

Title: COVID-19 Vaccination Documentation	
Initial Approval Date: September 2, 2021	Last Revision Date:
Approved by: Rung Leadership Team	
Applicable to: All Rung and On-site Co-Designer Staff, Members, Ongoing Volunteers, and Ongoing Contractors	

In recognition of Rung’s value and commitment to the safety of all who enter our campus, Rung for Women has adopted a Mandatory COVID-19 Vaccination Policy (see separate policy). The process below outlines how documentation will be collected and stored.

Documentation of Vaccination Status or Exemption for Rung Staff, On-site Co-Designer Staff, and Ongoing Contractors

Vaccination

- Staff will submit an electronic copy of their vaccination card to the VP, Administration by the deadline stated in the policy
- A checklist reflecting submission of vaccination cards will be maintained in a password-protected document located in a folder in the HR team in SharePoint that is accessible only by the VP, Administration and President
- Vaccination cards will be placed in the same folder

Exemption

- The exemption and accommodation process must be completed by the deadline stated in the policy
- Staff will request in writing a request for exemption and accommodation to the VP, Administration
- VP, Administration will work with the employee to ensure completion of appropriate paperwork
- VP, Administration will review paperwork and determine if reasonable accommodations are appropriate and feasible, seeking outside expert, confidential consultation when appropriate
- If the request is not determined to be appropriate or feasible, the VP, Administration will inform the employee in writing and require that the employee be vaccinated by the deadline stated in the policy
- A checklist reflecting approved exemptions will be maintained in a password-protected folder in the HR team in SharePoint that is accessible only by the VP, Administration and President
- Documentation of the exemption and accommodation will be placed in the same folder

Documentation of Vaccination Status for Members

Vaccination

- Members will submit an electronic copy of their vaccination card to a Membership team staff person by the deadline stated in the policy
- Membership team staff member will forward the card to the VP, Administration
- A checklist reflecting submission of vaccination cards will be maintained in a password-protected document located in a folder in the HR team in SharePoint that is accessible only by the VP, Administration and President
- Vaccination cards will be placed in the same folder

Exemption

- The exemption and accommodation process must be completed by the deadline stated in the policy

- Members will request in writing a request for exemption and accommodation to a Membership team staff person
- Membership team staff person will work with the Member to ensure completion of appropriate paperwork
- Membership team staff person will forward completed paperwork to VP, Administration
- VP, Administration will review paperwork and determine if reasonable accommodations are appropriate and feasible
- If the request is not determined to be appropriate or feasible, the VP, Administration will inform the Member and Membership Manager in writing and require that the Member be vaccinated by the deadline stated in the policy
- A checklist reflecting approved exemptions will be maintained in a password-protected folder in the HR team in SharePoint that is accessible only by the VP, Administration and President
- Documentation of the exemption and accommodation will be placed in the same folder

Documentation of Vaccination Status for Ongoing Volunteers

Vaccination

- Volunteers will submit an electronic copy of their vaccination card to the Manager, Social Capital and Volunteer Programs by the deadline stated in the policy
- Manager, Social Capital and Volunteer Programs will forward the card to the VP, Administration
- A checklist reflecting submission of vaccination cards will be maintained in a password-protected document located in a folder in the HR team in SharePoint that is accessible only by the VP, Administration and President
- Vaccination cards will be placed in the same folder

Exemption

- The exemption and accommodation process must be completed by the deadline stated in the policy
- Volunteers will request in writing a request for exemption and accommodation to the Manager, Social Capital and Volunteer Programs
- Manager, Social Capital and Volunteer Programs will work with the volunteer to ensure completion of appropriate paperwork
- Manager, Social Capital and Volunteer Programs will forward completed paperwork to VP, Administration
- VP, Administration will review paperwork and determine if reasonable accommodations are appropriate and feasible
- If the request is not determined to be appropriate or feasible, the VP, Administration will inform the volunteer and Manager, Social Capital and Volunteer Programs in writing and require that the volunteer be vaccinated by the deadline stated in the policy
- A checklist reflecting approved exemptions will be maintained in a password-protected folder in the HR team in SharePoint that is accessible only by the VP, Administration and President
- Documentation of the exemption and accommodation will be placed in the same folder