



MANDAN, HIDATSA, ARIKARA NATION HUMAN RESOURCE DEPARTMENT

Three Affiliated Tribes ~ Fort Berthold Reservation
404 Frontage Road New Town, ND 58763
Phone: 701-627-4781 Fax 701-627-2960

Mandatory COVID – 19 Vaccination Policy

Purpose

In accordance with the Three Affiliated Tribe's duty to provide and maintain a workplace that is free of known hazards, we are adopting this policy to safeguard the health of our employees and their families; our customers and visitors; and the community at large from infectious diseases, such as COVID-19, that may be reduced by vaccinations. This policy will comply with all applicable laws and is based on guidance from the Centers for Disease Control and Prevention and local health authorities, as applicable.

Scope

All employees are required to receive vaccinations as determined by the Tribal Business Council, unless a reasonable accommodation is approved. Employees not in compliance with this policy will be placed on unpaid leave until their employment status is determined by the Tribal Business Council per the Human Resources Department.

Procedures

Employees will be notified by the Human Resources Department of the timeframe for having the COVID-19 vaccine(s) administered. The Three Affiliated Tribes will provide access to the vaccines with a list of locations with dates and times, from Elbowoods Memorial Health Center - Public Health Nursing and/or the Emergency Operations Center, to assist employees in receiving the vaccine. When receiving the vaccine at the specified locations and times provided by the Tribe, there will be no cost to the employee. When not received at any of the public vaccination clinics, vaccinations should be run through employees' health insurance where applicable.

All employees will be paid for time taken to receive vaccinations. This is limited to up to 4 hours per employee. This does not mean each employee can utilize 4 hours of administrative leave if the process takes less time. For offsite vaccinations, employees are to work with their Directors/Supervisors to schedule appropriate time to comply with this policy.

Before the stated deadlines to be vaccinated have expired, employees will be required to provide either proof of vaccination or an approved reasonable accommodation to be exempted from the requirements.

Proof of Vaccination

Employees will have to provide one of the following to the Human Resources Department:

- Vaccination Card with signatures
- State Vaccination Record from a Public Health Clinic/I.H.S./Medical Provider



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Vaccination records will be stored within the Human Resources Department and follow the records retention schedule of employee personnel files.

Medical/Religious Exemption

Employees in need of an exemption from this policy due to a medical reason, or because of a sincerely held religious belief must submit a completed Request for Medical Exemption form and/or a Request for Religious Exemption form to the Human Resources Department to begin the interactive accommodation process as soon as possible after vaccination deadlines have been announced. Accommodations will be granted where they do not cause the Three Affiliated Tribes undue hardship or pose a direct threat to the health and safety of others.

In the event that an employee is granted an exemption, the employee is required to wear an appropriate face mask while on duty. The employee will also be required to comply with social distancing and adequate hand hygiene. Failure to comply will result in disciplinary action.

Exempted employees may be excluded from the work setting and activities during an outbreak (increase in positive cases of COVID-19). An outbreak will be determined by the Elbowoods Memorial Health Center Chief Medical Officer. If and when an outbreak is determined, the Human Resources Department will notify all Tribal employees of a change in staffing.

Please direct any questions regarding this policy to the Human Resources Department.