



Advocates Incorporated Employee COVID-19 Vaccination Policy

Updated 9/15/21

Purpose

As determined and communicated by the Centers for Disease Control and the New York State Department of Health, the COVID-19 pandemic has resulted in an unprecedented threat to public health. Because Advocates Incorporated (Advocates) has a responsibility to provide and maintain a workplace that is free of known hazards, we are enacting this employee vaccination policy to minimize the risk of infectious disease in our workplace and to protect our employees and the people with intellectual and developmental disabilities served by Advocates from the risk of contracting COVID-19, and to aid in curtailing community spread of the disease.

Scope

Meeting the requirements of this policy is a condition of employment for all employees.

This policy will be updated once the state and/or federal government issues additional guidance and regulations on COVID-19 vaccination requirements and accommodations.

Policy

In preparation for anticipated state and/or federal COVID-19 vaccination guidance and regulations, Advocates is requiring that employees provide one of the following by October 1, 2021:

- A. Proof that the employee is fully vaccinated; or
- B. Proof that the employee has received the first dose of the vaccine; or
- C. A request for an accommodation as described below

If one of the above has already been provided, it is not necessary for the employee to resubmit.

Proof of Vaccination

Please send proof of vaccination to: hrsecure@advocatesincorporated.org

or mail to Advocates Incorporated, 290 Elwood Davis Road, Suite 101, Liverpool, NY 13088 Attn: Human Resources

- The COVID-19 vaccine can be obtained from any available location at no charge: Visit www.vaccines.gov/search/ or call 1-800-232-0233 for assistance.

Requests for Accommodation

Employees may request an accommodation to be exempted from providing proof of vaccination due to:

- 1) a medical condition; or
- 2) a sincerely held religious belief, practice, or observance that prevents the employee from receiving the vaccination; or
- 3) a weekly COVID-19 testing accommodation (requiring unvaccinated employees to produce a negative COVID-19 test result on at least a weekly basis).

1) Medical Accommodation:

- **To request consideration of a reasonable accommodation because of a disability or an exemption due to a medical condition, employees must submit medical documentation.**
- Medical accommodation requests must be completed by an appropriate health care provider.
- Documentation must be submitted via email to hrsecure@advocatesincorporated.org
- Please note: If a medical accommodation is approved, employee may be required to produce a negative COVID-19 test result on at least a weekly basis.

2) Religious Accommodation:

- **To request consideration of a religious accommodation based on a sincerely held religious belief, employees must [complete the “Request for Religious Accommodation” form by clicking here.](#)**
- Please note: If a religious accommodation is approved, employee may be required to produce a negative COVID-19 test result on at least a weekly basis.

Personal and/or philosophical objections are not considered sufficient justification for granting a request for accommodation.

Advocates reserves the right to request additional relevant information and/or documentation to confirm an employee’s medical condition or sincerely held religious belief. Determinations will be made in accordance with state and federal guidelines.

3) Weekly COVID-19 Testing Accommodation:

- **To request a weekly COVID-19 testing accommodation (requiring unvaccinated employees to produce a negative COVID-19 test result on at least a weekly basis), employees must [complete the “Request for Weekly COVID-19 Testing Accommodation” form by clicking here.](#)**

Please direct any questions regarding this Policy to Human Resources at (315) 469-9931.