



P.O. Box 1096 • Oak Park, IL 60304 • 708.725.2460 • www.fopcon.org

Friends of the Oak Park Conservatory COVID-19 VOLUNTEER VACCINATION POLICY

Vaccination requirement for volunteers engaging in FOPCON programming

The board and staff of the Friends of the Oak Park Conservatory are committed to maintaining a workplace and environment that is free of known hazards. Our volunteers and visitors are required to follow the Village of Oak Park's Ordinance regarding COVID-19 vaccination. This policy is based on guidance from the Centers for Disease Control and Prevention, Illinois Department of Public Health, and the Oak Park Department of Public Health.

Beginning January 10, 2022, FOPCON will require all volunteers to provide proof of full vaccination against Covid-19 upon starting any shift.

FULLY VACCINATED VOLUNTEERS

Volunteers must be fully vaccinated to participate in any FOPCON activities. This includes any recommendations for booster shots if deemed to be part of full vaccination according to the CDC, IDPH, or the Oak Park Health Department. Volunteers are required to continue wearing masks while engaging in FOPCON activities. Please note that individuals are currently considered fully vaccinated two weeks after receiving a second dose of the Moderna or Pfizer vaccines, or one dose of the Johnson & Johnson vaccine.

Anyone who is scheduled to volunteer with FOPCON in any capacity should show proof of vaccination as soon as possible, and before his/her next volunteer shift. All new volunteers will be required to show proof as part of the application and orientation process.

PROVIDING PROOF OF FULL VACCINATION

Proof of full vaccination should be done in person. A staff member will review your valid ID and proof of vaccination via the original Vaccination Record Card, digital image, app, or QR code. We will then update your volunteer account. All vaccination cards will be returned, and no copies will be kept.

If a volunteer has not previously verified their COVID-19 vaccination with a FOPCON staff member and cannot present the card on the day of the scheduled volunteer shift, FOPCON will require the volunteer to reschedule until after verification is complete. Per the Village Ordinance, you will not be allowed to enter the building.

UNVACCINATED VOLUNTEERS

If you are not fully vaccinated, we kindly ask you to cancel any upcoming shifts, and we look forward to having you back as soon as your vaccination is complete, or when this policy is lifted.

Please contact our Volunteer and Program/Events Coordinator, Liz King, at coordinator@fopcon.org or 708-725-2460, with any question or issues regarding submissions of your vaccination information. You may also reach out to Kelsey Tumpene in Risk Management at the Park District of Oak Park at Kelsey.Tumpene@pdop.org or 708-725-2111.