Contractor Letterhead

August \_\_, 2021

[Name of Employee]

Re: The Company’s Position Regarding Vaccines

Dear [First Name]:

As I am sure you are aware, throughout the pandemic we have made the health and safety of our employees our primary concern when implementing updates or changes to our policies.  As you know, we are seeing the rapid spread of COVID-19 cases in our community due to the more contagious Delta variant. Moreover, we are seeing more people, including the young and healthy, becoming seriously ill and, in some cases, resulting in hospitalization and death.  In contrast, for the limited number of “breakthrough” cases of COVID-19 among the fully vaccinated, the risk of hospitalization or death remains extraordinarily low.

Given these recent developments, we have decided to mandate that all employees be fully vaccinated by [DATE]. As with all decisions related to health and safety, we have relied on science and data to guide our thinking. The vaccine not only protects you as an individual, but also protects your co-workers, family, and community. Protecting the health and safety of our employees is essential to our business.

Moreover, as previously noted, many project owners are now requiring that all employees working on their projects be fully vaccinated. As a result, we simply do not have sufficient work for employees who are unvaccinated. We do not want to start laying off valuable employees for the sole reason that they are not vaccinated. Please help us avoid this situation.

As a reminder you have a right under California law to take time off to get vaccinated and you will be paid for that time. If you have side effects from the vaccine and you miss a day or two of work, you are entitled to be paid for the work you missed. This California law is set to expire on September 30.

We will consider requests for reasonable accommodations from this policy for employees who are unable to be vaccinated due to a disability/medical condition or a sincerely held religious belief. If you would like to request an accommodation, please contact [INSERT CONTACT]. All requests for accommodation will be reviewed and the Company may request further information and documentation as part of its review.

Please let us know if you have any questions.

Sincerely,

[NAME]