

Saint Joseph's College

Policy Manual

Human Resources

Section Name: The Work Environment

Section Number: 4.16

Effective Date: January 10, 2022

SUBJECT: COVID-19 Mandatory Vaccination Policy

Purpose:

Vaccinations & Boosters are vital tools to reduce the presence and severity of COVID-19 cases in the workplace, in communities, and in the nation as a whole. Saint Joseph's College has adopted this policy on mandatory vaccinations to safeguard the health of our employees from the hazard of COVID-19.

The College's position on the COVID-19 vaccination has not changed. SJC continues to support the vaccination and booster, and considers them to be a significant means to provide an even more safe learning, living, and working environment for the students, faculty, and staff. Additionally, this is a public health matter caused by the pandemic, and having our community vaccinated supports the Saint Joseph's College commitment to public health.

Vaccinations control the spread of the virus, specifically for those who are vaccinated. For vaccinated individuals who contract the virus, symptoms are known to be lessened and the risk of serious illness, including hospitalization or worse, are extremely rare. The vaccine is a means to a "herd" immunity, allowing the College to resume previous operations while continuing with new ways to work that have proven to be successful during the pandemic.

This policy complies with OSHA's Emergency Temporary Standard (ETS) on Vaccination and Testing (29 CFR 1910.501).

Eligibility:

All Faculty, Staff and Students Employees

Policy:

This Mandatory COVID-19 Vaccination Policy applies to all employees of Saint Joseph's College.

All employees covered by this policy are required to be fully vaccinated as a term and condition of employment at Saint Joseph's College. Employees are considered fully vaccinated two weeks after completing primary vaccination with a COVID-19 vaccine, with, if applicable, at least the minimum recommended interval between doses. For example, this includes two weeks after a second dose in a two-dose series, such as the Pfizer or Moderna vaccines, two weeks after a single-dose vaccine, such as the Johnson & Johnson vaccine, or two weeks after the second dose

of any combination of two doses of different COVID-19 vaccines as part of one primary vaccination series and subsequent booster. All employees are required to report their vaccination & booster status and to provide proof of vaccination & booster. Employees must provide truthful and accurate information about their COVID-19 vaccination status, and, if applicable, their testing results. Employees not in compliance with this policy will be subject to discipline.

Faculty and staff who are not exempt from this vaccination requirement and who decline to be vaccinated, will not be authorized to work and will be subject to additional consequences, up to and including termination of employment. Employees working on campus who have been approved for an exemption will be required to continue participating in the mandatory weekly COVID-19 testing in the Health & Wellness Center indefinitely.

Employees may request an exception from this mandatory vaccination policy if the vaccine is medically contraindicated for them or medical necessity requires a delay in vaccination. Employees also may be legally entitled to a reasonable accommodation if they cannot be vaccinated and/or wear a face covering (as otherwise required by this policy) because of a disability, or if the provisions in this policy for vaccination, and/or testing for COVID-19, and/or wearing a face covering conflict with a sincerely held religious belief, practice, or observance.

There will be two permitted exemptions to the College's COVID-19 vaccination requirement based on the following:

1. Medical: SJC provides reasonable accommodations, absent undue hardship, to qualified faculty and staff with disabilities that enable them to perform their job duties. In order to qualify for a medical exemption, faculty and staff must provide medical documentation from their doctor of a valid medical contraindication to COVID-19 vaccination.
2. Religious (for Faculty & Staff only): SJC provides reasonable accommodations, absent undue hardship, to faculty and staff with sincerely held religious beliefs, observances, or practices that conflict with getting vaccinated. Pursuant to federal law, a religious exemption will be made for faculty and staff only who hold a sincere religious belief that is contrary to the COVID-19 vaccination requirement. Follow-up documentation may be requested from your religious leader after an interactive dialogue with Human Resources.

Requests for exceptions and reasonable accommodations must be initiated by the employee. Any employee who believes an accommodation is needed because of a disability or sincerely held religious belief (Faculty & Staff only) as noted above, are responsible for initiating the reasonable accommodation request through Human Resources by contacting Heidi Jacques in Human Resources ([hj Jacques@sjcme.edu](mailto:hjacques@sjcme.edu) or 207-893-7756) for an exemption. All such requests will be handled in accordance with applicable laws and regulations and the SJC Employee Policies published on our [Handbooks & Policies](#) web page.

Procedure:

In accordance with the [SJC Vaccination Plan](#), all Saint Joseph's College employees must be fully vaccinated or have a documented accommodation.

To be fully vaccinated an employee must have obtained:

- The second dose of a two-dose vaccine
or
- The one dose of a single dose vaccine
and
- A subsequent vaccine booster

Employees will be considered fully vaccinated two weeks after receiving the requisite number of doses of a COVID-19 vaccine. An employee will be considered partially vaccinated if they have received only one dose of a two-dose vaccine.

Vaccination Status and Acceptable Forms of Proof of Vaccination

All vaccinated employees are required to provide proof of COVID-19 vaccination & booster, regardless of where they received vaccination. Proof of vaccination status can be submitted via the [SJC Encrypted Vaccination Verification Form](#).

Acceptable proof of vaccination status is:

1. The record of immunization from a healthcare provider or pharmacy;
2. A copy of the COVID-19 Vaccination Record Card;
3. A copy of medical records documenting the vaccination;
4. A copy of immunization records from a public health, state, or tribal immunization information system; or
5. A copy of any other official documentation that contains the type of vaccine administered, date(s) of administration, and the name of the healthcare professional(s) or clinic site(s) administering the vaccine(s).

Proof of vaccination generally should include the employee's name, the type of vaccine administered, the date(s) of administration, and the name of the healthcare professional(s) or clinic site(s) that administered the vaccine. In some cases, state immunization records may not include one or more of these data fields, such as clinic site; in those circumstances Saint Joseph's College will still accept the state immunization record as acceptable proof of vaccination.

If an employee is unable to produce one of these acceptable forms of proof of vaccination, despite attempts to do so (e.g., by trying to contact the vaccine administrator or state health department), the employee can provide a signed and dated statement attesting to their vaccination status (fully vaccinated or partially vaccinated); attesting that they have lost and are otherwise unable to produce one of the other forms of acceptable proof; and including the following language:

"I declare (or certify, verify, or state) that this statement about my vaccination status is true and accurate. I understand that knowingly providing false information regarding my vaccination status on this form may subject me to criminal penalties."

An employee who attests to their vaccination status in this way should, to the best of their recollection, include in their attestation the type of vaccine administered, the date(s) of

administration, and the name of the healthcare professional(s) or clinic site(s) administering the vaccine.

New Hires:

All new employees are required to comply with the vaccination requirements outlined in this policy before their first date of employment and as a condition of employment. Potential candidates for employment will be notified of the requirements of this policy prior to the start of employment.

Supporting COVID-19 Vaccination & Booster

An employee may take up to four hours of duty time to travel to the vaccination site, receive a vaccination booster, and return to work. If an employee spends less time getting the vaccine booster, only the necessary amount of duty time will be granted. Employees who take longer than four hours to get the vaccine booster must notify their supervisor providing the reason for the additional time (e.g., they may need to travel long distances to get the vaccine). Any additional time requested will be granted, if reasonable, but will not be paid; in that situation, the employee can elect to use accrued time off to cover the additional time. If an employee receives a vaccine booster outside of their approved duty time they will not be compensated.

Employees may utilize up to two workdays of SJC-paid time off immediately following a vaccine booster if they have side effects from the COVID-19 vaccine booster that prevent them from working.

If you experience side effects after receiving the COVID-19 vaccine booster, please stay home and rest. Information on potential side effects and remedies can be found [here](#).

If you experience side effects after receiving the COVID-19 vaccine booster, please follow the instructions below:

1. Notify your manager/supervisor of your need to be out of work due to side effects causing you to be unable to work (include the date, time and duration)
2. Your manager/supervisor will notify Human Resources of this additional time needed
3. Human Resources will then work with you and your manager/supervisor to record your time in ADP

If an employee experiences extensive adverse reactions to the COVID-19 vaccine booster, SJC will follow all OSHA requirements and procedures. This includes supporting employees having to take one or more days from work, receive medical treatment beyond first aid, or the like as per the OSHA 29 CFR 1904.7 standard. OSHA specifically describes the issue of mandating employee vaccination, and states that any adverse reactions that an employee experiences after being required to receive the vaccine will automatically classify as work-related. As a result, SJC will need to be notified by employees of any extensive adverse reactions in order to follow proper procedures and monitor any further employee reactions to the vaccine.

Any employee who experiences an adverse reaction causing them to take one or more days from work, receive medical treatment beyond first aid, or the like as per the OSHA standard, should contact Heidi Jacques in Human Resources ([hj Jacques@sjcme.edu](mailto:hjacques@sjcme.edu) or 207-893-7756).

Employee Notification of COVID-19 and Removal from the Workplace

Saint Joseph's College requires employees to promptly notify the following via email or phone call when they have tested positive for COVID-19 or have been diagnosed with COVID-19 by a licensed healthcare provider:

- Supervisor
- Human Resources
- Health & Wellness Center

Should an employee test positive for COVID-19, the Human Resources Department will continue to work directly with the employee throughout their time away from work. Positive COVID-19 cases vary greatly, from asymptomatic to mild to very serious. As a result, information from the employee's physician/health care center, the current CDC website and current Pandemic Response Team guidelines will be the mainstay for determining when an employee may return to work.

Human Resources will work with each employee to determine the most appropriate option available for any leave needed and telecommuting where appropriate.

Medical Removal from the Workplace and Return to Work Criteria

Saint Joseph's College has also implemented a policy for keeping COVID-19 positive employees from the workplace in certain circumstances. Saint Joseph's College will immediately remove an employee from the workplace if they have received a positive COVID-19 test or have been diagnosed with COVID-19 by a licensed healthcare provider (i.e., immediately send them home or to seek medical care, as appropriate).

Members of the SJC community who test positive will isolate at home for 7 days from the day of the positive test and must receive a test at the end of the isolation period. If that test is negative, the employee may return to work while wearing a mask at all times on campus for an additional 3 days. If it is positive or the employee continues to have symptoms, they must continue to isolate for 3 more days (for a total of 10 days), and then return with no further tests.

For any employee removed because they are COVID-19 positive, Saint Joseph's College will keep them removed from the workplace until the employee receives a negative result on a COVID-19 antigen test following a positive result on a COVID-19 antigen test.

If an employee has severe COVID-19 or an immune disease, Saint Joseph's College will follow the guidance of a licensed healthcare provider regarding return to work.

If an employee is identified as a close contact, that person must be tested 3-5 days following the identification and must wear a mask in all public indoor spaces until they receive a negative test.

COVID-19 Testing for Employees Who Are Not Fully Vaccinated

If an employee covered by this policy is not fully vaccinated (i.e., if they are granted an exemption from the mandatory requirement for medical reasons or religious beliefs as defined above), the employee will be required to comply with this policy for testing.

Employees who report to the workplace at least once every seven days must be tested for COVID-19 at least once every seven days at the SJC Health & Wellness Center (HWC). The HWC will maintain all records of test and report results to Human Resources.

Any employee who does not report to the workplace during a period of seven or more days (e.g., if they were teleworking for two weeks prior to reporting to the workplace) must be tested for COVID-19 within seven days prior to returning to the workplace; in coordination with the SJC HWC.

If an employee does not comply with the testing obligation as required by this policy, they will be removed from the workplace until they provide a negative test result (whether from an external source or the SJC HWC). All testing costs through the SJC HWC are covered by the College (no expense to the employee).

Employees who have received a positive COVID-19 test or have been diagnosed with COVID-19 by a licensed healthcare provider, are expected to follow the guidance from the SJC HWC for isolation, return to work and ongoing testing requirements.

Face Coverings for Employees Who Are Not Fully Vaccinated

If an employee covered by this policy is not fully vaccinated (i.e., if they are granted an exemption from the mandatory requirement for medical reasons or religious beliefs as defined above), SJC will require the employee to wear a face covering.

Face coverings must:

- a) completely cover the nose and mouth
- b) be a medical grade surgical mask
- c) be secured to the head with ties, ear loops, or elastic bands that go behind the head
- d) fit snugly over the nose, mouth, and chin with no large gaps on the outside of the face; and
- e) be a solid piece of material without slits, exhalation valves, visible holes, punctures, or other openings.

A medical accommodation may be requested for a face covering that is not a medical grade surgical mask (for example: plastic shield).

Employees who are not fully vaccinated must wear face coverings over the nose and mouth when indoors and when occupying a vehicle with another person for work purposes. Policies and procedures for face coverings have been implemented, along with the other provisions required by OSHA's COVID-19 Vaccination and Testing ETS, as part of a multi-layered infection control approach for unvaccinated workers.

Medical grade surgical masks are available at no cost to employees in the Health and Wellness Center, all residence halls, and all campus offices.

The following are exceptions to Saint Joseph's College requirements for face coverings of unvaccinated employees:

1. For a limited time, while an employee is eating or drinking at the workplace or
2. For identification purposes in compliance with safety and security requirements.
3. When an employee is wearing a respirator or facemask.
4. Where SJC has determined that the use of face coverings is infeasible or creates a greater hazard (e.g., when it is important to see the employee's mouth for reasons related to their job duties, when the work requires the use of the employee's uncovered mouth, or when the use of a face covering presents a risk of serious injury or death to the employee).

Confidentiality and Privacy:

All medical information collected from individuals, including vaccination & booster information, test results, and any other information obtained as a result of testing, will be treated in accordance with applicable laws and policies on confidentiality and privacy.