**Volunteer Vaccination Policy: Mandatory**

**November 22, 2021**

**Purpose**

In accordance with Manna Food Center'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 participants, volunteers and visitors; and the community at large from infectious diseases, such as COVID-19, that may be reduced by vaccinations. This policy will comply with all applicable laws and is based on guidance from the Centers for Disease Control and Prevention and local health authorities, as applicable.

**Scope**

All volunteers are required to receive Covid vaccinations, unless a reasonable accommodation is approved. This includes volunteers who serve at our warehouse, market, satellites, or as part of Community Food Rescue (CFR), or any other Manna location. This also includes children, five years and older, that are volunteering at any of these locations and while accompanying parents during volunteering.

Those who do not receive the vaccine and who do not have an approved accommodation request will be unable to volunteer with Manna until further notice.

Volunteers who provide service to Manna through **virtual means only** (ex. Call Center) may be granted an exception to the vaccination requirement. Manna strongly encourages vaccination for these individuals as well, as part of efforts to reduce community transmission.

**Procedures**

Volunteers of all ages must be fully vaccinated against COVID-19 by December 31, 2021. Fully vaccinated means that the worker has received the single shot manufactured by Johnson & Johnson or has received the second dose of the two-shot vaccines manufactured by Moderna or Pfizer.

Vaccines will not be administered by Manna. Volunteers are responsible for finding a third-party provider to administer the vaccine.

By December 15th, regular weekly and monthly volunteers are required to submit proof of vaccination to the Manna CEO at [hr@mannafood.org](mailto:hr@mannafood.org) using the Vaccine Confirmation form provided and providing a copy of their vaccine card.

For ease of signing the Vaccine Confirmation or Request for Accomodation form, volunteers may type their name in the signature line by using a cursive font and email this copy to the appropriate party listed above.

One-time or short-term volunteers do not need to submit vaccine information in advance but will need to show proof of vaccination to a Manna staff member each time they volunteer. This may be either a paper, photograph, or electronic version of their vaccine card. Volunteers without this information will not be allowed to volunteer. If

volunteers do not want to show their card each time they volunteer they may also choose to submit the Vaccine Confirmation form and copy of their vaccine card to [hr@mannafood.org](mailto:hr@mannafood.org).

**Reasonable Accommodation**

Volunteers who seek an exemption from this policy because of a medical reason or a sincerely held religious belief must submit the appropriate completed Request for Accommodation form to the Manna CEO at [hr@mannafood.org](mailto:hr@mannafood.org) to begin the accommodation review process as soon as possible after vaccination deadlines have been announced and no later than December 15, 2021. New prospective volunteers will need to submit this request and receive approval before their first volunteer date. Accommodations will be granted where they do not cause Manna undue hardship nor pose a direct threat to the health and safety of others. Volunteers whose accommodation is approved may have to follow other safety procedures such as wearing a mask or regular testing at their own time and expense.

Please direct any questions regarding this policy to the CEO via hr@mannafood.org