

SCNOVA: COVID Immunization Status Monitoring Procedures (7/21/2021)

Staff:

- All employed staff shall show documentation of COVID immunization status to the Executive Director.
- The Executive Director shall show documentation of COVID immunization status to the Chair or Vice Chair of the SCNOVA Board of Directors.
- The official CDC immunization card or other official documentation will be reviewed but will not be maintained in employment files.
- Staff with bona fide medical or religious exemptions to COVID immunization do not need to provide immunization status, but the policies relating to unimmunized individuals will be followed for all SCNOVA in-person activities in the office or other indoor spaces.

Clients:

- All clients participating in in-person services (Transportation, Friendly Visitor, or Handy Helper) shall show documentation of COVID immunization status to the Executive Director, Office Manager/Volunteer Coordinator, or a designated volunteer prior to participation.
- The official CDC immunization card or other official documentation will be reviewed but will not be maintained in client files.
- Clients with bona fide medical or religious exemptions to COVID immunization do not need to provide immunization status, but the policies relating to unimmunized individuals will be followed for all SCNOVA in-person activities.
- At the discretion of the Executive Director, unimmunized clients may be permitted to participate in in-person services, but their immunization status will be made available to volunteers or others who may come in contact with them (for instance, through the Ride Scheduler software application) and SCNOVA policies pertaining to masking, social distancing, and hygiene will be followed.
- Volunteers may decline to provide services to unimmunized clients.

Volunteers:

- All volunteers participating in in-person services (Office Volunteer, Transportation, Friendly Visitor, or Handy Helper) shall show documentation of COVID immunization status to the Executive Director, Office Manager/Volunteer Coordinator, or a designated volunteer prior to participation.
- The official CDC immunization card or other official documentation will be reviewed but will not be maintained in volunteer files.
- Volunteers with bona fide medical or religious exemptions to COVID immunization do not need to provide immunization status, but the policies relating to unimmunized individuals will be followed for all SCNOVA in-person activities.
- At the discretion of the Executive Director, unimmunized volunteers may be permitted to participate in in-person services, but their immunization status will be made available to clients or others who may come in contact with them and SCNOVA policies pertaining to masking, social distancing, and hygiene will be followed.
- Clients may decline to receive services from an unimmunized volunteer.

Participants/Attendees:

- All participants or attendees of in-person programs, events, or meetings shall show documentation of COVID immunization status to the Executive Director, Office Manager/Volunteer Coordinator, or a designated volunteer prior to participation.
- The official CDC immunization card or other official documentation will be reviewed but will not be maintained in SCNOVA files.
- Participants/attendees with bona fide medical or religious exemptions to COVID immunization do not need to provide immunization status, but the policies relating to unimmunized individuals will be followed for all SCNOVA in-person activities. Such individuals may be excluded from indoor programs, events, or meetings.
- At the discretion of the Executive Director, unimmunized participants/attendees may be permitted to participate in in-person activities, but the presence of an unimmunized individual will be made known to other participants and SCNOVA policies pertaining to masking, social distancing, and hygiene will be followed.