ACBL COVID-19 Vaccination Policy

Effective July 1, 2021

Purpose

Consistent with the duty to provide and maintain a workplace free of recognized hazards, the American Contract Bridge League (ACBL) has adopted this policy to safeguard the health and well-being of employees and their families, members, visitors, volunteers, and the communities in which we operate, from the risks associated with COVID-19. This policy is intended to comply with applicable federal, state, and local guidance and authority, including guidance from the Centers for Disease Control and Prevention and public health authorities.

Scope

This policy applies to all employees who travel to, and work in any capacity at, face-to-face bridge tournaments or return to headquarters once the office is fully open. This policy applies to the COVID-19 vaccine available as of the date of this policy or that will become available within a reasonable time. Any changes to this policy will be communicated to employees as soon as available.

Vaccination Policy

Prior to approval of (1) travel to or working at a face-to-face tournament assignment or (2) return to working in ACBL headquarters once the facility has been fully reopened, ACBL will require employees to (a) confirm receipt of the COVID-19 vaccine or (b) obtain an approved exemption as an accommodation. The process for seeking an accommodation is explained below. Employees who do not meet one of these requirements may be placed on unpaid leave and their status will be evaluated periodically and/or will be prohibited from working at any face-to-face bridge tournament.

To confirm an employee has received a vaccination, employees must present written evidence of immunization from an authorized healthcare provider, agency, or pharmacy. ACBL regards all such information as confidential.

To facilitate employees' ability to receive the vaccination, ACBL will consider timely requests for schedule changes. In accordance with time-keeping and other policies, ACBL will pay non-exempt employees for time spent receiving the vaccination. Additionally, ACBL will reimburse employees for the cost, if any, of receiving the vaccination, contingent upon receipt of supporting documentation.

Request for Exemption as Accommodation

To assist any employee who is disabled, pregnant, a nursing mother, has a qualifying medical condition that contraindicates the vaccination, or objects to being vaccinated on the basis of religious belief or practice, ACBL will engage in an interactive process to determine if a reasonable accommodation can be provided that does not create an undue hardship on ACBL and/or does not pose a direct threat to the health or safety of others in the workplace and/or to the

employee. To request an accommodation for any of the above reasons, notify Human Resources in writing at Nancy.rosenbury@acbl.org. Once ACBL is aware of the accommodation request, ACBL will engage in an interactive process to identify possible accommodations.