



Vaccination, Testing, and Face Covering Policy

Purpose:

Vaccination is a vital tool to reduce the presence and severity of COVID-19 cases in the workplace, in communities, and in the nation. LOK Fashion Institute/Academy encourages all employees and students to receive a COVID-19 vaccination to protect themselves and other employees and students. The impact of vaccination of employees and students on the safety of workers' families, customers and visitors, business partners, and the community is our top priority. However, should an employee and/or students choose not to be vaccinated, this policy's sections on testing and face coverings will apply. This policy complies with OSHA's Emergency Temporary Standard on Vaccination and Testing (29 CFR 1910.501).

Scope:

This COVID-19 Policy on vaccination, testing, and face covering use applies to all employees and students at LOK Fashion Institute/Academy, except for employees and students who do not report to a workplace where other individuals (such as coworkers or customers) are present; employees and students while working from home; and employees and students who work exclusively outdoors.

All employees and students are encouraged to be fully vaccinated. Employees and students are considered fully vaccinated two weeks after completing primary vaccination with a COVID-19 vaccine with, if applicable, at least the minimum recommended interval between doses. For example, this includes two weeks after a second dose in a two-dose series, such as the Pfizer or Moderna vaccines, two weeks after a single-dose vaccine, such as Johnson & Johnson's vaccine, or two weeks after the second dose of any combination of two doses of different COVID-19 vaccines as part of one primary vaccination series. Employees and students who are not fully vaccinated will be required to provide proof of weekly COVID-19 testing and wear a face covering at the workplace.

Some employees may be required to have or obtain a COVID-19 vaccination as a term and condition of employment/enrollment /enrollment at LOK Fashion Institute/Academy, due to their specific job duties (e.g., public facing positions). Employees and students subject to mandatory vaccination requirements should follow all relevant vaccination procedures in this policy and are not given the choice to choose testing and face covering use in lieu of vaccination.

All employees and students are required to report their vaccination status and, if vaccinated, provide proof of vaccination. Employees and students must provide truthful and accurate information about their COVID-19 vaccination status, and, if not fully vaccinated, their testing results. Employees and students not in compliance with this policy will be subject to discipline action in accordance with the Institute /Academy found in the Student Handbook on attendance.

Employees may request an exception from vaccination requirements (if applicable) if the vaccine is medically contraindicated for them or medical necessity requires a delay in vaccination. Employees and students also may be legally entitled to a reasonable accommodation if they cannot be vaccinated and/or wear a face covering (as otherwise required by this policy) because of a disability, or if the provisions in



this policy for vaccination, and/or testing for COVID-19, and/or wearing a face covering conflict with a sincerely held religious belief, practice, or observance. Requests for exceptions and reasonable accommodations must be initiated by the President]. All such requests will be handled in accordance with applicable laws and regulations.

Procedures:

Overview and General Information

Vaccination

Any LOK Fashion Institute/Academy employees and/or that chooses to or is required to be vaccinated against COVID-19 must be fully vaccinated no later than [Date]. Any employees and/or students not fully vaccinated by [Date] will be subject to the regular testing and face covering requirements of the policy.

To be fully vaccinated by the beginning of commencing the institute/academy, an employee must:

- o Obtain the first dose of a two-dose vaccine no later than 2 weeks before attending/working; and the second dose no later than 1 month of first dose; or*
- o Obtain one dose of a single dose vaccine no later than 2 weeks before start date.*

Employees will be considered fully vaccinated two weeks after receiving the requisite number of doses of a COVID-19 vaccine as stated above. An employee and/or students will be considered partially vaccinated if they have received only one dose of a two-dose vaccine.

Employees may schedule their vaccination appointments, e.g., through an on-site clinic, through their own medical provider, or with a mass-vaccination clinic. Human Resources will be maintaining this policy.

Testing and Face Coverings

All employees who are not fully vaccinated as of 2 weeks before the start of first session will be required to undergo regular COVID-19 testing and wear a face covering when in the workplace. Policies and procedures for testing and face coverings are described in the relevant sections of this policy.

Vaccination Status and Acceptable Forms of Proof of Vaccination

Vaccinated Employees and students

All vaccinated employees are required to provide proof of COVID-19 vaccination, regardless of where they received vaccination. Proof of vaccination status can be submitted via email at lokfashioninstitute@gmail.com for the Institute, lokfashionacademy@gmail.com for the Academy in person.

Acceptable proof of vaccination status is:



1. *The record of immunization from a health care provider or pharmacy.*
2. *A copy of the COVID-19 Vaccination Record Card.*
3. *A copy of medical records documenting the vaccination.*
4. *A copy of immunization records from a public health, state, or tribal immunization information system; or*
5. *A copy of any other official documentation that contains the type of vaccine administered, date(s) of administration, and the name of the health care professional(s) or clinic site(s) administering the vaccine(s).*

Proof of vaccination should include the employee’s name, the type of vaccine administered, the date(s) of administration, and the name of the health care professional(s) or clinic site(s) that administered the vaccine. In some cases, state immunization records may not include one or more of these data fields, such as clinic site; in those circumstances LOK Fashion Institute/Academy will still accept the state immunization record as acceptable proof of vaccination.

If an employees is unable to produce one of these acceptable forms of proof of vaccination, despite attempts to do so (e.g., by trying to contact the vaccine administrator or state health department), the employees and/or students can provide a signed and dated statement attesting to their vaccination status (fully vaccinated or partially vaccinated); attesting that they have lost and are otherwise unable to produce one of the other forms of acceptable proof; and including the following language:

“I declare (or certify, verify, or state) that this statement about my vaccination status is true and accurate. I understand that knowingly providing false information regarding my vaccination status on this form may subject me to criminal penalties.”

An employee and/or students who attests to their vaccination status in this way should to the best of their recollection, include in their attestation the type of vaccine administered, the date(s) of administration, and the name of the health care professional(s) or clinic site(s) administering the vaccine.

All Employees

All employees both vaccinated and unvaccinated, must inform LOK Fashion Institute/Academy of their vaccination status. The following table outlines the requirements for submitting vaccination status documentation.

| <i>Vaccination Status</i> | <i>Instructions</i> | <i>Deadline(s)</i> |
|--|--|--------------------|
| <i>Employees and who are fully vaccinated.</i> | <i>Submit proof of vaccination that indicates full vaccination.</i> | |
| <i>Employees and who are partially vaccinated (i.e., one dose of a two dose vaccine series).</i> | <i>Submit proof of vaccination that indicates when the first dose of vaccination was received, followed by proof of the second dose when it is obtained.</i> | |

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| <i>Employees and students who are not vaccinated.</i> | <i>Submit statement that you are unvaccinated but are planning to receive a vaccination by the deadline.</i> | |
| | <i>Submit statement that you are unvaccinated and not planning to receive a vaccination.</i> | |

Supporting COVID-19 Vaccination

Employees and students may utilize up to two workdays of sick leave immediately following each dose if they have side effects from the COVID-19 vaccination that prevent them from working. Employees and students who have no sick leave will be granted up to two days of additional sick leave immediately following each dose if necessary.

The following procedures apply for requesting and granting duty time to obtain the COVID-19 vaccine or sick leave to recover from side effects:

Employee/Student Notification of COVID-19 and Removal from the Workplace

LOK Fashion Institute/Academy will require employees and students to promptly notify the President (Ms. King) when they have tested positive for COVID-19 or have been diagnosed with COVID-19 by a licensed healthcare provider.

Employees and students will communicate with the Institute if they are sick or experiencing symptoms while at home or at work.

Leave policies can be found in the student handbook.

Medical Removal from the Workplace

LOK Fashion Institute/Academy has also implemented a policy for keeping COVID-19 positive employees and students from the workplace in certain circumstances. LOK Fashion Institute/Academy will immediately remove an employee and/or students from the workplace if they have received a positive COVID-19 test or have been diagnosed with COVID-19 by a licensed healthcare provider (i.e., immediately send them home or to seek medical care, as appropriate).

For removing employees and students from the workplace, work can be completed remotely.

Return to Work/Classes Criteria

For any employees and/or students removed because they are COVID-19 positive, LOK Fashion Institute/Academy will keep them removed from the workplace until the employees and/or students receives a negative result on a COVID-19 nucleic acid amplification test (NAAT) following a positive result on a COVID-19 antigen test if the employees and/or students chooses to seek a NAAT test for



confirmatory testing; meets the return to work criteria in CDC’s “Isolation Guidance”; or receives a recommendation to return to work from a licensed healthcare provider.

Under CDC’s “Isolation Guidance,” asymptomatic employees and students may return to work once 10 days have passed since the positive test, and symptomatic employees and students may return to work after all the following are true:

- *At least 10 days have passed since symptoms first appeared, and*
- *At least 24 hours have passed with no fever without fever-reducing medication, and*
- *Other symptoms of COVID-19 are improving (loss of taste and smell may persist for weeks or months and need not delay the end of isolation).*

If an employee and/or students has severe COVID-19 or an immune disease, LOK Fashion Institute/Academy will follow the guidance of a licensed healthcare provider regarding return to work.

Face Coverings

LOK Fashion Institute/Academy will require all employees and students who are not fully vaccinated to wear a face covering. Face coverings must: (i) completely cover the nose and mouth; (ii) be made with two or more layers of a breathable fabric that is tightly woven (i.e., fabrics that do not let light pass through when held up to a light source); (iii) be secured to the head with ties, ear loops, or elastic bands that go behind the head. If gaiters are worn, they should have two layers of fabric or be folded to make two layers; (iv) fit snugly over the nose, mouth, and chin with no large gaps on the outside of the face; and (v) be a solid piece of material without slits, exhalation valves, visible holes, punctures, or other openings. Acceptable face coverings include clear face coverings or cloth face coverings with a clear plastic panel that, despite the non-cloth material allowing light to pass through, otherwise meet these criteria and which may be used to facilitate communication with people who are deaf or hard-of-hearing or others who need to see a speaker’s mouth or facial expressions to understand speech or sign language respectively.

Employees and students who are not fully vaccinated must wear face coverings over the nose and mouth when indoors and when occupying a vehicle with another person for work purposes. Policies and procedures for face coverings will be implemented, along with the other provisions required by OSHA’s COVID-19 Vaccination and Testing ETS, as part of a multi-layered infection control approach for unvaccinated workers.

The following are exceptions to LOK Fashion Institute/Academy’s requirements for face coverings:

1. *When an employee and/or students is alone in a room with floor to ceiling walls and a closed door.*
2. *For a limited time, while an employee and/or students is eating or drinking at the workplace or for identification purposes in compliance with safety and security requirements.*
3. *When an employee and/or students is wearing a respirator or facemask.*
4. *Where LOK Fashion Institute/Academy has determined that the use of face coverings is infeasible or creates a greater hazard (e.g., when it is important to see the employee’s mouth for*



reasons related to their job duties, when the work requires the use of the employee's uncovered mouth, or when the use of a face covering presents a risk of serious injury or death to the employee).

New Hires

All new employees and students are required to comply with the face covering requirements outlined in this policy as soon as practicable and as a condition of employment/enrollment. Potential candidates for employment/enrollment will be notified of the requirements of this policy prior to the start of employment/enrollment.

Confidentiality and Privacy:

All medical information collected from individuals, including vaccination information, test results, and any other information obtained because of testing, will be treated in accordance with applicable laws and policies on confidentiality and privacy.

Questions:

Please direct any questions regarding this policy to lokfashioninstitute@gmail.com for the Institute, or lokfashionacademy@gmail.com for the Academy.

This model plan is intended to provide information about OSHA's COVID-19 Emergency Temporary Standard. The Occupational Safety and Health Act requires employers to comply with safety and health standards promulgated by OSHA or by a state with an OSHA-approved state plan. However, this model plan is not itself a standard or regulation, and it creates no new legal obligations.