



November 16, 2021

To Corpsmembers and their Families,

As Heart of Oregon Corps engages young people from across Central Oregon, we continue to uphold and update our COVID-19 Protocols that are designed to keep our young people, staff, partners, and larger community safe during the pandemic. Thank you for all you do on a regular basis to contribute to our collective safety and wellbeing.

Heart of Oregon Corps released version 3.0 of our COVID-19 Protocols. The full protocols can be found on HOC's COVID-19 Response page of our website at <https://heartoforegon.org/news-events/covid-19-response.html>

A new, attached one-page HOC COVID Protocols 3.1 Agreement must be signed by Corpsmembers and returned to supervisors **on or before their first day**. A parent or guardian signature is required for minors.

The most significant change in the 3.0 version of the Protocols is a HOC-wide COVID-19 vaccine mandate. Heart of Oregon Corps has implemented this mandate in alignment with numerous applicable state and federal vaccine mandates, and to promote the safest environment possible. This mandate will apply to both our staff members and our 16-24-year-old corpsmembers.

**HOC's vaccine mandate requires all staff and corpsmembers to be fully vaccinated within 60 days of their start date**, and to submit proof of vaccination. "Fully vaccinated" means having received both doses of a two-dose COVID-19 vaccination or one dose of a single-dose COVID-19 vaccination and at least 14 days have passed since the individual's final dose of COVID-19 vaccine.

There is a process in place for staff and corpsmembers to request a Medical or Religious Exception, if applicable. Exception Request forms are available at <https://heartoforegon.org/news-events/covid-19-response.html>. They will be reviewed by HOC HR, who will provide a notice of approval or denial and information on any next steps.

**All current corpsmembers must sign and submit the 3.1 Agreement, indicate their vaccine status, and submit Proof of Vaccination or Exception Request on or before their start date for HOC Review.**

We will be in touch with anyone who requests more information or is not yet in compliance to provide individual assistance to review options to gain compliance with the mandate by the deadline.

Anyone who remains unvaccinated **with an approved Exception** will be required to take additional steps to protect themselves and others from contracting and spreading COVID-19 (for example, to wear masks and practice physical distancing, even if these measures are relaxed for vaccinated individuals in the future). Unvaccinated individuals are also subject to stricter "stay home" requirements if they are a close contact of a known COVID-19 case.

You may be surprised to learn that youth and young adult corpsmembers are included along with staff in HOC's mandate. Unlike a traditional high school setting, Heart of Oregon Corps young people are "Corpsmembers" who receive stipends, living allowances, or wages. Additionally, corpsmembers are covered in formal agreements with federal funders and partners that are implementing new vaccine mandates. Therefore, our 16-24-year-old corpsmembers are included in HOC's vaccine mandate.

Please continue to reach out to your Program Manager or Director with any initial questions or concerns. They will have support from Heart of Oregon Corps HR staff to help you.

Thank you for being a partner in wellness and safety,



Laura Handy, Executive Director  
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### **Summary of Required Actions Steps**

- ✓ **Return signed HOC COVID-19 Agreement 3.1 on or before start date**
  - Select one vaccine status option on the form
  - Attach Proof of Vaccination or Exception Request if applicable
- ✓ **If you are just starting your vaccine, no problem! Let your supervisor know if you need help from HOC to get it done. But don't delay!**

**Vaccinations are fully FDA approved, safe, free, do not require insurance, and are widely available. Find yours at: [www.centraloregonvaccine.com](http://www.centraloregonvaccine.com)**

HOC's full Protocols, Agreement 3.1 and Exception Request forms can be found on HOC's COVID-19 Response page of our website at <https://heartoforegon.org/news-events/covid-19-response.html>