

**RAILS**  
**COVID-19 VACCINATION PROCEDURES**

**Procedures**

Due to the increase in the COVID-19 outbreak, the exposure of employees to each other, and the need to assist in stemming the spread of the pandemic, effective November 30, 2021, the following will be required of ALL employees including temporary and contractual employees:

1. RAILS requires all employees to be fully vaccinated by November 30, 2021. RAILS consider employees fully vaccinated under either of the following two circumstances:

Two weeks after receiving the second dose of a two-dose vaccine (e.g., Pfizer or Moderna).

Two weeks after receiving one dose of a single-dose vaccine (e.g., Johnson and Johnson).

RAILS requires fully vaccinated employees to submit copies of their vaccination cards or other documentation to Human Resources by November 30, 2021. A receipt e-mail will be sent back to the employee verifying that it has been received. Employees who have not provided proof of vaccination will be required to show proof of bi-weekly COVID-19 tests.

The documentation submitted showing proof of vaccination must come from a person or organization certified to administer the vaccine and should not contain any private medical, genetic or family health information (other than the vaccination status and dates). For example, an employee can present a copy of the vaccination card obtained when the vaccine is administered.

Submission of a fake or altered vaccination card will be treated the same as falsification of any other RAILS document and will subject the employee to discipline up to and including discharge.

Employees seeking to be vaccinated are entitled to one (1) hour of authorized absence for purpose of getting the vaccination.

2. If an employee has not submitted proof showing he/she is fully vaccinated, the employee will then be required to submit a bi-weekly COVID test. The test must be conducted within the last 72 hours of the start of their workday, starting on November 30, 2021. If the test is positive, the employee is NOT to go to work and MUST contact Human Resources for further instruction. If the test is negative, the employee shall provide a copy to Human Resources, and can report to work. The test results must include the employee's name, test date, and test result.

It is suggested that employees test on their days off so that the test results can be turned in on his/her first day back at work. Employees must use their own time when testing. If an employee fails to provide results of a COVID-19 test on a bi-weekly basis, the employee will be sent home and required to use their own accrued time until the test results have been produced.

3. Should an employee be vaccinated after November 30, 2021, the record of such vaccination should be submitted as set forth in paragraph 1 above. Upon confirmation of receipt of the vaccination record, the employee will no longer be required to provide proof of bi-weekly COVID-19 tests.

Employees should visit <https://coronavirus.illinois.gov/s/vaccination-location> for a list of locations to aid in receiving vaccines on their own or contact the Illinois Public Health Department at (833) 621-1284 to schedule an appointment. Employees may also be able to obtain vaccine availability information from their own health care providers.

### **Incentive for Vaccination**

RAILS wants to encourage all employees to take part in this COVID-19 vaccine program, and to further that goal will provide employees who receive the full COVID-19 vaccine with a ½ day of paid time off (3.75 hours) to be used by December 31, 2021. This incentive retroactively applies to those who have already been fully vaccinated.

RAILS will comply with all applicable federal, state, and/or local legal limitations on incentives and/or rewards.

### **Teleworking**

RAILS employees are subject to these COVID-19 vaccine procedures, regardless of their remote work or teleworking arrangement.

### **Accommodations**

Employees unable to be vaccinated or complete testing because of religious or medical reasons may submit requests for accommodations or exceptions from this Policy to Human Resources. RAILS will consider such requests on a case-by-case basis, taking into consideration whether the requested accommodation creates an undue hardship on RAILS and/or a direct threat to the safety of the employee or others. RAILS may reassign such employees at its sole discretion to temporary or permanent job assignments to prevent the spread of the COVID-19 virus. If no such reassignments are possible, the employee cannot perform essential job duties remotely and/or RAILS cannot make other accommodations to ensure the safety of the employee and others if the employee works on-site, the employee may use available accrued paid time off while the agency explores whether it can maintain the employee's employment status.