



GEMINI TECH SERVICES, LLC
5019 E I-20, Frontage Rd
Willow Park, TX 76087

October 4, 2021

Gemini Tech Services COVID-19 Workplace Safety and Immunization Policy

Purpose

On September 9, 2021, the President issued an Executive Order requiring that all federal contractors and subcontractors comply with the Federal Government COVID-19 Workplace Safety Guidance issued by the Safer Federal Workforce Task Force. Accordingly, Gemini Tech Services, LLC (“Gemini” or “GTS”), as a federal contractor, is required to implement the policy set forth below.¹ Accordingly, Gemini has implemented the following COVID-19 Workplace Safety and Immunization Policy (“Policy”) that will apply to all employees working at Federal government facilities, employees who occasionally visit Federal government facilities as part of their job duties for GTS, employees who work at the GTS corporate office, and employees working on or in connection with a Federal contract. If you have questions regarding whether you work on or in connection with a Federal contract, please contact Human Resources. The stated goal of the COVID-19 Workplace Safety Guidance issued by the Safer Federal Workforce Task Force is to safeguard the health of employees and their families; customers and business partners; and the community at large from infectious diseases, in this case COVID-19, that may be reduced by various COVID safety measures, including vaccinations.

This Policy and the procedures contained herein supersede all prior versions and all previous agreements, whether oral or written, express or implied. Gemini may alter or amend this Policy at its discretion to the extent permitted by law; such alterations or amendments do not require a signature from employees for the policy to be effective or applicable.

Scope

Masking and Physical Distancing for Employees, Site Visitors, and Others

All individuals visiting Gemini must physically distance in accordance with CDC guidelines. Individuals must also wear a mask unless they are legally entitled to an accommodation due to a disability (including pregnancy or other medical conditions) or sincerely held religious belief, practice, or observance. The accommodation process is discussed in more detail below.

¹ Gemini’s COVID-19 Workplace Safety and Immunization Policy is designed to comply with President Biden’s Executive Orders on September 9, 2021, and the Safer Federal Workforce Task Force Guidance (“Guidance”) (which was issued on September 24, 2021). This policy is also intended to comply with all other applicable laws (e.g., Centers for Disease Control and Prevention (CDC); OSHA; local health authorities).

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Gemini requires the following mask and physical distancing guidelines:

- Wear appropriate masks consistently and correctly (over mouth and nose).
- Wear appropriate masks in any common areas or shared workspaces (including open floorplan office space, cubicle embankments, and conference rooms).
- “Fully vaccinated” individuals:
 - must wear a mask in indoor settings in areas of high or substantial community transmission.
 - do not need to wear a mask in areas of low or moderate community transmissions.
 - do need to physically distance regardless of the level of transmission in the area.
- Non-vaccinated individuals:
 - must wear a mask in crowded outdoor settings or during outdoor activities that involve sustained close contact with other people who are not fully vaccinated (consistent with CDC guidance).
 - should always maintain a distance of at least six (6) feet from others, including in offices, conference rooms and all other communal and workspaces.

Mask and physical distancing requirements apply to employees, contractors, subcontractors, visitors, and all other individuals on Gemini’s workplace premises.

Gemini may request individuals to lower their masks briefly for identification purposes in compliance with safety and security requirements.

Vaccine Mandate for Employees

All full-time and part-time employees working at Federal government facilities, employees who occasionally visit Federal government facilities as part of their job duties for GTS, employees who work at the GTS corporate office, and employees working on or in connection with a Federal contract **must** be “fully vaccinated” no later than December 8, 2021. This requirement includes employees who previously had COVID-19 and who work outside or remotely. Employees may request an accommodation exempting them from this requirement if they are legally entitled to an accommodation due to a disability (including pregnancy or other medical conditions) or a sincerely held religious belief, practice, or observance. The accommodation process is discussed in more detail below.

Employees are considered “fully vaccinated” for COVID-19 two weeks after they have received the second dose in a two-dose series, or two weeks after they have received a single-dose vaccine. After December 8, 2021, employees not fully vaccinated may face disciplinary action up to and including termination.



Gemini is legally required to verify its employees' vaccination status by requiring its employees to show or provide one of the following:

- a copy of the record of immunization from a health care provider or pharmacy;
- a copy of the COVID-19 Vaccination Record Card;
- a copy of medical records documenting the vaccination;
- a copy of immunization records from a public health or State immunization information system; or
- a copy of any other official documentation verifying vaccination with information on the vaccine name, date(s) of administration, and the name of health care professional or clinic site administering vaccine.

An employee's attestation of vaccination is not a legally acceptable substitute for documentation of proof of vaccination. Nor is a recent antibody test proof of an employee's vaccination status.

Employees may show or provide a digital copy (i.e., digital photograph, scanned image, or PDF) of any of the records listed above.

Employees not in compliance with this policy may be subject to disciplinary action up to and including termination.

Procedures

Employees are expected to show proof that they registered to get the vaccine within 7 days of the date this policy was issued by GTS. If employees are unable to receive both doses in a two-dose series, or a single-dose vaccine within 30 days of the date this policy was issued, they will need to provide proof to the Human Resources Department of the efforts they have taken to become vaccinated. Employees must continually provide proof until fully vaccinated. Each employee will be required to fill out and submit a Memorandum of Election form (SF-6).

Gemini Tech Services will coordinate with local officials of each project site to provide a list of locations to assist employees in receiving the vaccine on their own. Employees are to work with their program/project managers and supervisors to schedule appropriate time to comply with this policy. Additionally, before the stated deadlines to be vaccinated have expired, employees will be required to provide either proof of vaccination or an approved reasonable accommodation to be exempted from the requirements. The owner of GTS is the approval authority for reasonable accommodations. Proof of an approved accommodation must be provided to the Corporate Human Resource Department.

Reasonable Accommodation Process

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It is Gemini's policy to provide individuals with a reasonable accommodation in accordance with federal law (e.g., Title VII; the American with Disabilities Act (ADA)) and in conjunction with approval (if required) from the Federal Government Customer that the employee is employed to support.

Employees in need of an exemption from this policy due to a disability or other medical condition, or because of a sincerely held religious belief, practice, or observance must submit a completed Request for Accommodation form to the Human Resources Department no later than 7 days from the date of receipt of this policy to begin the interactive accommodation process. Employees requesting an accommodation for a disability or medical condition must provide documentation from their medical provider to substantiate the disability or medical condition and the need for the accommodation. Employees requesting a religious accommodation may also be required to provide documentation.

Accommodations are determined on a case-by-case and will be granted if they do not impose an undue hardship on Gemini, our Federal Customer or pose a direct threat to the health and safety of others. Any accommodation granted will require employee testing with the frequency determined by the Agency (Federal Customer) supported and that cost (testing) will be solely borne by the employee. Gemini will provide 2 hours paid time to facilitate weekly testing (if required by the Agency).

All exemptions must be in writing from the Human Resources Director. Failure to submit a timely request for an accommodation may present difficulty to the employee in meeting the December 8, 2021 full vaccination deadline if the request for an accommodation is denied.

Refusal to comply with the requirements set forth in this policy may subject the employee to disciplinary action up to and including termination.

Please direct any questions regarding this policy to the Human Resources Department.



Attachment 01- COVID-19 Vaccine Memorandum of Election Form

GTS COVID-19 VACCINE MEMORANDUM OF ELECTION (SF-6)

____ (**Initials**) I understand that the Pfizer COVID-19 vaccination has been approved by the FDA, and that the other COVID-19 vaccinations currently available have been approved by the Food and Drug Administration under Emergency Use Authorization (EUA). I also understand that the owner of GTS is giving me 7 days to register for a vaccination and 30 days to receive both does of a two-dose series, or a single-dose vaccine. I must provide proof of effort to get vaccinated if I am not vaccinated within 30 days of the date of issuance of GTS' COVID-19 Workplace Safety and Immunization Policy.

At this time, the vaccine is offered in my area and available.	I choose to (initial one)
<input type="checkbox"/> RECEIVE THE VACCINE	<input type="checkbox"/> DECLINE THE VACCINE
Reason for Declination: (Medical, Religious)	<input type="checkbox"/> REQUEST ACCOMODATION

____ (**Initials**) I understand that GTS has a responsibility to maintain a safe and healthful workplace for employees and I will not be able to re-enter the workplace after December 8, 2021 unless I receive the vaccination or reasonable accommodations for me are met (if applicable).

____ (**Initials**) I understand that the vaccine may require an initial dose and a booster dose for two dose vaccines or just one dose for single dose vaccines. The vaccine requirement is not met unless the entire process is completed, and I have provided proof of being vaccinated to GTS human resources.

____ (**Initials**) I understand that if I elect to decline the vaccination and cannot enter the workplace, I must use PTO or LWOP until I am terminated for not getting vaccinated or I am successful in receiving an accommodation.

Name (Print): _____

Project: _____

City/State: _____

Contact # and email: _____

Signature: _____

Date: _____

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