Latin American Youth Center/ Maryland Multicultural Youth Centers (LAYC/MMYC)
Updated COVID-19 Vaccination Policy
Effective March 4, 2022

Purpose: In accordance with LAYC/MMYC’s responsibility to provide and maintain a workplace that is free of known hazards, we are adopting this policy to safeguard the health of our employees, their families, our youth and visitors, and their families from COVID-19. This policy complies with all applicable laws and is based on guidance from the Centers for Disease Control and Prevention and local health authorities, as applicable.

Scope

Beginning March 4, 2022, to remain employed or be able to volunteer at LAYC/MMYC, all employees, on-site contractors, interns, Corps members (AmeriCorps, River Corps, Conservation Corps), and on-site volunteers are required to:

1) Submit proof via Preworkscreen (or their supervisor if they do not have access to Preworkscreen) that they have received a full course of an mRNA vaccine (Moderna or Pfizer) or the single dose Johnson & Johnson (J&J) vaccine AND,

2) Submit proof via Preworkscreen (or their supervisor) that they have received a booster shot at least five months after their second Moderna or Pfizer shot or two months after their single J&J shot. The definition of fully vaccinated now includes a booster shot. Submitting weekly negative COVID tests is no longer an allowable option as a substitute for vaccination.

Procedures

Employees may receive the vaccination or booster shot during work hours if necessary. Time taken to receive the vaccination will be covered as sick leave.

Employees are expected to be fully vaccinated, including booster shots if they are due, by March 4, 2022. Employees are considered fully vaccinated if:

- It has been two weeks after their second Moderna or Pfizer dose,
- It has been 1 week after their first J&J dose,
- It is less than 6 months since their last Moderna or Pfizer dose,
- It is less than 2 months since their last J&J dose AND,
- They have received their booster shot (if due).

Employees who have not submitted any prior vaccine proof and are in the process of becoming fully vaccinated should submit proof of the latest shot they have received into Preworkscreen before March 4, 2022.

Vaccine Tracking

All vaccine tracking will now be done through Preworkscreen. In order to provide proof vaccination status, all employees must:
1) Upload their vaccine card into Preworkscreen AND,
2) Complete the vaccination questionnaire in Preworkscreen.

*Note: If you uploaded your vaccination card after receiving the two initial vaccine shots, you will need to upload a new copy after receiving your booster and redo the questionnaire.*

To update your vaccination information in Preworkscreen, go to the bottom of the dashboard page. In the section with the heading *COVID-19 self assessment*, click the button that says *UPDATE COVID-19 VACCINATION* and complete the questionnaire. There is a space in the questionnaire to remove your outdated vaccination card and upload the card reflecting your booster information.

**Additional Information**

Please direct any questions regarding this policy to Olga Mejia in Human Resources at Olga@layc-dc.org.

COVID-19 vaccinations and booster shots are free, whether an individual has health insurance or not.