

	<p align="center"><b>Policy Number</b> <b>1-2022</b></p>
<p align="center"><b>Administrative Policy</b> <b>MIC3 POLICY FOR COVID-19 VACCINATION</b></p>	<p align="center">Approved by Rules Committee February 9, 2022</p>

**I. Authority**

President Biden signed an executive order on September 9, 2021, mandating employees of federal contractors, such as MIC3, be vaccinated against COVID-19. MIC3 is adopting this vaccination policy to ensure our compliance with the new federal requirements and to safeguard the health and well-being of our employees, their families, the state officials with whom we work and our neighbors.

This policy is adopted to align with the Council of State Governments (CSG) policy of which MIC3 is an affiliate member organization.

**II. Applicability**

- A. On and after November 15, 2021, all MIC3 employees, as a condition of employment, must be fully vaccinated for COVID-19.
- B. For employees who encounter limited access to vaccines, MIC3 will assist them in obtaining access to the vaccine.
- C. A person is considered fully vaccinated two weeks after completing a full course of a vaccine regime.
- D. Between now and November 15, 2021, MIC3 employees required to travel for MIC3 are required to be fully vaccinated at the time of travel.

**III. Procedures**

- A. On or before November 15, 2021, all MIC3 employees shall provide MIC3 with a copy of their CDC vaccination card as proof that they are fully vaccinated.
- B. All offers of employment with MIC3 shall be conditioned on receiving proof of full vaccination prior to beginning employment with MIC3.
- C. Vaccination records should be scanned and emailed to CSG Human Resources at [COVID-19vaccine@csq.org](mailto:COVID-19vaccine@csq.org).
- D. Employees not in compliance with this policy will be placed on unpaid leave while the circumstances of noncompliance are evaluated by relevant MIC3 management, in consultation with CSG Human Resources.

- E. Noncompliance may result in disciplinary action up to and including termination. Please direct any questions regarding this policy to the human resources department.