

## CRC COVID Policy – 15 Bank Row building & all staff

The Connecticut River Conservancy requires all employees to be [fully vaccinated and boosted](#) in accordance with CDC and state of MA guidance. The only exceptions are those granted on medical or religious grounds. Vaccinations [approved by the World Health Organization](#) are also accepted. Future policies may require additional vaccinations or boosters based on public health recommendations.

New employees will need to submit proof of their vaccination status to the Office and Operations Wrangler within two weeks of start date or before their first day in the office, whichever comes first. Vaccine status must be demonstrated via DocuSign, email attachment, or by bringing your vaccine card to a virtual vaccine appointment. See below on how to apply for vaccine exemption.

In accordance with CDC's most recent guidelines, indoor masking recommendations are dependent on local county risk levels. In "low" and "moderate" risk counties, a mask should be worn based on your personal preference and your personal level of risk. In "high" risk counties, a well-fitting mask will be required to be worn indoors.

CDC risk levels for Franklin, Hampshire, and Hampden counties will be checked by the Office and Operations Wrangler every Monday. If any county's risk level is reported as "High" the indoor masking requirement will be in effect. CRC may also instate masking requirements based on the City of Greenfield's Health Department recommendations. These changes will be communicated via an all-staff email.

The indoor mask requirement will be lifted at the Greenfield Office when Franklin, Hampshire, and Hampden counties are designated as "low" or "moderate" risk areas with the following qualifications:

- At the discretion of staff whose are stationed in the lab masks must continue to be worn in the lab when more than one individual is present.
- Masks must be worn by all CRC visitors unless they can document at the time of entry that their vaccination status is current. To facilitate enforcement of this rule, "Masks are Required" signs will remain posted on our front door and the inside door will remain locked so that guests must ring the doorbell before entering.
- All staff are welcome and encouraged to wear masks indoors in accordance with their personal preference regardless of the CDC risk level.
- All employees are required to stay home if they have **any symptoms of transmittable illness**.

Any employee who tests positive for COVID must notify the Executive Director of their test result if they have been in close contact with other CRC employees during the infectious period. The infectious period starts 48 hours prior to the onset of symptoms or positive diagnosis, whichever comes first. [Close contact](#) is defined as being within six feet for a combined total of 15 minutes or more over a 24-hour period. The Executive Director and COVID-positive employee will work to identify all close contacts. Close contacts will receive an email from the Executive Director notifying them of their exposure. The COVID-positive employee will not be named in the close contact identification.

Employees with confirmed or suspected COVID should isolate for at least 5 full days (day 0 is the first day of symptoms or the date of the day of the positive viral test for asymptomatic persons, day 1 is the first full day of isolation). On day 6, employees should complete a rapid antigen test (rapid tests are covered by insurance and can be taken at most pharmacies as well as many local libraries). Pending a

negative antigen test, employees can return to the office but must adhere to strict mask use for the next 5 days. If the test is positive, the employee will need to isolate and then test again in 48 hours.

Employees who are identified as close contacts are expected to adhere to the [CDC's quarantine guidelines](#).

Work at home options remain in place for all employees not based out of home offices. While returning to the office is encouraged, there is no formal requirement to be in the Greenfield office.

## Applying for vaccine exemption

### **Request for COVID-19 Vaccine Medical Exemption**

The Connecticut River Conservancy is aware that certain employees may have a medical condition that does not allow for vaccination. Medical exemption can be requested by submitting a letter of explanation from a licensed medical provider (i.e.: MD, DO, NP, PA) who is not a family member. The letter must include the staff member's name and date of birth and be submitted to the Office and Operations Wrangler via email or mail. Qualifying medical conditions include history of severe or immediate allergic reaction of varying degrees to a previous dose or component of the COVID-19 vaccine, known diagnosed allergy to a component of the COVID-19 vaccine, or other significant medical condition described by the medical provider. Requests will be reviewed by the Executive Director and, if found to meet qualifications, approved within approximately two weeks.

### **Request for COVID-19 Religious Exemption**

To request a COVID-10 Immunization Religious Exemption please email the Office and Operations Wrangler for a waiver. In signing the waiver, you will attest to understanding the following:

- Vaccines protect my personal health and the public health of a community.
- Religious exemption is allowed if an employee submits a written, signed, and dated statement that (an) immunization(s) conflict(s) with sincerely held religious beliefs, and the exemption would not create an undue burden for the Connecticut River Conservancy. Philosophical exemptions are not recognized or allowed and are not accepted by the Connecticut River Conservancy.
- In the event of an identified public health risk, emergency, outbreak, or epidemic, exempt individuals may be isolated from the office in the interest of health and safety.

Requests will be reviewed by the Executive Director and, if found to meet qualifications, approved within approximately two weeks.