COVID 19 Vaccination Policy - Acknowledgement

To safeguard the health of library staff, patrons and the general public, The Board of Trustees of Madison County Library System has adopted the following policy concerning the COVID-19 vaccine.

Employees of MCLS will be required to receive a U.S. Food and Drug Administration approved, full course COVID-19 vaccination. Failure to complete the full course of vaccination (including all parts of any multi-part vaccine) may result in termination of employment. All components of a U.S. Food and Drug Administration approved, full course COVID-19 vaccination must be completed within 60 days of its availability to the general public. **Written documentation, supplied by the health care provider who administered the vaccination, must be submitted to the library within ten business days of the vaccination.**

Employees are strongly encouraged to receive the vaccination as soon as possible.

MCLS will reimburse the cost of vaccination for employees not covered by Mississippi’s State and School Employees’ Health Insurance plan or Medicare. Employees must provide documentation of the expense.

MCLS will grant administrative leave for the time required to obtain the vaccine.  Leave will be allowed only for the time it takes to receive the vaccination plus travel time to the place of the vaccination and back to the workplace.

Volunteers, practicum students, subcontractors or others serving the public under the auspices of MCLS must receive all components of a U.S. Food and Drug Administration approved, full course COVID-19 vaccination completed within 60 days of its availability to the general public. **Written documentation, supplied by the health care provider who administered the vaccination, must be submitted to the library prior to serving the public under the auspices of the library.**

I verify that I have received, read and understood the above MCLS COVID19 Vaccination Policy. I understand that failure to comply with the policy may result in termination of employment.

Acknowledged and Agreed:

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Employee Signature Date