

Date: January 11, 2022
To: All Employees
From: Diana Gerhardt

Managers- this must be distributed to ALL employees immediately

The Occupational Safety and Health Administration (OSHA) has issued an emergency temporary standard (ETS) to minimize the risk of COVID-19 transmission in the workplace. The ETS establishes binding requirements to protect unvaccinated employees from the risk of contracting COVID-19 in the workplace.

Employers of our size have been tasked to develop, implement, and enforce a mandatory Covid-19 vaccination policy, with an exception for employers that instead adopt a policy requiring employees to elect either to get vaccinated or to undergo regular Covid-19 testing while continuing to properly wear a mask in the workplace at all times, except while actively consuming food or drink. We are implementing the “vaccine or test” option.

Additionally, it is the employer’s responsibility to determine the vaccination status of each employee, obtain acceptable proof of vaccination from vaccinated employees, maintain records of each employee’s vaccination status, and maintain a roster of each employee’s vaccination status. ADP has developed a “Return to Workplace” tool to assist its customers with this new responsibility.

We will initially focus on getting the unvaccinated set up in the ADP system, as they must comply to remain employed within our organization. The unvaccinated will be responsible for obtaining a Covid-19 test every seven days and uploading the results into the ADP program. Please refer to the attached guidance for additional testing information.

At some point in the very near future all vaccinated employees (regardless of whether they have already supplied proof of vaccination) will be responsible to upload their vaccination records into the ADP program. We will supply you with instructions and me, Anaid, and Brandon will be available to assist you.

The pandemic is a dynamic situation and guidelines are continually being implemented and revised as the experts continue to follow the science. We encourage each of you to read through the attached new CDC Covid-19 guidelines so you are prepared if you are exposed to or become Covid-19 symptomatic.

As a reminder, please note, in addition to the above federal (OHSA) guidelines there is a New York State Mask mandate in effect. We are strongly enforcing this mandate and there will be severe consequences for those who do not abide. It is the responsibility of all our managers and supervisors to ensure all employees abide by the mandate and report to me or Brandon with any infractions.

As a further reminder, all of the above is regulated by our federal and state governments. We enforce those regulations not only because it is the ethical thing to do but also because it is the responsible thing to do to ensure the safety of all our employees and their families, both vaccinated and unvaccinated.