



COVID-19 VACCINATION POLICY

I. Purpose

Consistent with its duty to provide and maintain a workplace that is free of recognized hazards, ProCommute has adopted this policy to safeguard the health and well-being of employees and their families; others who spend time on our buses and in our facility, and the community from infectious conditions that may be mitigated through an effective vaccination program. This policy is intended to comply with all state and local laws. It is based upon guidance provided by the Centers for Disease Control and Prevention (CDC) and public health and licensing authorities, as applicable.

II. Scope/Applicability

This policy applies to all employees. It does not apply to vendors or visitors.

III. Policy

ProCommute strongly encourages all employees to receive the Covid-19 vaccine. Those who do not wish to receive the vaccine must either (a) always wear an approved face-covering while in the workplace; or (b) obtain an approved exemption from the requirement to wear an approved face-covering in lieu of being vaccinated.

To establish that they have received a vaccination, employees may present written evidence of immunization from the designated site or from another authorized healthcare provider.

IV. Vaccine Administration

Employees are responsible for scheduling and obtaining all recommended doses of an FDA-approved COVID-19 vaccine or a COVID-19 vaccine granted Emergency Use Authorization by the FDA. You may get the vaccine during your regularly scheduled work hours contingent on supervisor approval. ProCommute will pay employees for time spent getting the vaccine if done during your regular work hours. Your supervisor must approve your leave to take the vaccine during working hours to minimize business interruptions.

V. Request for Exemptions

Disability Accommodation

In accordance with ProCommute Disability Accommodations Policy, ProCommute provides reasonable accommodations, absent undue hardship, to qualified individuals with disabilities that

enable them to perform their job duties. If you believe you need an accommodation regarding this policy because of a disability, you are responsible for requesting a reasonable accommodation

from the Human Resources Department.

Religious Accommodation

ProCommute provides reasonable accommodations, absent undue hardship, to employees with sincerely held religious beliefs, observances, or practices that conflict with getting vaccinated. If you believe you need an accommodation regarding this policy because of your sincerely held religious belief, you are responsible for requesting a reasonable accommodation from the Human

Resources Department.

Exemption for Other Medical Reasons

Exemptions for other medical reasons may be available on a case-by-case basis/for conditions such as pregnancy, breastfeeding, history of certain allergic reactions, and any other medical condition that is a contraindication to the COVID-19 vaccine even if they do not qualify as a disability under federal, state, or local law. ProCommute will engage in an interactive dialogue with you determine whether an exemption is appropriate and can be granted without imposing an undue

hardship on Putney Transportation.

Policy Modification

Government and public health guidelines and restrictions and business and industry best practices regarding COVID-19 and COVID-19 vaccines are changing rapidly as new information becomes available, further research is conducted, and additional vaccines are approved and distributed. ProCommute reserves the right to modify this policy at any time in its sole discretion to adapt to changing circumstances and business needs, consistent with its commitment to maintaining a safe and healthy workplace.

Non-Retaliation

ProCommute prohibits any form of discipline, reprisal, intimidation, or retaliation for reporting a violation of this policy or any other health and safety concern. Employees also have the right to report work-related injuries and illnesses, and ProCommute will not discharge or discriminate or otherwise retaliate against employees for reporting work-related injuries or illnesses or good faith health and safety concerns.

VI. Related Policies

Responsible Authority: Office of Human Resources