

COVID-19 Vaccination Policy

As part of our continued commitment to maintaining a safe and healthy workplace, QualiTemps, Inc., QTI Advanced Staffing, Inc. & QTI Executive & Professional Search, Inc. (collectively "QTI") is taking additional measures to protect you, your coworkers, and your families from contracting and spreading COVID-19.

Now that COVID-19 vaccines have been fully approved by the U.S. Food and Drug Administration (FDA), and in accordance with the Occupational Safety and Health Administration's (OSHA's) emergency temporary standard for private employers with 100 or more workers, QTI is adopting this policy to comply with OSHA's requirements, align with public health recommendations from the Centers for Disease Control and Prevention (CDC) and local health authorities, and comply with all applicable federal, state and local laws.

Compliance with this policy is a condition of your continued employment. Please read this policy carefully.

SCOPE

Effective February 9, 2022, all QTI employees, workers and contractors are required to be either fully vaccinated against COVID-19 OR submit a negative COVID-19 test result weekly. Persons subject to this policy include:

- Full-time employees;
- Part-time, seasonal and hourly workers; and,
- Contractors who visit the office or come into physical contact with company employees, workers or customers as part of their regular business.

Remote workers are subject to this policy only in the event that they visit a QTI office or come into physical contact with company employees, workers or customers. In that event, no matter how short the duration (e.g., one day or even just a few minutes), they must submit proof of full vaccination or a negative COVID-19 test dated no more than seven days prior to their return to the workplace.

All persons subject to this policy and hired after [date no later than company-wide deadline] are required to be fully vaccinated by their first day of work or submit a negative test result dated no more than seven days prior to their first day of work, with subsequent weekly testing as described below.

PROCEDURES

Persons subject to this policy have two options:

Option 1: Provide Evidence of Full Vaccination

COVID-19 vaccines are safe, effective and provide the best possible protection against severe illness, hospitalization and death from COVID-19. All employees, workers, contractors and their families are encouraged to get vaccinated for COVID-19 to protect themselves and reduce the spread.

Persons subject to this policy who choose to receive a COVID-19 vaccine will need to be fully vaccinated. For the purpose of this policy, persons are considered fully vaccinated:

- Two weeks (14 days) after their second dose in a 2-dose series, such as the Pfizer-BioNTech or Moderna vaccines, or
- Two weeks (14 days) after a single-dose vaccine, such as Johnson & Johnson's Janssen vaccine.

If you don't meet these requirements, regardless of your age, you are NOT fully vaccinated. Booster shots are not currently required to be fully vaccinated.

COVID-19 vaccines are free and widely available at more than 80,000 locations across the country, including more than 40,000 retail pharmacies. Search [vaccines.gov](https://www.vaccines.gov), text your ZIP code to 438829, or call 1-800-232-0233 to find locations near you.

All persons subject to this policy will be provided paid time off (up to four hours) for time taken to receive vaccinations during work hours, as well as paid time off (as needed) to recover from any vaccine-related side effects. Employees should consult with their managers to schedule necessary time off.

Documentation of Vaccination Status

Official documentation of vaccination status must be provided to QTI and include the following information:

- The type of vaccine administered.
- The date(s) of administration.
- The name of the health care professional or clinic site administering the vaccine.

An immunization card from a healthcare provider or pharmacy, the completed CDC-issued vaccine card, or medical records are sufficient to verify vaccination status. Do not include any medical or genetic information with your proof of vaccination.

Note: a recent antibody test cannot be used to prove vaccination status.

All persons subject to this policy must certify that the documentation they are submitting is true and correct. Any persons found to have provided false documentation will be subject to termination of employment.

Option 2: Submit to Weekly Testing

Persons subject to this policy who choose not to be vaccinated against COVID-19 must present a negative COVID-19 test result to QTI on a weekly basis.

Persons who choose not to be vaccinated are responsible for obtaining a weekly COVID-19 test on their own time. Testing will be at the employee's own cost. Employees will be responsible for scheduling their tests with local testing providers (such as local public health facilities, employee's healthcare provider, or other designated testing facility).

Workers must provide their weekly COVID-19 test results to the employer by text message or via email to covid@qtigroup.com

Acceptable tests include: tests with specimens that are processed by a laboratory (including home or on-site collected specimens which are processed either individually or as pooled specimens), proctored over-the-counter tests, point of care tests, and tests where specimen collection and processing is either done or observed by an employer or telehealth specialist.

Any persons found to have provided false documentation will be subject to termination of employment.

Face Covering Requirement for Unvaccinated Individuals

Any employee who is not fully vaccinated must wear a face covering when indoors or when occupying a vehicle with another person for work purposes. An employee who is alone in a room with floor to ceiling windows and a closed door may remove their face covering, but must put it back on if they exit the room or another individual enters the room. An employee may also remove their face covering for a limited period while eating or drinking at the workplace, or for identification purposes in compliance with safety and security requirements.

Face coverings must consist of at least two layers of material that is either tightly woven or non-woven, and the face covering must not have visible holes or openings. Face coverings must completely cover the wearer's mouth and nose, must fit snugly against the sides of the face without gaps, and must be replaced when wet, soiled, or damaged.

Procedures in the Event of a Positive COVID-19 Test

Any person covered by this policy who tests positive for COVID-19, regardless of their vaccination status, must notify QTI as soon as safely possible. That notification should be done by telephone, text message, or by email to covid@qtigroup.com.

QTI is required to temporarily remove from the workplace any person who tests positive for COVID-19. Those employees may work remotely with their manager's approval. A person who tested positive for COVID-19 may return to the workplace:

- if they receive a negative result on a COVID-19 nucleic acid amplification test (NAAT), the "gold standard" for accurate test results; or
- after isolating for 10 days from the date of their positive test (if they never experienced symptoms), or at least 10 days have passed since the first appearance of any symptoms; AND (2) the person has gone at least 24 hours without a fever (without the use of fever-reducing medication); AND (3) the person's other symptoms of COVID-19 are improving (excluding loss of taste and smell).

ACCOMMODATION AND EXEMPTION REQUESTS

Medical Accommodation

QTI provides reasonable accommodations, absent undue hardship or a direct threat to health and safety in the workplace, to qualified individuals with disabilities or medical conditions that prevent them from getting vaccinated. Reasonable accommodation may include appropriate adjustment or modifications of employer policies, including this COVID-19 Vaccination Policy.

If you believe you need an accommodation regarding this policy because of a disability or medical condition, you are responsible for requesting a reasonable accommodation from the QTI Safety & Compliance Department.

Religious Accommodation

QTI provides reasonable accommodations, absent undue hardship or a direct threat to health and safety in the workplace, to qualified individuals with sincerely held religious beliefs, observances, or practices that conflict with getting vaccinated.

If you believe you need an accommodation regarding this policy because of your sincerely held religious belief, you are responsible for requesting a reasonable accommodation from the QTI Safety & Compliance Department.

Interactive Process

QTI will engage in an interactive dialogue with you to determine the precise limitations of your ability to comply with this COVID-19 Vaccination Policy and explore potential reasonable accommodations that could overcome those limitations.

QTI encourages employees to suggest specific reasonable accommodations. However, QTI is not required to make the specific accommodation requested and may provide an alternative effective accommodation, to the extent any reasonable accommodation can be made without imposing an undue hardship on QTI [or posing a direct threat to you or others in the workplace].

Exemption or Delay in Vaccination for Other Medical Reasons

Exemptions or a delay in vaccination for other medical reasons may be available on a case-by-case basis even if they do not qualify as a disability under federal, state, or local law.

QTI will engage in an interactive dialogue with you to determine whether an exemption is appropriate and can be granted without imposing an undue hardship on QTI [or posing a direct threat to you or others in the workplace].

How to Request an Accommodation or Other Exemption

You may request a reasonable accommodation or other exemption from this policy by completing QTI's Request for Exemption from COVID-19 Vaccination Policy Form and returning it to QTI Safety & Compliance Department. The forms are available online at qtigroup.com/applicantresources or you can email covid@qtigroup.com. Please include all relevant information, including:

- A description of the accommodation or exemption requested.
- The reason for the requested accommodation or exemption.

QTI reserves the right to request additional documentation supporting the need for an accommodation or request for any other exemption. QTI will keep confidential any medical information obtained in connection with your request for a reasonable accommodation or other exemption.

DETERMINATIONS

QTI makes determinations about requested accommodations and exemptions on a case-by-case basis considering various factors and based on an individualized assessment in each situation. QTI strives to make these determinations expeditiously and in a fair and nondiscriminatory manner and will inform you after we make a determination. If you have any questions about an accommodation or exemption request you made, please contact QTI's Safety & Compliance Department, or email covid@qtigroup.com.

POLICY ADMINISTRATION AND QUESTIONS

The QTI Safety & Compliance Department is responsible for administering and enforcing this policy. If you have any questions about this policy or about health and safety issues that are not addressed in this policy, please contact The QTI Safety & Compliance Department at 608-257-1057 or by email at covid@qtigroup.com.

POLICY MODIFICATION

Government and public health guidelines and restrictions and business and industry best practices regarding COVID-19 and COVID-19 vaccines are changing rapidly as new information becomes available, further research is conducted, and additional vaccines are fully approved and distributed. QTI reserves the right to modify this policy at any time in its sole discretion to adapt to changing circumstances and business needs, consistent with its commitment to maintaining a safe and healthy workplace.

ENFORCEMENT AND NON-RETALIATION

Failure to comply with or enforce this policy may result in discipline, up to and including termination of employment.

QTI prohibits any form of discipline, reprisal, intimidation, or retaliation for reporting a violation of this policy or any other health and safety concern. Employees also have the right to report work-related injuries and illnesses, and QTI will not discharge or discriminate or otherwise retaliate against employees for reporting work-related injuries or illnesses or good faith health and safety concerns.

ACKNOWLEDGEMENT OF RECEIPT AND REVIEW

I, _____ (employee name), acknowledge that on _____ (date), I received a copy of QTI's COVID-19 Vaccination Policy and that I read it, understood it, and agree to comply with it. I understand that QTI has the maximum discretion permitted by law to interpret, administer, change, modify, or delete this policy at any time, with or without notice. No statement or representation by a supervisor or manager or any other employee, whether oral or written, can supplement or modify this policy. Changes can only be made if approved in writing by the QTI Safety & Compliance Department. I also understand that any delay or failure by QTI to enforce any work policy or rule will not constitute a waiver of QTI's right to do so in the future. I understand that neither this policy nor any other communication by a management representative or any other employee, whether oral or written, is intended in any way to create a contract of employment. I understand that, unless I have a written employment agreement signed by an authorized QTI representative, I am employed at will and this policy does not modify my at-will employment status. If I have a written employment agreement signed by an authorized QTI representative and this policy conflicts with the terms of my employment agreement, I understand that the terms of my employment agreement will control.

SIGNATURE _____

DATE _____