



LYCÉE FRANÇAIS DE LA NOUVELLE-ORLÉANS

A Free and Public Accredited French School

COVID-19 Vaccination Policy

I. Introduction

Pursuant to La R.S. 17:170 and express approval from the Louisiana Department of Health, Lycée Français de la Nouvelle-Orléans is adopting this mandatory vaccination policy to safeguard the health of our employees and their families; our students and visitors; and the community at large from infectious diseases, such as COVID-19 that may be reduced or mitigated by FDA approved vaccinations. This mandate is based on Lycée Français' duty and obligation to provide and maintain a workplace that is free of known hazards. This policy will comply with all applicable state and federal laws and is based on guidance from the Centers for Disease Control and Prevention, local health officials, and state health authorities, as applicable.

Thus, to minimize exposure to and the transmission of the COVID-19 virus, Lycée Français' employees are required to receive a COVID-19 vaccination cycle from an approved vaccination provider who will provide a vaccination card at the completion of the vaccination cycle. Employees not in compliance with this policy may be subject to corrective action, up to and including termination of employment, unless an employee has requested and subsequently been granted a reasonable accommodation by Lycée Français' Interim Chief Executive Officer or her designee (Human Resources), following an Americans with Disabilities Act, as amended (ADAAA), interactive process or interactive religious accommodation process. Please see Section III below for the accommodation procedure to follow for any employee requesting an ADAAA, religious or reasonable accommodation.

II. Procedure

By December 13, 2021, all existing employees will be required to provide documentation that either the employee has completed a COVID-19 vaccination cycle or has been granted reasonable accommodation to be exempted from the requirements of this policy.

All Employees hired after December 13, 2021 must be able to provide documentation that either the new-hire employee has completed a COVID-19 vaccination cycle or has requested and been granted reasonable accommodation to be exempted from the requirements of this policy within sixty (60) days of that new-hired employee's hire date.

For offsite vaccinations, employees are to work with their managers to schedule appropriate time to comply with this policy. Any charges related to receiving a COVID-19 vaccination should be run through employees' health insurance where applicable.

III. Accommodation Procedure

Employees with qualifying disabilities under the Americans with Disabilities Act, as amended (ADAAA), and in need of an exemption from Lycée Français' vaccination policy due to an ADAAA qualifying disability, or because of a sincerely held religious belief, must submit a completed Request for Accommodation form to Human Resources hr@lfno.org as soon as possible. Reasonable accommodations will be considered on a case-by-case basis. Lycée Français may provide reasonable accommodation if the employee is still able to complete the essential functions of the job and the accommodation would not pose a direct threat to the employee or others in the workplace or otherwise create an undue hardship for Lycée Français.

Further, even if Lycée Français grants an exemption to its employee because of either a medical reason or a sincerely held religious belief, that employee must still be able to perform the essential functions of that person's job, including gaining access to the person's assigned school site, if any. There could be instances where an unvaccinated employee could still be a direct threat to the workplace. In those instances, Lycée Français will evaluate the situation on a case-by-case basis and determine if there is any alternative reasonable accommodation that could be provided.

Employees who have any questions regarding any part of this Policy are encouraged to contact Human Resources at hr@lfno.org.

IV. Weekly Testing

If an employee requests a COVID-19 accommodation, COVID-19 testing must be obtained and presented on Monday of each week. Results of weekly testing will be maintained in a confidential medical file.

Lycée Français reserves the right to alter or amend this policy and its procedures in its sole discretion. By signing below I fully understand the contents of this notice and the expectation to get vaccinated by December 13, 2021, or be tested weekly.

I acknowledge that I reviewed and understand the policy and guidelines within this document provided by Lycée Français de la Nouvelle-Orléans.

PRINT NAME

SIGNATURE

DATE