

**Rocketship Public Schools Milwaukee**  
COVID-19 Vaccination Policy  
September 20, 2021

In response to the FDA's full authorization of the COVID-19 vaccine and updated policies from local education and health agencies, Rocketship Public Schools Milwaukee will be requiring all employees to be fully vaccinated against COVID-19 by November 12, 2021.

This policy is an essential component of Rocketship Milwaukee's overall strategy and commitment to maintaining a safe and healthy workplace in light of the COVID-19 pandemic. This policy is designed for use together with, and not as a substitute for, other measures to prevent the transmission of COVID-19 in the workplace.

This policy will remain in effect until further notice. Rocketship Milwaukee is monitoring guidance from all applicable public health authorities and may modify this policy as it deems necessary or appropriate.

**Applicability**

This policy applies to all Rocketship Milwaukee full- and part-time employees, including school staff, regional staff, and national staff based in the Milwaukee region.

Employees hired after October 1, 2021 will be able to start working with at least one dose of the vaccine, as long as the second dose (where applicable) is scheduled within a month of the person's start date. Failure to obtain the second dose (if applicable) and/or failure to submit proof of completion of a COVID-19 vaccine series within 7 days of start date will warrant disciplinary action, up to and including termination. New employees will also have the opportunity to request an exemption from this vaccination requirement due to a medical concern/disability or a sincerely-held religious belief.

**Vaccination Requirement**

To prevent the exposure and transmission of COVID-19 in our schools and the wider community, all current and future Rocketship Milwaukee employees will be required to be fully vaccinated against COVID-19 unless approved for a medical or religious exemption. A person is considered "fully vaccinated" two weeks after their last dose in a COVID-19 vaccine series (e.g., after one dose of the Johnson & Johnson vaccine, or after the second dose of the Moderna or Pfizer vaccine).

To meet this requirement by the communicated deadline(s), employees must provide the following sufficient documentation of compliance:

- I. In the case of employee who is fully vaccinated, one of the following:
  - A. A copy of your CDC vaccination card;
  - B. official documentation issued by a state vaccine registry;
  - C. an official medical record;
- II. In the case of an employee who has received an RPS-approved exemption:
  - A. An HR-approved and dated Vaccine Exemption Request Form

If a staff member does not provide proof of vaccination demonstrating completion of a COVID-19 vaccine series on or before November 12, 2021 and has not received a Rocketship approved exemption from vaccination (or been notified their request is under consideration by that date), that staff member will be considered to have voluntarily resigned and will be terminated with a final date of employment of November 23, 2021.

### **Exemptions and Accommodations**

Rocketship Milwaukee will consider requests to be excused from this policy whenever necessary to comply with legal requirements. Employees who require an exemption from this policy due to a medical concern/disability or a sincerely-held religious belief must submit a request for exemption to HR to begin the interactive process as soon as possible, and no later than October 4, 2021.

- [Vaccine Exemption Request](#)

Rocketship Milwaukee will request additional information or documentation it deems necessary to inform its decision on an employee's exemption/accommodation request. Exemptions and/or other accommodations will only be granted where they do not cause Rocketship Milwaukee undue hardship or pose a direct threat to the health and safety of the employee or others in the workplace.

Employees who are ultimately granted an exemption will be required to be tested for COVID-19 twice per week (and show proof of negative test results) and must still be able to safely perform the essential functions of their job including all on campus duties. If an unvaccinated employee poses a significant risk of substantial harm to employees or others in the workplace, Rocketship Milwaukee will evaluate the situation on a case-by-case basis and determine if there is any alternative reasonable accommodation (such as a leave of absence from work or reassignment) that could be provided.

Rocketship Milwaukee prohibits retaliation against any individual who seeks an exemption or accommodation under this policy. Any individual found to have engaged in retaliation will be subject to disciplinary action, up to and including termination of employment.

## Deadline

The final deadline for being fully vaccinated is **November 12, 2021**. This date gives enough time for you to provide documentation if you choose to seek an exemption and to get vaccinated should your request be denied.

### Recommended vaccination timeline

1st dose: by October 15, 2021

2nd dose: by November 12, 2021

Documentation submission deadline: November 12, 2021

## Important Dates

Date	Action	Who
9/20	All Milwaukee staff receive <a href="#">COVID-19 Vaccination Policy</a> , including <a href="#">Request for Exemption</a>  All Milwaukee staff who have not yet submitted vaccine documentation will receive an <a href="#">Intent to Vaccinate</a> survey	HRBP
9/24	Intent to vaccinate survey response due	Staff who have not submitted proof of vaccination
10/4	Vaccine exemption request due	Staff requesting exemption
10/11	Decisions confirmed about vaccine exemption and communicated to those staff members	HR and Milwaukee leadership
10/15	1st dose (to be on track for meeting mandate) Documentation requested.	
11/12	2nd dose Vaccination documentation due (2nd dose)	All staff
11/23	Final date of employment if not vaccinated	---

### **Vaccine Documentation Incentive**

You can still receive the \$50 Amazon gift card incentive for providing documentation for the vaccine. After you receive one dose, upload proof of vaccination using [this form](#).

### **COVID-19 Sick Leave for Vaccine Symptoms**

You can take time off to get the vaccine, and Rocketship COVID-19 leave can be used if you are unable to work due to recovering from the side effects of a COVID-19 vaccine (1 day of leave per dose). Employees are to work with their manager or school leader for any time-off needed if necessary and may access their COVID-19 Leave or PTO as needed for recovering from any associated vaccine side effects.

If an employee incurs any charges associated with receiving the vaccine, that employee should submit receipts through Concur for reimbursement.

### **Safety Protocols after Vaccination**

Unless notified in writing by Rocketship Milwaukee, employees must continue to comply with all Rocketship Milwaukee applicable COVID-19 safety protocols after they are vaccinated, which may include but not be limited to mask wearing and hand washing.

### **Questions**

If you have questions about this policy please submit your questions to the [HR Ticketing System](#) or contact Kathy Peterson, HRBP, who supports the Milwaukee Region at [kpeterson@rsed.org](mailto:kpeterson@rsed.org).