

## **Combat COVID Campaign Guest Services, Inc. Mask Wearing and Testing Policy**

Your Vaccination status is tracked through the Qualtrics system. If you have not already completed the survey, go to [www.GuestServices.com/Qualtrics](http://www.GuestServices.com/Qualtrics) and enter your six-digit Employee ID Number to get started.

### **What Does It Mean to Be Vaccinated or Unvaccinated?**

**Vaccinated:** you are two weeks past your final dose of a COVID-19 vaccine and proof of vaccination has been uploaded to Qualtrics. You are exempt from weekly testing. You do not have to mask unless you work in a county where the COVID-19 transmission rate is “Substantial” or “High”. In which case you must mask indoors. To check your county’s transmission rate, go to the CDC website [here](#).

**Important: until you upload your proof of vaccination, you are considered Unvaccinated.**

**Unvaccinated:** until you are two weeks past your final dose of a COVID-19 vaccine and proof of vaccination has been uploaded to Qualtrics, you are considered “Unvaccinated” for the purposes of this guidance. So long as you are Unvaccinated, you must test weekly and mask daily both indoors and out.

There are five categories of Unvaccinated in the Qualtrics system.

#### **Category 1: No Response in Qualtrics**

These employees have not responded in Qualtrics, so they are assumed to be Unvaccinated. If an employee does not respond in Qualtrics by January 18 with either (1) Proof of Vaccination; (2) Intent to Be Vaccinated with a date of first dose by January 21; (3) Request a Medical or Religious Exemption; or (4) Opt Out of vaccination if their state allows this (currently Florida), the employee is subject to termination.

#### **Category 2: Intend to Vaccinate**

These employees have indicated their intent to get vaccinated with a first dose scheduled for no later than January 21\*. So long as they meet their intended vaccination dates, they will remain employed at Guest Services subject to masking and weekly testing. Until they are two weeks past their final dose and proof of vaccination has been uploaded to Qualtrics, they are considered Unvaccinated and must follow weekly testing and daily masking requirements beginning January 18.

\*Employees with a medical need to delay their first dose beyond January 21, may send their request for a temporary delay to [Compliance@GuestServices.com](mailto:Compliance@GuestServices.com).

#### **Category 3: Applied for a Medical or Religious Exemption; Waiting for a Response**

These employees can expect a response to their exemption request within two business days.

If their request is granted, they must begin weekly testing and daily masking January 18. They must continue to test weekly and mask daily until further notice, or until they decide to vaccinate and are two weeks past their final dose and proof of vaccination has been uploaded to Qualtrics.

If their request is denied, they go back to Category 1, and must indicate an intent to be vaccinated or they will no longer be eligible for employment.

#### Category 4: Granted a Medical or Religious Exemption

So long as they remain Unvaccinated, these employees must begin weekly testing and daily masking January 18. They must continue to test weekly and mask daily until further notice, or until they decide to vaccinate and are two weeks past their final dose and proof of vaccination has been uploaded to Qualtrics.

#### Category 5: State Allowable Opt Out

For states where Guest Services has a “Vaccinate or Get Tested” policy (currently Florida), eligible employees who select this option, may remain Unvaccinated without applying for an exemption. This option will be available in Qualtrics beginning December 27.

So long as they remain Unvaccinated, these employees must begin weekly testing and daily masking January 18. They must continue to test weekly and mask daily until further notice, or until they decide to vaccinate and are two weeks past their final dose and proof of vaccination has been uploaded to Qualtrics.

### **Additional Guidance on Mask Wearing and Testing**

#### Mask Wearing

Unvaccinated employees must wear a mask at all times when at the workplace both indoors and outdoors with the following exceptions:

1. When alone in the employee’s own private office or room.
2. When actively eating and drinking provided that the unvaccinated employee is at least six feet from any other person or separated from other people by a physical barrier.
3. When it is important to see the unvaccinated employee’s mouth (such as communicating with an individual who is deaf or hard of hearing) and the conditions do not permit an approved facemask.
4. When the employee cannot wear a facemask due to a medical necessity, medical condition or disability covered by the Americans with Disabilities Act (ADA).\*
5. When required to be briefly removed for identification purposes.

\*Employees who cannot wear a facemask due to a medical necessity or disability covered by ADA should send their request for an exemption to [Compliance@GuestServices.com](mailto:Compliance@GuestServices.com).

#### Testing

Must be done weekly and uploaded to Qualtrics. Any FDA approved test is permitted. This can be a PCR test, Antigen test or an at-home rapid Antigen test. A photo or PDF of the test results must be uploaded to Qualtrics weekly no later than midnight each Wednesday night. For at-home rapid Antigen tests, the employee must write their name, employee ID number and date of the test on the results card, before taking a photo of the test result. For tests administered at a clinic, the results must include the employee’s name and DOB, as well as the test date.

Except where prohibited by state or local law, employees must pay for their own weekly testing. For a listing of low or no-cost testing sites near you, visit the US Department of Health and Human Services Coronavirus Community Testing website [here](#).

Failure to upload a negative test each week by Wednesday at midnight will result in:

1. The employee being prohibited from reporting to work until they show a negative test to their supervisor (it must be subsequently uploaded to Qualtrics within 24 hours). This will result in the loss of pay, as the employee may not come to work.
2. Progressive discipline for not reporting to work as scheduled.

If the employee tests positive, they must upload their positive test to Qualtrics and follow Guest Services' protocols for an unvaccinated employee who tests positive for COVID-19. So long as the employee uploads the test and follows proper protocols, there will not be any disciplinary action for missing work while isolating. Consistent with Guest Services' leave policy, the employee must use existing PTO during this period, if available.

#### When Does Mask Wearing and Testing Stop for an Unvaccinated Employee?

Once the employee has uploaded to Qualtrics proof that they are Vaccinated (i.e., it has been two weeks since their final dose), they may cease mask wearing and weekly testing.