



Dear On-Site Managers and Concerned Parties:

We hope that you and your loved ones are doing well in this new year. TEAM has received several inquiries about the COVID-19 vaccine as it relates to worksite policies and we hope this email will be helpful to those considering making the vaccine available to their on-site employees.

Every U.S. state has now started their statewide vaccination programs, with certain employee types being given a higher-priority for receiving the COVID-19 vaccine. Given the nature of personal services provided by many TEAM employees, most could qualify for earlier priority. If any of TEAM's employees would like to get the vaccine themselves, we are happy to provide a letter explaining the nature of their employment and request they be prioritized for the vaccine. Many employees have found these letters useful as proof of their employment in a private home or facility with someone who requires extra protection from COVID-19, and the letter has allowed them to successfully petition their doctors or pharmacies for the vaccine.

Similar to most employers nationwide, TEAM is not universally mandating that TEAM employees get vaccinated. We will, however, support each worksite's choice to develop a vaccine policy for their worksite and will help ensure it is set up and carried out in accordance with all federal, state, and/or local regulations. There are strict guidelines applicable to vaccine policies and we anticipate that the laws about these policies will continue to evolve. TEAM is here to ensure this is carried out in a way that keeps your account free of any liability or legal action.

If you are considering incentivizing employees to receive the vaccine and/or mandating vaccines for your specific worksite, please contact TEAM ASAP. Please do not take any action with the employees until you speak with someone from TEAM. There are specific consent forms, wage and hour rules, and other guidelines that must be followed to avoid running afoul of ADA (Americans with Disabilities Act), the EEOC (Equal Employment Opportunity Commission) and other regulations. Please also loop us in ASAP if you are considering providing a small incentive, whether monetary or otherwise, to employees who choose to get vaccinated. Although incentives of little monetary value are usually okay, there are new EEOC considerations to take into account. We are happy to help you navigate this evolving landscape.

Regardless of who gets vaccinated at your worksite, TEAM strongly recommends you continue adherence to any CDC guidelines, OSHA safety regulations, and other local health authority regulations around prevention of COVID-19. This includes wearing masks and/or using PPE on-site, frequently washing hands and disinfecting high-touch areas, practicing social distancing of 6 feet or more whenever possible, only leaving the home for essential errands, etc. The CDC has indicated that although the COVID-19 vaccines appear effective at reducing both the likelihood of contracting COVID-19 and the severity of a COVID-19 case if one does get it, its true efficacy has not been fully studied and it is, therefore, still critical to maintain all worksite safety protocol until further notice.



As always, we do ask to be looped in right away when there is a potential COVID-19 exposure or a confirmed case on your account -- whether that's a TEAM employee, a caregiver from an outside agency, someone in the family, or a visitor to the household. **Your assistance in informing TEAM of all COVID-19 cases as soon as you know about them is critical for our ability to guide workplace protocol in a compliant manner, keep you and your loved ones safe, and ensure that all federal, state, and local laws are being followed from the moment of exposure through the employee's safe return to work.**

Thank you for your attention to this important matter. TEAM values your partnership in ensuring that everyone on your account is in the loop on this critical issue, and we welcome any thoughts or questions you may have. We are here to assist you in making sure that your worksite reflects your preferences for keeping your loved ones safe and healthy.

Please contact me or reach out to your dedicated Client Service Specialist or HR Business Partner if you would like to discuss any of the above info further, or if you're interested in how the COVID-19 vaccine may impact employees at your worksite.

Best,

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