

everyone shines  
**SUNSHINE**  
VILLAGE

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call 413.592.6142 or fax 413.598.0478  
[www.sunshine.us](http://www.sunshine.us)

TO: All Employees of Sunshine Village

FROM: Gina Kos, Executive Director



SUBJECT: Vaccination Mandate

DATE: October 14, 2021

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Executive Order 14042 requires that all employees working on or in connection with a federal contract become fully vaccinated from COVID-19 no later than December 8, 2021. Due to the contract that Sunshine Village maintains with the federal government, this Executive Order applies to the whole agency. If you have not yet been vaccinated or have been vaccinated but have not yet provided the agency your vaccination card, you will need to do this no later than **December 8, 2021**.

Please plan ahead for complying with this requirement. There are multiple vaccines available, and they are easily accessible through various community providers. If you choose to receive a vaccine that requires two doses, please be sure that you receive your first dose early enough to allow for the second dose to be received before December 8, 2021. There is also a single dose vaccine available. If you need assistance scheduling a vaccine appointment, Human Resources can help you do this. You may get the vaccine on work time - please communicate with your manager that you will need to be away from work.

There are medical and religious exemptions for this mandate. You will need to apply and be approved for either of these exemptions. Applications for either exemption must be submitted to Human Resources no later than November 1, 2021 to allow time for review. We have attached a copy of each application for your convenience. Please note, the medical exemption will need to be affirmed by a medical professional.

Sunshine Village did not have any plans to make vaccination a requirement - but it is imperative that the organization comply with all federal and state mandates. ***Please know that we will support you in helping us comply with this federal mandate and we will honor both medical and religious exemptions.*** Individuals who are exempt will be required to wear a mask at all times while on Sunshine Village property and/or while performing job functions.

If you have any questions or concerns, please contact Chris Pollender, Director of Human Resources, at extension 1103.