



Date: January 6, 2021

To: LSF Partners

From: Human Resources Department

Subject: Voluntary Vaccination Policy

Life Steps Foundation is implementing a voluntary vaccination policy effective January 6, 2021; regarding COVID-19 vaccination(s) for employees. In accordance with Life Steps Foundation's duty to provide and maintain a workplace that is free of known hazards, *we strongly encourage* employees to receive this vaccination to minimize the risk of infectious disease in our workplace. In making this decision, the executive leadership team reviewed recommendations from Centers for Disease Control and Prevention and local public health officials.

Employees may obtain the vaccination wherever they choose; however, Life Steps Foundation is coordinating the facilitation of vaccinations through local county health officials.

Should you have any questions regarding this new policy, please contact Raymond Mercado at 310-491-9004.