



SECOND HARVEST
of SILICON VALLEY

COVID-19 Volunteer Vaccination Policy

Effective Date October 22, 2021

PURPOSE

Second Harvest of Silicon Valley is committed to providing a workplace that is free of known hazards, as well as protecting the health of our employees, their families, our clients, visitors and the community at large. This includes safeguarding against COVID-19.

SCOPE

All Second Harvest staff (including temporary employees, employees paid for by a third party, independent contractors working onsite and in-office volunteers) are required to be fully vaccinated against COVID-19 no later than **December 10, 2021**. In addition, **any volunteers sorting food at our facilities (currently Cypress and Brennan) must also be fully vaccinated by that date.**

Volunteers are asked to self-certify their vaccination status via an online form after registering to volunteer and before arriving at our facility. **A volunteer is considered fully vaccinated if they have received the one-dose Johnson & Johnson vaccine or the second dose of Moderna or Pfizer at least by November 26, 2021, OR at least two weeks before the date of volunteering if later than December 10th.** Vaccine boosters may be required by the CDC; if they are, we will communicate the requirements for that once it is confirmed.

METHOD

After registration, any volunteer who is not already listed as fully vaccinated will receive an email informing them of the vaccine policy and ask them to self-certify their vaccine status. If the volunteer is not fully vaccinated by December 10, 2021 or within two weeks of their volunteer shift, they will be asked to cancel their reservation. Second Harvest staff will monitor volunteer reservations in advance to ensure compliance with the policy.

Any volunteer who shows up at our facility to volunteer without having self-certified in advance will be asked about their vaccination status on site. While we are using self-certification as the method to ensure compliance, Second Harvest staff may ask to see an official vaccine record as proof. We will not copy or store copies of vaccination cards, although staff will update the vaccination status in the database for reference if a volunteer shows proof of vaccination on site.

Any food sort volunteer who arrives at our facility on or after Dec. 10, 2021 and is not fully vaccinated will be asked to leave.