



## COVID-19 Vaccination Requirement Policy & FAQ

### POLICY

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Effective **September 6, 2021**, Lanakila Pacific has implemented a mandatory COVID-19 vaccination policy. All employees and applicants (*post-employment offer*) must provide proof of being fully vaccinated or obtain an approved medical (in accordance with the Americans with Disabilities Act) or religious (in accordance with Title VII of The Civil Rights Act of 1964) exemption as an accommodation.

### FAQ

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#### For applicants

- **Where do I upload my vaccination card?**
  - No need to upload your vaccination card as a part of the application process
- **What if I am unable to become fully vaccinated and/or provide proof and/or request and obtain an exemption before my start date?**
  - All employees and applicants (*post-employment offer*) must provide proof of being fully vaccinated or obtain an approved medical (in accordance with the Americans with Disabilities Act) or religious (in accordance with Title VII of The Civil Rights Act of 1964) exemption as an accommodation (as referenced below) by the time frame set forth in this policy. Therefore, you will be unable to proceed with hire at Lanakila Pacific if you meet one of the scenarios below:
    - If you are not considered fully vaccinated and if you have not provided proof of vaccination by date of hire;
    - or if you have not requested and been granted an accommodation by date of hire.

#### For candidates offered a position.

- **Where do I upload my vaccination card?**
  - If extended an offer, please submit your vaccination with your new hire packet via email.
- **How do I request a medical exemption?**
  - If extended an offer, a member of our Human Resources team will contact you to request the required supporting documentation from a medical provider. In the meantime, we recommend that you start the process of obtaining the required documentation.
- **How do I request a religious exemption?**
  - If extended an offer, please contact our Human Resources Team to complete the form. A member of our HR team will send you a religious exemption request form via email to be completed and returned.

#### We're here to help if you have any questions.

Human Resources, Lanakila Pacific: [humanresources@lanakilapacific.org](mailto:humanresources@lanakilapacific.org), 808-531-0555