

## COVID-19 Vaccination and Mask Policy

### Purpose

Executive Order 14042 directs Government Contractors and Subcontractors to provide COVID-19 safety protocols for all employees working on or in connection with a Federal Government contract. These safety protocols include:

- A vaccine mandate requiring full vaccination for employees of covered federal contractors by December 8, with limited exceptions for those legally entitled to an accommodation (prior COVID-19 infection or antibody tests are not accepted as substitutes).
- Mask and physical distancing requirements at covered contractor worksites (including for employees, visitors and others); and
- A requirement that contractors designate a person or persons to coordinate COVID-19 workplace safety efforts at their workplaces.

As a result, we have adopted the required safety protocols to ensure full compliance at our worksites. This policy is intended to comply with all federal, state and local laws. It is based upon guidance provided by the Executive Order, Occupational Safety and Health Administration (OSHA), the Centers for Disease Control and Prevention (CDC) and other public health and licensing authorities, as applicable.

### Scope

This policy applies to all employees. The policy applies to COVID-19 vaccinations that are available to our employees. Signage must be posted at each worksite to alert visitors to our masking policy for both vaccinated and unvaccinated individuals.

The Company has designated our COVID-19 Task Force to coordinate our workplace safety efforts at our worksites.

### Vaccine Policy

By December 8, 2021, the Company will expect all covered employees to either (a) establish that they have been fully vaccinated; or (b) obtain an approved exemption as an accommodation. The process for seeking an accommodation is explained below. For purposes of this policy, an employee is considered fully vaccinated two weeks after receiving the second dose of a two-dose vaccine (Pfizer or Moderna) or one dose of a single-dose vaccination (Janssen).

Employees who do not fulfill one of these two requirements will be placed on unpaid leave and their employment will be subject to termination.



Direct all questions to  
[COVID@thtbc.com](mailto:COVID@thtbc.com) or  
(571) 402-2802

To establish that they are fully vaccinated, employees must present a completed COVID-19 Vaccination Record Card for inspection by an authorized Company representative. The Company will treat all such information as confidential.

To facilitate employees' ability to receive the vaccination, the Company will consider timely requests for appropriate schedule changes. In accord with its time-keeping policies, the Company will also pay non-exempt employees for time spent receiving the vaccination. Additionally, the Company will reimburse employees for the cost, if any, of receiving the vaccination, contingent upon receipt of appropriate supporting documentation.

### **Requests for Vaccine Exemptions as Accommodations**

To assist any employee who is disabled, has a qualifying medical condition that contraindicates the vaccination, or who objects to being vaccinated on the basis of sincerely held religious beliefs and practices, the Company will engage in an interactive process to determine if a reasonable accommodation can be provided so long as it does not create an undue hardship for the Company and/or does not pose a direct threat to the health or safety of others in the workplace and/or to the employee. To request an accommodation for one of the above reasons, please notify Human Resources. Once the Company is aware of the need for an accommodation, the Company will engage in an interactive process to identify possible accommodations. You may request an accommodation without fear of retaliation.

### **Mask Policy**

At our worksites, all employees must comply with published CDC guidance for masking and physical distancing at a covered contractor workplace. However, those who work remotely do not have to comply with the physical distancing or masking requirements at their residence.

In areas of high or substantial community transmission, all individuals, regardless of vaccination status, must wear a mask indoors. Exceptions to masking include while the employee is working alone in a room or while eating or drinking as long as 6 feet of social distance is maintained. Unvaccinated employees must also (1) wear a mask in crowded outdoor settings; (2) wear a mask during periods of sustained close contact with other unvaccinated employees; and (3) socially distance of at least 6 feet from others in offices and other common workspaces.

In areas of low or moderate community transmission, employees who are unvaccinated or not fully vaccinated must (1) wear a mask indoors; (2) wear a mask in crowded outdoor settings; (3) wear a mask during periods sustained of close contact with other unvaccinated employees; and (4) socially distance of at least 6 feet from others in offices and other common workspaces.

Any exceptions to the masking requirements based on a particular task at issue must be approved by the COVID-19 task force.

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