



**Application for Clearance to Work without  
Masks and Physical Distancing (Outpatient Therapy)**

**Instructions:** If you are “Fully Vaccinated” and “Up to Date” with your COVID-19 vaccine you can apply for clearance by HR to work without a mask or physical distancing in approved Idaho Youth Ranch locations. Complete the form below and submit it, together with your COVID-19 vaccine record, to [HR@youthranch.org](mailto:HR@youthranch.org). HR will review your application and respond within 2 business days. If you submitted a previous application for clearance by HR, you do not need to submit a new one.

“Fully Vaccinated” means it has been two weeks or more since you completed your primary course of the COVID-19 vaccine (i.e. both shots of Pfizer or Moderna or one shot of J&J).

“Up to Date” means (i) you are fully vaccinated and not yet eligible for the booster, or (ii) you received the booster(s) after becoming eligible to receive it/them and submitted your booster record to HR. For employees aged 50 and above, this includes the second booster. Fully vaccinated staff will have a 4-week grace period after first becoming eligible for the booster to get boosted and submit their record to HR. After this grace period, fully vaccinated staff will not be “Up to Date” until they get boosted and submit their record to HR.

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I understand and acknowledge the following:

1. Until I am cleared by HR, I must continue to wear a mask and maintain physical distancing in all indoor areas of Idaho Youth Ranch locations unless I am in a closed office by myself, unless otherwise instructed by Idaho Youth Ranch management.
2. Once cleared by HR, I can work without a mask or physical distancing in designated programs locations; masks and/or distancing may still be required in some programs locations, and I will comply with any additional requirements.
3. I consent to information about my vaccination status being shared with Idaho Youth Ranch management and HR staff to help support implementation of this clearance process.
4. HR may revoke or change the terms of my clearance to work without a mask and physical distancing at any time.
5. If I am not currently eligible for the booster, or within the 4-week grace period and have not received the booster, my clearance will automatically end when my grace period ends unless I get the booster and submit my booster record to HR.

Signed \_\_\_\_\_

Date: \_\_\_\_\_

Printed name: \_\_\_\_\_