



---

# Vaccination Policy: Voluntary

---

## **PURPOSE**

In accordance with WACOSA's duty to provide and maintain a workplace that is free of known hazards, we are adopting this policy to safeguard the health of our employees and their families; our clients, customers and visitors; and the community at large from infectious diseases, such as COVID-19 or influenza, that vaccinations may safe guard against. This policy will comply with all applicable laws and is based on guidance from the Centers for Disease Control and Prevention (CDC) and local health authorities, as applicable.

## **SCOPE**

All employees are strongly encouraged to receive vaccinations as indicated by policy.

## **PROCEDURES**

Employees will be notified by the Human Resources (HR) Department at prescribed times, including but not limited to: at time of hire, thru notification to employees, or in-service trainings, as to the type of vaccination(s) covered by this policy and the timeframe(s) for having it/them administered. WACOSA will provide either onsite access to the vaccines or a list of locations to assist employees in receiving vaccines on their own.

Employees should provide proof of vaccination before the deadline prescribed by HR. Employees are expected to comply with all safety precautions, such as wearing a mask, social distancing, etc., whether an employee has received the vaccination or not while in the workplace and when engaging with clients and/or customers, until WACOSA informs employees otherwise, as recommended by the CDC or local health authorities, as applicable. While currently we are strongly encouraging employees to receive the vaccines indicated by policy, we reserve the right to make an identified vaccine a mandatory condition of employment if circumstances warrant us doing so.

Please direct any questions regarding this policy to the Human Resources (HR) Department.

*WACOSA reserves the right to modify, remove, suspend, terminate or change this policy at any time with or without notice.*



---

## **Memo to Employees About Voluntary Vaccinations – COVID-19 Vaccine**

---

Date: <date>

To: All WACOSA Employees

From: Maggie Dilks, SHRM-SCP HR Manager

Subject: Voluntary Vaccination Policy

WACOSA is implementing a voluntary vaccination policy effective <Date> regarding COVID-19 vaccination(s) for employees. In accordance with WACOSA's duty to provide and maintain a workplace that is free of known hazards, we strongly encourage employees to receive this vaccination to minimize the risk of infectious disease in our workplace. In making this decision, recommendations from Minnesota Department of Health, the Centers for Disease Control and Prevention (CDC), the Advisory Committee of Immunization practices and local health officials were reviewed.

Employees may obtain the COVID-19 vaccination wherever they choose. Employees unable to schedule time before or after working hours, must work with their respective supervisor to schedule an appropriate time which will be least disruptive to the program.

Employees should provide proof of vaccination to HR before the following deadline. The deadline to be vaccinated is <date>. You are expected to comply with all other COVID-19 safety precautions, such as wearing a mask, social distancing, etc., whether you receive the vaccination or not, until we inform you otherwise. While currently we are strongly encouraging you to receive the COVID-19 vaccine, we reserve the right to make the COVID-19 vaccine a mandatory condition of employment if circumstances warrant us doing so.

Should you have any questions regarding this new policy, please contact:

Maggie Dilks, SHRM-SCP

HR Manager

Phone: 320.257.5181 or 320.251.0087 x503

Email: [mdilks@wacosa.org](mailto:mdilks@wacosa.org)

Additional information regarding the COVID-19 Vaccine can be found at:

Centers for Disease Control and Prevention (CDC): <https://www.cdc.gov/>

Minnesota Department of Health: <https://www.health.state.mn.us/diseases/coronavirus/vaccine/index.html>