

I. COVID-19 Vaccination at WMS

A. Effective November 15, 2021, all Westside Montessori School faculty and staff must be fully vaccinated against COVID-19 or have received a medical or religious exemption through WMS administration. Please follow the instructions in the Google form linked below and submit proof of vaccination to administration.

1. Faculty and staff members who are currently vaccinated must submit proof of full vaccination by October 15, 2021.
2. Faculty and staff members who are currently unvaccinated must submit proof of the first dose for 2-dose vaccinations or proof of full vaccination for 1-dose vaccinations by October 15, 2021.
3. Staff seeking a vaccination exemption may submit a vaccination exemption form for review by administration for the following reasons:
 - Exemption for medical reasons
 - Exemption for sincerely held religious beliefs

Staff members who qualify for a vaccination exemption will be provided reasonable accommodations to continue their assigned work duties while maintaining a safe working environment for students and staff.

4. Staff who do not qualify for an exemption and remain unvaccinated are considered out-of-compliance with WMS policy. Staff members who are identified as out-of-compliance with this policy must follow the reasonable accommodations protocols described below in section IIIB.

B. WMS will accept all COVID-19 Vaccines that have received Emergency Use Authorization by the [US Food and Drug Administration \(FDA\)](#) or the [World Health Organization](#).

List of Accepted COVID-19 Vaccines (as of June 4, 2021)

- Pfizer/BioNTech/Comirnaty [Received FDA approval 8/23/21]
- Moderna
- Johnson & Johnson (Janssen)
- Astrazeneca-SK Bio
- Sinopharm
- Sinovac

C. [Proof of COVID-19 Vaccination Form](#)

II. Religious or Medical Exemptions from COVID-19 Vaccination

WMS will allow for medical and religious exemptions from WMS's COVID-19 vaccine mandate. Faculty, staff, and vendors who cannot be vaccinated for COVID-19 because of a medical reason or sincerely held religious belief, practice, or observance may request an exemption through administration.

III. How to Submit Request for a Medical or Religious Exemption

Individuals who wish to apply for a medical or religious exemption from the COVID-19 vaccination must complete and submit the applicable exemption request form(s).

A. COVID-19 Vaccination Exemption Request Forms

[WMS Request for Medical Exemption from COVID-19 Vaccine Form - Google Docs](#)
[WMS Request for Religious Exemption from COVID-19 Vaccine Form - Google Docs](#)

B. Accommodations for Staff Members Who Qualify for Exemptions

In addition to the layered COVID-19 prevention strategies in place at WMS, staff members who have received an exemption and staff who remain out-of-compliance will be required to take an antigen test 3 times per week (i.e., Mon., Wed., and Fri.) when on campus. The test will be administered on-site beginning October 15, 2021.

- Vaccine-exempt staff will also be tested on any day of the week that follows a holiday or school closure. For example, if the school reopens on a Tuesday following a weather-related closure, staff members with an exemption would need to be tested on Tuesday, Wednesday, and Friday of that week.

IV. COVID-19 Vaccination and PTO

Fully vaccinated staff will receive 10 additional days of PTO for use in COVID-19 related situations, only. These days are not used when a reasonable accommodation to continue work duties can be made. These days must be approved by the Head of School. These days are not able to be rolled over from one school year to another, nor are these days eligible for end-of-year payout.

Unvaccinated staff who have not received an exemption approval for medical or religious reasons are not eligible for COVID-19 related PTO days. Regular PTO days will be used for any COVID-19 related self-isolation or quarantine for unvaccinated staff members without a WMS-approved exemption. Once a staff member no longer has PTO available, any days in self-isolation or quarantine will be unpaid.