



COVID Vaccines, Return to Work During COVID-19 or other Event

At Voyager Academy, in person, on campus teaching is essential to our mission and the students and families we serve. As such, employees are expected to be on campus working or teaching unless instructed by the Managing Director or board of directors otherwise.

Subject to local, state and federal law, regulation and orders, this provision governs return to work following a Voyager Academy closure, or any other significant interruption caused by an act of god, illness, weather event or pandemic. This policy may be modified at any time for any reason.

Following a Voyager Academy closure for COVID-19 or any other unusual event, employees are expected to return to the workplace when directed to by the Managing Director or board of directors. If an employee believes that they are unable to work, then the employee shall notify the Managing Director immediately. If the FMLA, or ADA do not apply to an employee's situation, and an employee has exhausted PTO, then the employee is expected to return to work on campus. Failure to return to work on campus when instructed to by the Voyager Academy, may result in disciplinary action up to and including termination.

Our school is grateful for the vaccine priority status the State has extended to educators and share in the excitement as many of our faculty and staff receive vaccinations. As a school, we believe in the efficacy of COVID vaccines and encourage all faculty and staff to be vaccinated. Given the Emergency Authorization Status of current COVID vaccines, we do not require vaccines as a condition of employment at this time. However, once COVID vaccines are no longer subject to Emergency Authorization Status, or should Voyager believe it is in the best interest of the School community, COVID vaccinations may be required with exceptions for those who are unable to be vaccinated due to health or religious belief protected by Title VII. Should an employee need to exercise those exceptions, they should contact the Managing Director.

We recognize and respect that receiving a COVID vaccine is a confidential medical decision involving many factors and we respect employees in making the decision they believe is in their best interest. To that end, we ask that ALL members of the Voyager Academy community respect the privacy of others and refrain from questions or discussions about vaccines. Casual conversations on this topic, inquiries as to whether or not someone has been vaccinated, etc. are strongly discouraged. In keeping with best practices and current recommendations from NCDHHS, the CDC, and our COVID Task Force, Voyager Academy policies, procedures and mitigation strategies will remain in place until further notice for all members of the Voyager Academy community, regardless of their vaccination status.

For employees who have received the COVID vaccination, the School requires that you provide Human Resources Manager with a copy of your vaccination record. This will assist the School in its decision-making should there be potential exposure or outbreaks on campus or in our community.

All vaccine records will be kept confidential and will not be disclosed except to those with a need to know. When providing your vaccine record, please only include a copy of the vaccine information and no other personal information.

Any employee that tests positive for COVID shall inform their supervisor immediately in accordance with the procedures set forth in this handbook or otherwise communicated to the employee. The School shall advise the employee on next steps in accordance with the CDC and NCDHHS guidance.

While at this time Voyager is not requiring COVID vaccinations, please be mindful that your personal decisions may have consequences at the School. Those staff and faculty required to quarantine will not be permitted to telecommute and will be required to use any available paid time off. Once paid time off is exhausted, any days missed will be unpaid. Should an employee be subject to repeated quarantines, it may result in disciplinary action up to and including termination of employment at Voyager.

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