

# Dunn Construction Company, Inc.

## Vaccination, Testing, and Face Covering Policy

### **Purpose:**

*Vaccination is a vital tool to reduce the presence and severity of COVID-19 cases in the workplace, in communities, and in the nation as a whole. Dunn Construction Company, Inc. encourages all employees to receive a COVID-19 vaccination to protect themselves and other employees. Getting the vaccination reduces the risk of spreading Covid to fellow employees and their families, customers, vendors and the community at large. However, should an employee choose not to be vaccinated, this policy's sections on testing and face coverings will apply. This policy complies with OSHA's Emergency Temporary Standard (ETS) on Vaccination and Testing.*

### **Scope:**

*This COVID-19 Policy on vaccination, testing, and face covering use applies to all employees of Dunn Construction Company, Inc.*

*All employees are encouraged to be fully vaccinated. Employees are considered fully vaccinated two weeks after completing primary vaccination with a COVID-19 vaccine with, if applicable, at least the minimum recommended interval between doses. For example, this includes two weeks after a second dose in a two-dose series, such as the Pfizer or Moderna vaccines, two weeks after a single-dose vaccine, such as Johnson & Johnson's vaccine, or two weeks after the second dose of any combination of two doses of different COVID-19 vaccines as part of one primary vaccination series. Employees who are not fully vaccinated will be required to provide proof of weekly COVID-19 testing and wear a face covering at the workplace.*

*All employees are required to report their vaccination status and, if vaccinated, provide proof of vaccination. Employees must provide truthful and accurate information about their COVID-19 vaccination status, and, if not fully vaccinated, their testing results. Employees not in compliance with this policy may be subject to discipline up to and including termination of employment.*

*Employees may request an exception from wearing a face covering (as otherwise required by this policy) because of a disability, and/or testing for COVID-19, and/or wearing a face covering conflict with a sincerely held religious belief, practice, or observance. Requests for exceptions and reasonable accommodations must be initiated by contacting the Human Resources Department. All such requests will be handled in accordance with applicable laws and regulations, including, without limitation, the Americans with Disabilities Act (ADA), Title VII of the Civil Rights Act of 1964, and other applicable federal, state and local laws, as well as the Company's policies.*

### **Procedures:**

## **Overview and General Information**

### **Vaccination**

Any Dunn Construction Company, Inc. employee that chooses to be vaccinated against COVID-19 must be fully vaccinated no later than February 9, 2022, to avoid being subject to the regular testing and face covering requirements of the policy.

To be fully vaccinated by February 9, 2022, an employee must:

- Obtain the first dose of the Pfizer-BioNTech COVID-19 vaccine no later than January 5, 2022; and the second dose no later than January 26, 2022; or
- Obtain the first dose of the Moderna COVID-19 vaccine no later than December 29, 2021; and the second dose no later than January 26, 2022; or
- Obtain one dose of a single dose vaccine no later than January 26, 2022.

Employees will be considered fully vaccinated two weeks after receiving the requisite number of doses of a COVID-19 vaccine as stated above. An employee will be considered partially vaccinated if they have received only one dose of a two-dose vaccine.

The vaccination may be scheduled through the following link : [Vaccine Finder - Search for COVID-19 vaccine locations](#) or through [AL Covid Vaccine Scheduling](#) with a local health department, your medical provider, a pharmacy, or other healthcare provider.

This policy will be maintained in the Human Resources Department but may also be accessible online through our employee login by visiting [www.dunnconstruction.com](http://www.dunnconstruction.com) and click on the "Employee Login" tab. Username: employee Password: dunn1878. Any questions about this policy should be directed to Human Resources.

### **Testing and Face Coverings**

All employees who are not fully vaccinated as of February 9, 2022, will be required to undergo regular COVID-19 testing as well as wear a face covering when in the workplace. Policies and procedures for testing and wearing face coverings are described in the relevant sections of this policy.

## **Vaccination Status and Acceptable Forms of Proof of Vaccination**

### **Vaccinated Employees**

All vaccinated employees are required to provide proof of COVID-19 vaccination, regardless of where they received the vaccination. Proof of vaccination status can be submitted to Human Resources.

Acceptable proof of vaccination status is:

1. The record of immunization from a health care provider or pharmacy;
2. A copy of the COVID-19 Vaccination Record Card;
3. A copy of medical records documenting the vaccination;
4. A copy of immunization records from a public health, state, or tribal immunization information system; or
5. A copy of any other official documentation that contains the type of vaccine administered, date(s) of administration, and the name of the health care professional(s) or clinic site(s) administering the vaccine(s).

*Proof of vaccination generally should include the employee’s name, the type of vaccine administered, the date(s) of administration, and the name of the health care professional(s) or clinic site(s) that administered the vaccine. In some cases, state immunization records may not include one or more of these data fields, such as clinic site; in those circumstances Dunn Construction Company, Inc. will still accept the state immunization record as acceptable proof of vaccination.*

*If an employee is unable to produce one of these acceptable forms of proof of vaccination, despite attempts to do so (e.g., by trying to contact the vaccine administrator or state health department), the employee can provide a signed and dated statement attesting to their vaccination status (fully vaccinated or partially vaccinated); attesting that they have lost and are otherwise unable to produce one of the other forms of acceptable proof; and including the following language:*

*“I declare (or certify, verify, or state) that this statement about my vaccination status is true and accurate. I understand that knowingly providing false information regarding my vaccination status on this form may subject me to criminal penalties.”*

*An employee who attests to their vaccination status in this way should to the best of their recollection, include in their attestation the type of vaccine administered, the date(s) of administration, and the name of the health care professional(s) or clinic site(s) administering the vaccine.*

**All Employees**

*All employees, both vaccinated and unvaccinated, must inform Dunn Construction Company, Inc. of their vaccination status by February 9, 2022. The following table outlines the requirements/for submitting vaccination status documentation.*

<i>Vaccination Status</i>	<i>Instructions</i>
<i>Employees who are fully vaccinated.</i>	<i>Submit proof of vaccination that indicates full vaccination.</i>
<i>Employees who are partially vaccinated (i.e., one dose of a two dose vaccine series).</i>	<i>Submit proof of vaccination that indicates when the first dose of vaccination was received, followed by proof of the second dose when it is obtained.</i>
<i>Employees who are not vaccinated.</i>	<i>Submit statement that you are unvaccinated, but are planning to receive a vaccination by the deadline.</i>
	<i>Submit statement that you are unvaccinated and not planning to receive a vaccination.</i>

**Supporting COVID-19 Vaccination**

*An employee may take up to four hours of duty time per dose to travel to the vaccination site, receive a vaccination, and return to work. This would mean a maximum of eight hours of duty time for employees receiving two doses. If an employee spends less time getting the vaccine, only the necessary amount of*

*duty time will be granted. Employees who take longer than four hours to get the vaccine must send their supervisor a written note documenting the reason for the additional time (e.g., they may need to travel long distances to get the vaccine). Any additional time requested will be granted, if reasonable, but will not be paid; in that situation, the employee can elect to use accrued leave, e.g., sick leave, to cover the additional time. If an employee is vaccinated outside of their approved duty time they will not be compensated.*

*Employees may utilize up to two workdays of sick leave immediately following each dose if they have side effects from the COVID-19 vaccination that prevent them from working. Employees who have no sick leave will be granted up to two days of additional sick leave immediately following each dose if necessary.*

*The following procedures apply for requesting and granting duty time to obtain the COVID-19 vaccine or sick leave to recover from side effects:*

*Employees must notify their supervisor – in writing – 7 days in advance of their need for time off to get the vaccine. Up to 4 hours of time off will be granted to visit a healthcare provider to get the vaccine. Employees must notify their supervisor immediately if he/she needs additional time to address side effects resulting from the vaccine.*

### **Employee Notification of COVID-19 and Removal from the Workplace**

*Dunn Construction Company, Inc. will require employees to promptly notify Human Resources when they have tested positive for COVID-19 (including, without limitation, self-testing), or have been diagnosed with COVID-19 by a licensed healthcare provider. If an employee received a positive COVID-19 test the employee must stay home and immediately contact Human Resources. Dunn Construction Company, Inc. will follow local, state & federal guidelines for isolating employees who test positive for COVID-19.*

*A fully vaccinated employee who tests positive for COVID-19 will be paid up to five emergency paid sick leave days. Any employee who is not fully vaccinated will be allowed to utilize available paid time off. An employee who does not have any paid time off available will not be paid while on COVID-19 leave. If an employee can work from home, as mutually agreed by the employee and Dunn Construction Company, Inc., then that employee will be paid accordingly.*

### **Medical Removal from the Workplace**

*Dunn Construction Company, Inc. has also implemented a policy for keeping COVID-19 positive employees from the workplace in certain circumstances. Dunn Construction Company, Inc. may immediately remove an employee from the workplace if they have received a positive COVID-19 test or have been diagnosed with COVID-19 by a licensed healthcare provider (i.e., immediately send them home or to seek medical care, as appropriate).*

### **Return to Work Criteria**

*For any employee removed because they are COVID-19 positive, Dunn Construction Company, Inc. will keep them removed from the workplace until the employee meets the return-to-work criteria in CDC's "Isolation Guidance"; or receives a recommendation to return to work from a licensed healthcare provider.*

*If an employee has severe COVID-19 or an immune disease, Dunn Construction Company, Inc. will follow the guidance of a licensed healthcare provider regarding return to work.*

### **COVID-19 Testing**

*All employees who are not fully vaccinated will be required to comply with this policy for testing.*

*Employees who report to the workplace at least once every seven days:*

*(A) must be tested for COVID-19 at least once every seven days; and*

*(B) must provide documentation of the most recent COVID-19 test result to HR COVID Coordinator no later than the seventh day following the date on which the employee last provided a test result.*

*Any employee who does not report to the workplace during a period of seven or more days (e.g., if they were teleworking for two weeks prior to reporting to the workplace):*

*(A) must be tested for COVID-19 within the seven days immediately preceding his/her returning to the workplace; and*

*(B) must provide documentation of that test result to HR COVID Coordinator upon return to the workplace.*

*If an employee does not provide documentation of a COVID-19 test result as required by this policy, they will be removed from the workplace until they provide a test result.*

*Employees who have received a positive COVID-19 test, or have been diagnosed with COVID-19 by a licensed healthcare provider, are not required to undergo COVID-19 testing for 90 days following the date of their positive test or diagnosis.*

### **Face Coverings**

*Dunn Construction Company, Inc. will require all employees who are not fully vaccinated to wear a face covering beginning on January 10, 2022. Face coverings must: (i) completely cover the nose and mouth; (ii) be made with two or more layers of a breathable fabric that is tightly woven (i.e., fabrics that do not let light pass through when held up to a light source); (iii) be secured to the head with ties, ear loops, or elastic bands that go behind the head. If gaiters are worn, they should have two layers of fabric or be folded to make two layers; (iv) fit snugly over the nose, mouth, and chin with no large gaps on the outside of the face; and (v) be a solid piece of material without slits, exhalation valves, visible holes, punctures, or other openings. Acceptable face coverings include clear face coverings or cloth face coverings with a clear plastic panel that, despite the non-cloth material allowing light to pass through, otherwise meet these criteria and which may be used to facilitate communication with people who are deaf or hard-of-hearing or others who need to see a speaker's mouth or facial expressions to understand speech or sign language respectively.*

*Employees who are not fully vaccinated must wear face coverings over the nose and mouth when indoors and when occupying a vehicle with another person for work purposes. Policies and procedures for face coverings will be implemented, along with the other provisions required by OSHA's COVID-19 Vaccination and Testing ETS, as part of a multi-layered infection control approach for unvaccinated workers.*

*Unvaccinated employees must provide their own face coverings, and they must wear them at all times, covering the mouth and nose, unless one of the following exceptions applies:*

- 1. When an employee is alone in a room with floor to ceiling walls and a closed door.*
- 2. For a limited time, while an employee is eating or drinking at the workplace or for identification purposes in compliance with safety and security requirements.*

3. *When an employee is wearing a respirator or facemask.*
4. *Where Dunn Construction Company, Inc. has determined that the use of face coverings is infeasible or creates a greater hazard (e.g., when it is important to see the employee's mouth for reasons related to their job duties, when the work requires the use of the employee's uncovered mouth, or when the use of a face covering presents a risk of serious injury or death to the employee).*

**New Hires:**

*All new employees are required to comply with the vaccination, testing, and face covering requirements outlined in this policy as soon as practicable and as a condition of employment. Potential candidates for employment will be notified of the requirements of this policy prior to the start of employment. A newly hired employee will begin the 1<sup>st</sup> day of employment with a face covering unless and until that employee has been fully vaccinated and he/she has provided Dunn Construction with proof that he/she is fully vaccinated.*

**Confidentiality and Privacy:**

*All medical information collected from individuals, including vaccination information, test results, and any other information obtained as a result of testing, will be treated in accordance with applicable laws and policies on confidentiality and privacy.*

**Questions:**

*Please direct any questions regarding this policy the Human Resources Department.*

*Dunn Construction Inc., Human Resources Team*

*Amber Kinney [akinney@dunnconstruction.com](mailto:akinney@dunnconstruction.com) 205.994.0776 cell*

*Laura Stockstill [lstockstill@dunnconstruction.com](mailto:lstockstill@dunnconstruction.com) 601.916.3899 cell*

*Judi Torres [jt Torres@dunnconstruction.com](mailto:jt Torres@dunnconstruction.com) 205.510.0259 or 205.288.1940 cell*