

Please See Human Resources for Current Policy Information

MassTech COVID-19-Related Policies

MassTech strives to provide a safe working environment for all of its employees. To that end, we have instituted the following policies as they relate to the prevention of the spread of COVID-19 in our workplace. All employees are expected to follow these policies.

Mandatory Vaccination

Consistent with Governor Baker's Executive Order 595, all employees must be fully vaccinated against COVID-19, unless they have received an approved medical or religious exemption. All employees must either complete a [COVID-19 Vaccination Employee Self-Attestation Form](#) or, if seeking an exemption from the vaccination requirement, a [COVID-19 Vaccination Medical Exemption Request Form](#) or a [COVID-19 Vaccination Religious Exemption Request Form](#).

Employees that request a medical or religious exemption will undergo an interactive process with the Chief Human Resources Officer and General Counsel to determine whether an exemption will be granted. A request for accommodation will not be granted if it is unreasonable, if it poses a direct threat to the health and/or safety of others in the workplace, or if it creates an undue hardship on MassTech.

Medical Exemption:

Employees seeking a medical exemption must submit a [COVID-19 Vaccination Medical Exemption Request Form](#), in which they verify and document why the administration of the COVID-19 vaccine would likely be detrimental to the employee's health. Documentation from the employee's health care provider supporting this request must be submitted along with the form. All information/documentation provided in support of this request will be treated confidentially and kept separate from an employee's personnel file.

Religious Exemption:

Employees seeking a religious exemption must complete a [COVID-19 Vaccination Religious Exemption Request Form](#), in which they describe the religious principles that guide their objection to immunization. Employees must indicate how their sincerely held religious belief conflicts with the COVID-19 vaccine mandate. Documentation about the employee's religious practices or beliefs may be required to support the request. All information/documentation provided in support of this request will be treated confidentially and kept separate from an employee's personnel file.

All employees that have not received an approved medical or religious exemption must attest that they are fully vaccinated by submitting a "COVID-19 Vaccination Employee Self-Attestation Form" to Human Resources. Employees may be required to maintain COVID-19 vaccination through receipt of booster shots in accordance with the Centers for Disease Control's ("CDC") Advisory Council on Immunization Practices recommendations as those recommendations may be updated from time to time. MassTech reserves the right to require acceptable proof of vaccination upon request.

Supervisors cannot inquire about an employee's vaccination status. Employees may voluntarily share this information with co-workers, but they are not required to share vaccination status.

Discipline for Failure to Comply with the Vaccination Mandate

There is a progressive discipline process for noncompliance with the vaccine mandate that mirrors that of the Commonwealth's Human Resources Division (HRD). The progressive discipline track will begin with a five day suspension without pay. Continued non-compliance will then result in an additional ten day suspension without pay. Failure to comply after the ten day suspension will result in the termination of employment.

Mask Policy

Vaccinated employees

We recommend that vaccinated employees follow the CDC guidance on mask wearing: <https://www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/about-face-coverings.html>.

In the event that the Commonwealth's mask policy, as instituted by the Department of Public Health ("DPH"), differs from the CDC's guidance, the DPH guidelines apply: <https://www.mass.gov/info-details/covid-19-mask-requirements>.

The Town of Westborough and the City of Boston also have their own mask mandates, which employees must follow. Please be sure to follow those guidelines, as appropriate, which are available on the HR intranet site: <https://masstech.org/hr>.

Federal and state guidelines and local mask mandates may change from time-to-time, and employees are responsible for staying informed of the latest information.

Unvaccinated employees

Regardless of federal, state, and local guidelines, unvaccinated employees must wear masks at all times while indoors at MassTech. This includes while sitting in their office or cubicle. Masks must fully cover your mouth and nose.

Unvaccinated employees who fail to comply with the mask mandate may be subject to the progressive discipline track outlined above.

Quarantining After Exposure to COVID-19 & Isolation if COVID-19 Positive

As a reminder:

- You **quarantine** when you might have been exposed to the virus and may or may not have been infected.
- You **isolate** when you are sick or when you have been infected with the virus, even if you don't have symptoms.

Employees must follow state and federal guidelines for quarantining after exposure to COVID-19 and isolating if COVID-19 positive. These guidelines may be modified from time to time, so employees are encouraged to check the CDC and Commonwealth websites if they have any questions:

<https://www.cdc.gov/coronavirus/2019-ncov/your-health/quarantine-isolation.html>

<https://www.mass.gov/info-details/isolation-and-quarantine-guidance-for-the-general-public>

When you are Sick

If you are feeling sick and have any of the symptoms of COVID-19, please contact your manager and stay home. Consistent with our policies for taking sick leave, please be sure to notify your manager as soon as practicable. You may return to work once you have followed the isolation protocols set forth by the CDC.

As always, please reach out to the Chief Human Resources Officer if you have any questions about this Policy.