

Dunlap Public Library District  
Voluntary COVID-19 Vaccination Policy  
Adopted 22 March 2021

**Purpose**

Dunlap Public Library District's voluntary COVID-19 vaccine program policy describes Dunlap Public Library District's commitment to its employees' safety and well-being during the current public health situation. Dunlap Public Library District wants all of its employees to have access to the COVID-19 vaccine at no cost and with minimal interruption to their work schedules.

Participation in Dunlap Public Library District's voluntary COVID-19 vaccine program has many benefits. Providing a safe and healthy work environment helps employees be more productive and can reduce the number of sick days employees take due to exposure to COVID-19. But, most importantly, employee wellness is a vital aspect of building a happier workplace. This policy will follow all applicable laws and is based on guidance from the Centers for Disease Control and Prevention (CDC) and the State of Illinois Department of Public Health (IDPH).

**Scope**

This voluntary COVID-19 vaccine program policy applies to all employees. Employees are encouraged to receive COVID-19 vaccinations as soon as they are eligible under applicable federal, state, or local plan.

**Procedures**

Employees should see the Library Director for a list of locations to aid employees in receiving vaccines on their own or contact the Peoria Public Health Department to obtain information about vaccination sites. Employees may also be able to obtain vaccine availability information from their own health care providers.

All employees will be granted up to two hours paid time off work to receive their vaccination(s). Employees are to work with the Library Director or the Head of Circulation to schedule proper time away from work to obtain the COVID-19 vaccine.

Proof of vaccination against COVID-19 will be requested to receive the paid time off offered by Dunlap Public Library District. Please see the Library Director for more information regarding required proof of vaccination.

**Accommodations**

Dunlap Public Library District wants all its employees to have equal access to all benefits and resources offered by Dunlap Public Library District. Accordingly, Dunlap Public Library District can make reasonable accommodations for employees with disabilities to help them have equal access to the voluntary COVID-19 vaccine program. The same applies to employees who cannot take part in the voluntary COVID-19 vaccine program due to sincerely held religious beliefs. We encourage our employees to reach out to the Library Director to discuss their need for an accommodation and options. These discussions and any relevant information will be kept confidential.

## **Confidentiality**

Confidentiality and respect to our employees' rights are important to us. Dunlap Public Library District will not:

- use any genetic information, disability status, or religious beliefs/information to disadvantage its employees in any way;
- use incentives in exchange for genetic information, information regarding an employee's health condition or that of their family, or information about an employee's religious beliefs; or
- try to coerce employees into supplying health/genetic/religious belief information or taking medical examinations.

Dunlap Public Library District will let employees know what health information is needed for participation in the voluntary COVID-19 vaccine program, who will be able to see it and why. All data will be kept confidential to the greatest extent required by applicable law.

The Genetic Information Nondiscrimination Act of 2008 (GINA) prohibits employers and other entities covered by GINA Title II from requesting or requiring genetic information of an individual or family member of the individual, except as specifically allowed by this law. To comply with this law, we are asking that you not provide any genetic information when providing information in accordance with this policy. "Genetic information," as defined by GINA, includes an individual's family medical history, the results of an individual's or family member's genetic tests, the fact that an individual or an individual's family member sought or received genetic services, and genetic information of a fetus carried by an individual or an individual's family member or an embryo lawfully held by an individual or family member receiving assistive reproductive services.

## **Voluntary participation; No Retaliation**

Dunlap Public Library District encourages employees to participate in the voluntary COVID-19 vaccine program but any such participation is voluntary. There will not be any discrimination, harassment, retaliation, or adverse action for employees who choose not to participate in the voluntary COVID-19 vaccine program.

## **Duration of Voluntary COVID-19 Vaccine Program**

The voluntary COVID-19 vaccine program is in effect for at least 12 months from the date of adoption. Dunlap Public Library District will continue to monitor the current public health situation and reserves the right to make changes to this policy based on the most current information available by the CDC, government, or local public health officials.

Please direct any questions about this policy to the Library Director.