

RAILS

COVID-19 VACCINATION POLICY

Purpose

RAILS recognizes its responsibility to provide employees a workplace free of recognized hazards. This policy is intended to help maximize the protection afforded by the COVID-19 vaccine. The goal of this program is to protect employees, employees' family members, customers, patrons, visitors, others affiliated with us and the broader community.

Participation in RAILS's COVID-19 vaccine program has many benefits. Providing a safe and healthy work environment helps employees be more productive and can reduce the number of sick days employees take due to exposure to COVID-19. But, most importantly, employee wellness is a vital aspect of building a happier workplace.

This policy will follow all applicable laws and is based on guidance from the Centers for Disease Control and Prevention (CDC) and the State of Illinois Department of Public Health (IDPH). RAILS must comply with all applicable laws, and if there is a conflict between the recommendations in this policy and applicable laws, RAILS must follow the applicable law.

Scope

This COVID-19 vaccine program policy applies to all employees. Employees are required to receive COVID-19 vaccinations by November 30, 2021. Employees who are not vaccinated by November 30, 2021 will be required to submit proof of a bi-weekly test for COVID-19, taken within 72 hours of submittal.

Procedures

All procedures related RAILS' COVID-19 vaccine program can be found in the document: COVID-19 VACCINATION PROCEDURES. These procedures reflect our best practice at time of writing and are subject to change according to CDC, state, and local health department recommendations to the greatest extent possible.

Accommodations

RAILS wants all its employees to have equal access to all benefits and resources offered by RAILS. Accordingly, RAILS can make reasonable accommodations for employees with disabilities to help them have equal access to the COVID-19 vaccine program. The same applies to employees who cannot take part in the COVID-19 vaccine program due to sincerely held religious beliefs. We encourage our employees to reach out to the Human Resources Department to discuss their need for an accommodation and options. These discussions and any relevant information will be kept confidential.

Confidentiality

Confidentiality and respect to our employees' rights are important to us. RAILS will not:

- Use any genetic information, disability status, or religious beliefs/information to disadvantage its employees in any way;
- Use incentives in exchange for genetic information, information regarding an employee's health condition or that of their family, or information about an employee's religious beliefs; or
- Try to coerce employees into supplying health/genetic/religious belief information or taking medical examinations.

Duration of COVID-19 Vaccine Program

This policy reflects our best knowledge at the time of writing. We will continue to monitor incoming COVID-19 updates from the CDC and Illinois Department of Public Health (IDPH), and amend and adjust these guidelines at regular intervals. Thank you for your understanding and patience during these turbulent times. Please direct any questions about this policy to the Human Resources Department.