

COVID-19 Vaccination Policy

Section: Human Resources

Policy & Procedure Number: 517

Date: April 1, 2021

Purpose

Consistent with its duty to provide and maintain a workplace that is free of recognized hazards, Guest Services, Inc. (“Company”) has adopted this policy to safeguard the health and well-being of employees and their families; our customers and visitors; others who spend time in our facilities; and the community from infectious conditions that may be mitigated through an effective COVID-19 vaccination program. This policy is intended to comply with all state and local laws. It is based upon guidance provided by the Centers for Disease Control and Prevention (CDC) as of the date this policy became effective, and public health and licensing authorities, as applicable.

Scope

This policy applies to all employees. It does not apply to customers and visitors. The policy applies to the COVID-19 vaccine that is being made available to our employees.

Policy

The Company strongly encourages all employees to receive a COVID-19 vaccine. To establish that they have received a vaccination, employees may present written evidence of immunization from an authorized healthcare provider or pharmacy to their supervisor. It is the responsibility of the supervisor to maintain the records of vaccination in employee personnel files on-site, and to send a copy to the Human Resources department.

To the extent feasible, the Company will assist employees by identifying sites where employees may receive the vaccinations. The Company will pay for the cost of the vaccination. Vaccinations should be run through employees’ health insurance where applicable and otherwise any costs billed to the employee for the administration of the vaccine should be submitted for expense reimbursement to payroll with a receipt of expenditure.

All employees will be paid for time taken to receive vaccinations. Paid leave will be granted for work time lost (up to 8 hours total for all doses administered) which is reasonable and necessary to receive the vaccination. Employees are to work with their managers to schedule appropriate time to comply with this policy.

Until such time that the Company’s COVID-19 policies are modified, all employees, including those vaccinated, will still be required to follow all COVID-19 related policies and wear an approved face covering at all times while in the workplace and when engaging with customers, unless an approved exemption from wearing a face covering has been provided.

Please direct any questions regarding this policy to the Human Resources department.