccination, as determined by the School in reviewing the request. **Any student who was granted a medical exemption for the 2021-22 academic year must reapply for an exemption for the 2022-23 academic year.**

For a religious exemption, parents must complete the Student Request for Religious Exemption from COVID-19 Vaccine Form, and must describe with specificity the religious principles that guide the objection to immunization. **Any student who was granted a religious exemption for the 2021-22 academic year must reapply for an exemption for the 2022-23 academic year.**

Upon receipt of such a request, the School's COVID-19 Vaccine Exemption Review Committee for Students (made up of the Head of School, the Director of Human Resources, the Director of Medical, and the Director of Institutional Research, Financial Aid and Enrollment Management) will engage in an interactive process with the parents to determine whether the School will be able to grant an exemption from this policy as an accommodation, including identifying alternative accommodations which would not pose an undue hardship on the School and which would not pose a direct threat to the health and safety of the School's employees, students and community. The School may request additional documentation or information to determine if it can grant the exemption. If an exemption is granted, the student may be required to comply with additional safety protocols, such as ongoing testing requirements and masking, in order to protect the health and safety of the student and the community.

Continued Compliance with School Health and Safety Policies - Parents and students are reminded that this policy is intended to complement, but not replace, the School's existing health and safety policies. Students will continue to be required to obtain certain vaccinations pursuant to the New York State Public Health Law and applicable guidelines. No religious exemption will be permitted for the vaccinations required by the Public Health Law and this policy does not apply to the State mandated vaccinations.

Parents and students will be expected to continue to comply with all such policies as the School has implemented or will implement to mitigate the spread of COVID-19.

The School reserves the right to modify this policy at any time without prior notice in its sole discretion to adapt to changing circumstances or institutional needs, consistent with its commitment to maintaining a safe and healthy school.