



COVID Precaution Policy

Effective Date: August 20, 2021

To ensure the health and safety of our employees, their families, and the children and families entrusted in our care, Little Sprouts, Building Blocks, and Heartworks, STEAMworks & Loveworks (the “Company”) will require that all employees receive a COVID-19 vaccine or participate in weekly COVID PCR testing and provide negative test results before returning to work.

Overview

Except as set forth below in the section titled “Exemptions,” all employees must:

1. Receive their first vaccine by Monday, September 13, 2021, if they receive the Pfizer or Moderna vaccine.
2. Receive their one dose by Monday, September 13, 2021, if they receive the Janssen/Johnson & Johnson vaccine.
3. Receive their second dose of the vaccine, Pfizer or Moderna, by October 15, 2021.
4. Be fully vaccinated against COVID-19 by October 15, 2021.
5. Provide their supervisor and Human Resources with a copy of their COVID-19 vaccination card.

Employees who choose not to be vaccinated must:

1. Submit weekly COVID PCR test results. The employee is responsible for all testing, scheduling, and costs and must submit test results to their supervisor before returning to work.

This policy may be reviewed and revised at any time to respond to new learnings, information, or directions from national, state, and local public health authorities.

All newly hired employees must be fully vaccinated within thirty (30) days from the date of hire. Documentation should only include proof of vaccination and no other medical or genetic information (e.g., family medical history).

Employees who do not comply with this policy may be subject to disciplinary action and jeopardize their position with the Company.

Medical/Religious Exemptions from Vaccination

Any employee who does not receive a COVID-19 vaccination because of qualifying disability or sincerely held religious belief should contact Human Resources to request an accommodation by September 7, 2021, or within thirty (30) days from their hire date to avoid being non-compliant with this policy. Employees must provide a letter to HR certifying their exemptions; we will only accept letters from their regular physician or religious leader. For religious exemptions, employees must also submit a Religious Accommodation Request. The Company will assess whether such employees are eligible for a reasonable accommodation per Company policy and federal, state, and local law. The Company will keep any medical information obtained in connection with a request for a reasonable accommodation confidential to the extent required by applicable law, regulations, and guidance. Once approval for the exemption has been given, the employee will need to participate in weekly COVID PCR testing.



Time Off for your Vaccine

Hourly employees will be eligible for up to one (1) hour of paid leave for each dose of the vaccine received during working hours. If the employee must be absent during work hours to receive the vaccine, the employee must notify their supervisor at least one week before their scheduled work hours, if practicable. Salaried employees will also be permitted to take up to one (1) hour of paid time off during the workday to receive a COVID-19 vaccination per this policy.

Additional Information

This policy is an essential component of the Company's overall commitment to providing a safe and healthy environment for the children we care for and the professionals we employ. **This policy is designed for use together with, and not as a substitute for, other measures to prevent the transmission of COVID-19 in the workplace.** Additional information regarding the Company's COVID-19-related health and safety policies can be found at [COVID Response in Child Care Setting at Little Sprouts](#). This policy will remain in effect until further notice. The Company reserves the right to modify this policy at any time at its sole discretion. Any questions regarding this policy should be directed to Erica Reed, Director of Human Resources, ereed@littlesprouts.com