



INDIANA HARBOR BELT RAILROAD COMPANY
2721 – 161ST STREET, HAMMOND, IN 46323-1099

Employee Vaccination Status Certification:

Check the box and complete the information that best describes your vaccination status. You must provide proof of vaccination for any and all vaccines received.

Employee Name: _____ Employee IHB ID: _____

I am unvaccinated against COVID-19.

I am partially vaccinated against COVID-19.

Pfizer/BioNTech Moderna Johnson & Johnson

Date of 1st dose: ___ / ___ / ___ I do plan to take 2nd does Yes | No

Date scheduled for 2nd dose: ___ / ___ / ___

(You must provide proof of vaccination along with this survey)

I have received all doses of a COVID-19 vaccine as described below.

Pfizer/BioNTech Moderna Johnson & Johnson

Date of 1st dose: ___ / ___ / ___ Date of 2nd dose: ___ / ___ / ___ Date of 3rd dose: ___ / ___ / ___
(booster if applicable)

(You must provide proof of vaccination along with this survey)

EMPLOYEE CERTIFICATION

By signing below, I certify that the information provided in this form is accurate and true to the best of my knowledge.

I understand that making a false statement on this form is a violation of company policy subject to disciplinary measures, up to and including termination of my employment.

Employee signature: _____ Date: _____

Employee Printed Name: _____ Employee IHB ID: _____

INDIANA HARBOR BELT RAILROAD COVID-19 POLICY

EFFECTIVE JANUARY 10, 2022

INDIANA HARBOR BELT RAILROAD

COVID-19 POLICY

EFFECTIVE JANUARY 10, 2022

Purpose

The Occupational Safety and Health Administration (OSHA) has issued an Emergency Temporary Standard (ETS) to minimize the risk of COVID-19 transmission in the workplace. The ETS establishes binding requirements to protect unvaccinated employees of large employers (100 or more employees) from the risk of contracting COVID-19 in the workplace. Covered employers must develop, implement, and enforce a mandatory COVID-19 vaccination policy or adopt a policy requiring employees to elect either to get vaccinated or to undergo regular COVID-19 testing and wear a face covering at work.

The Indiana Harbor Belt Railroad (IHB) has put a priority on maintaining a safe and healthy workplace to protect all employees from COVID-19. We know that our employees have diverse and often deeply held views on this topic, and we respect those differences, we must also comply with the requirements outlined in the most current OSHA COVID-19 Vaccination and Testing ETS. After reviewing the order carefully, the Indiana Harbor Belt Railroad has determined that beginning **Monday, January 10, 2022 through Thursday, June 30, 2022**, all **non-vaccinated** employees must undergo weekly COVID-19 testing and wear a face covering at the workplace. All IHB employees are required to be fully vaccinated for COVID-19 and provide proof of that vaccination to Human Resources on or before **June 30, 2022**.

Scope

This policy applies to all IHB employees, both agreement and non-agreement.

Indiana Harbor Belt Railroad Requirements

A. Vaccination Status

All employees are required to report their vaccination status to the IHB on or before **January 17, 2022**. Employees must provide truthful and accurate information about their COVID vaccination status.

B. Unvaccinated Employee Requirement

Any employee who fails to report their vaccination status to Human Resources by January 17, 2022, is not vaccinated, or is partially vaccinated will be considered unvaccinated for the purposes of this policy. Unvaccinated employees will be required to provide a negative COVID test to Human Resources on or before January 17, 2022, and each week thereafter as outlined below. Employees must provide truthful and accurate information about their COVID testing results.

C. COVID-19 Vaccination Requirement

All employees are required to be fully vaccinated for COVID (as defined by OSHA and the ETS) and to provide proof of vaccination to Human Resources on or before **June 30, 2022**. Any employee who has not provided proof of vaccination or does not have an IHB approved accommodation by June 30, 2022, will be deemed medically disqualified, will not be permitted on company property until they have provided proof of vaccination or an IHB approved accommodation, and may be subject to discipline.

D. Accommodations Requirement

Any employee requesting an exception from the mandatory vaccination requirement due to a medical reason or a sincerely held religious belief must contact the IHB's Human Resource Department and complete an accommodation request form prior to **June 1, 2022**, to begin the interactive process.

Procedures

Vaccination Status Disclosure

All employees are required to report their vaccination status (i.e. not vaccinated, partially vaccinated, or fully vaccinated) to the IHB on the enclosed form on or before **January 17, 2022**.

Employees who have already reported their status per the IHB's request in November are not required to resubmit their status unless:

- The employee's status has changed (including boosters);
- The employee previously indicated they were vaccinated but did not provide proof of vaccination; or
- The employee declined to answer their vaccination status.

Any employee who fails to disclose their vaccination status may be subject to discipline and will be considered unvaccinated for the purpose of this policy.

Vaccination status should be provided to Human Resources via the COVID fax at 219-989-4754 or as otherwise directed by Human Resources.

COVID 19 Testing

All employees who are not fully vaccinated, failed to provide proof of vaccination, or have an IHB approved accommodation are required to complete the following:

- Provide proof of a negative COVID test on or before January 17, 2022. The test must be dated no earlier than **January 13, 2022**.
- The employee must then be tested for COVID at least once every seven days until such time as the employee shows proof of full vaccination. The employee shall provide acceptable documentation to Human Resources of the most recent test result taken no later than the seventh day following the date on which the employee was last tested.
 - o Exception: Unvaccinated employees who test positive for COVID are exempt from the weekly testing requirement for ninety (90) days from the date of their positive test. Regular testing requirements resume after that date. In order for this exception to apply, the employee must provide the positive test results to Human Resources and the test must be an OSHA-approved test as indicated below.
 - o COVID test results must be faxed to the COVID designated fax number: (219) 989-4754 or as otherwise directed by Human Resources. It is the employee's responsibility to ensure that they are sending their test results to the correct number by the deadline to avoid being removed from service.

An OSHA approved test for COVID meets the following criteria:

- Test must be cleared, approved, or authorized by the FDA;
- Test must be administered by the authorized instructions; and
- Test must NOT be both self-administered and self-read unless observed by the employer or a healthcare provider.

Failure to provide test results to Human Resources within the required time frame will result in the employee being removed from service until they provide the required documentation. This will also be considered an unexcused absence and may be subject to discipline. It is the employee's responsibility to ensure that they are tested and can provide the results to Human Resources within the required timeframe.

Vaccination Requirement

All employees are required to be fully vaccinated by **June 30, 2022**.

All vaccinated employees must provide acceptable proof (as listed below) of their COVID vaccination to Human Resources by June 30, 2022. Proof of vaccine should include the employee's name, type of vaccine administered, date(s) of administration, and name of the health care professional or clinic that administered the vaccine.

Pursuant to the current OSHA standards, employees are considered fully vaccinated two weeks after completing their final dose of the COVID vaccine, with, if applicable, at least the minimum recommended interval between doses.

Acceptable proof of vaccination is as follows:

- Record of vaccination from a health care provider, pharmacy, or public health, state, or tribal immunization information system
- Copy of COVID-19 vaccination record card
- Copy of medical records documenting the vaccination
- Copy of immunization records including the COVID vaccination
- Copy of an official document that contains the type of vaccine administered, date(s) of administration, and name of the health care professional or clinic administering the vaccine

To be in compliance with this policy and be fully vaccinated by June 30, 2022, an employee must have received the second dose of a two-dose vaccine, or the first dose of a one-dose vaccine no later than June 16, 2022. Proof of vaccination should be provided to the COVID fax number (219) 989-4754 or as otherwise directed by Human Resources.

If an employee is vaccinated but is unable to produce a record of vaccination, they should contact Human Resources to discuss their options. Providing false information regarding vaccination status may result in disciplinary action as well as criminal penalties.

Accommodations

Any employee requesting an exception from the mandatory vaccination requirement due to a medical reason or a sincerely held religious belief must contact the IHB's Human Resource Department and complete an accommodation request form prior to **June 1, 2022**, to begin the interactive process.

Employees may request an exception to the vaccination requirement for the following reasons:

- If the vaccine is medically contraindicated;
- If medical necessity requires a delay in vaccination;
- If the employee cannot be vaccinated due to a disability;
- If the vaccine conflicts with a sincerely held religious belief, practice, or observance.

Face Coverings

IHB requires all employees, regardless of vaccination status, to wear an approved face covering when indoors, when occupying a vehicle or machinery with more than one occupant, or when within 6 feet of another person. An acceptable face-covering meets the following criteria:

- Completely covers the nose and mouth
- Is made with two or more layers of tightly woven, breathable fabric (does not allow light to pass through when held up to a light source)
- Is secured to the head with ties, ear loops, or elastic bands that go behind the head
- Fits snugly over the nose, mouth, and chin with no large gaps on the outside of the face
- Is a solid piece of material with no slits, exhalation valves, holes, punctures, or other openings

Face coverings need not be worn under the following circumstances:

- When an employee is alone in a room with closed doors
- When an employee is alone in a vehicle or machinery
- When an employee is eating or drinking (mask should be worn between bites or between drinks when others are within 6 feet)
- When required for identification purposes
- When an employee is wearing some other face-covering such as a respirator or welding mask
- When wearing a face covering would present a risk of serious injury or death
- When an employee has been approved for a reasonable accommodation for medical reasons

Notification of positive test and removal from service

The IHB requires any employee who tests positive for COVID to notify Human Resources immediately once they receive the diagnosis or test result.

Any employee who is confirmed to have COVID is prohibited from working or being on the property until cleared by Human Resources to return.

The IHB will follow the CDC guidelines as to when an employee who tests positive for COVID can return to work. Currently, the CDC recommends the following:

- If the employee is asymptomatic or has reducing symptoms, the employee may return to work five (5) days after their positive test so long as they wear a mask.
- If the employee has symptoms and they are not reducing, the employee may return to work once all of the following criteria are met:
 - o 10 days have passed since their symptoms first appeared, and
 - o 24 hours have passed with no fever (without fever-reducing medication), and other symptoms are improving.
 - o If an employee's healthcare provider recommends that they remain off work beyond the ten (10) day period, the employee must provide Human Resources with the proper documentation from their health care provider explaining their need to remain off work and providing an anticipated return to work date.

Confidentiality

All medical information collected from individuals, including vaccination information, test results, and any other information obtained as a result of testing, will be treated in accordance with applicable federal and state laws. Information will be shared only when necessary for compliance purposes.

Violations


Anyone found to be in violation of this policy may be subject to medical disqualification and/or discipline up to and including dismissal.



John Wright, General Manager



Date



Nicole Moore Parchem
Director of Human Resources and Labor Relations



Date