Applies to: All faculty and staff, residents, fellows, postdoctoral appointees, students, interns, volunteers, contractors (including agency temporaries and vendors), and other personnel who work, study or otherwise engage in activities at the University of Rochester Medical Center ("Covered Personnel").

Individuals who are not covered employees under this policy should refer to the University of Rochester COVID-19 Vaccine Policy (#165) (https://www.rochester.edu/policies/policy/covid-19-vaccine-policy/).

I. Policy

The University is committed to providing a healthy and safe environment for all employees, students, patients, and visitors at the University of Rochester Medical Center in compliance with applicable laws and regulations. Pursuant to the August 18, 2021 New York State Order for Summary Action, Covered Personnel shall be fully vaccinated against COVID-19, with a minimum first dose of a vaccination by no later than November 22, 2021. In further compliance with the Order, Covered Personnel are required to provide proof of their COVID-19 vaccine status by no later than November 22, 2021. For purposes of this Policy, an individual shall be deemed “fully vaccinated” two weeks after receiving the second dose of the Moderna or Pfizer vaccine or the single dose of the Johnson and Johnson vaccine or having received the final dose of a COVID-19 vaccine that has been approved by the Food and Drug Administration (FDA), received emergency use authorization (EUA) by the FDA, is listed for emergency use by the World Health Organization (WHO), or was given as part of a clinical trial in the United States.1
Approved vaccines include the Moderna, Pfizer and Janssen/J&J vaccine as well as vaccines listed by the CDC for people vaccinated outside of the US [1] or as part of a clinical trial in the US [2] or vaccines approved by the World Health Organization (WHO) [3].

II. Guidelines

A. For purposes of this Policy, the University of Rochester Medical Center ("URMC") includes all University of Rochester facilities covered by Article 28 of the New York State Public Health Law, including but not limited to Strong Memorial Hospital as well as all of its ambulatory practices and offices.

B. All Covered Personnel, who have not been granted an exemption from vaccination as described more fully below in II.F, shall attest to and/or provide proof of vaccination via the Employee Health system by completing the COVID VACCINATION STATUS FORM [4] and following the instructions thereon. Those who received their vaccinations through an Employee Health vaccination clinic at the Friends of Strong waiting room or Conference Rooms ACF A&B at Strong Memorial Hospital do not have to complete the form as their vaccination status has already been verified.

C. Covered Personnel new to URMC, who have not been granted an exemption from vaccination as described more fully below in II.F, must confirm that they have completed their primary series of the COVID-19 vaccine (single dose of the Janssen/Johnson & Johnson vaccine or the second dose of the Moderna or Pfizer vaccine) before they can engage in any activities at the URMC. Proof of vaccination will be required through the onboarding process. If new Covered Personnel are unvaccinated or have not completed their primary series of the COVID-19 vaccine or the final dose of a COVID-19 vaccine listed for emergency use by the World Health Organization or the final dose of a COVID-19 vaccine given as part of a clinical trial in the United States they will not be permitted to work.
D. Covered personnel who currently work at URMC and who have had at least one COVID-19 vaccination but are not fully vaccinated in compliance with the state mandate as of November 22, 2021, shall complete the vaccination regimen and be fully vaccinated by no later than January 4, 2022. Those who are hired after November 22, 2021 must have completed their primary series COVID-19 vaccine as outlined in II. C above or have an approved medical exemption.

E. All Covered Personnel who are contractors, Non-URMC students, or other Non-URMC personnel must confirm compliance with this Policy to the University through their employing agency/company, sending school, or as otherwise directed. Such compliance will require confirmation of vaccination or an approved accommodation Questions related to contractor compliance should be directed to Corporate Purchasing.

F. An exemption from COVID-19 vaccination may be available for URMC employees, residents, postdoctoral appointees, students, and interns on medical grounds consistent with guidance from the relevant government agencies.2

1. Medical Exemption – Covered Personnel seeking an exemption for medical reasons must complete the exemption request form. A medical exemption must include documentation from a licensed physician, certified nurse practitioner, or physician assistant (PA) cosigned by a licensed physician that certifies that a COVID-19 vaccination is detrimental to the Covered Personnel due to a specific pre-existing health condition as recognized by relevant health authorities, including but not limited to the Centers for Disease Control and Prevention (CDC) and the FDA, along with the duration such exemption will be required. More detailed information regarding the bases for a medical exemption appear on the exemption request form and reflect current guidance from the relevant medical authorities, which may change from time to time. This request should be submitted via the secure portal developed for this purpose for review, https://tools.mc.rochester.edu/covid-vaccination-status/login (https://tools.mc.rochester.edu/covid-vaccination-status/login).

2. Individuals who receive an accommodation and remain unvaccinated will be subject to daily completion of Dr. ChatBot reporting. Individuals will follow the University face masking guidelines. (https://www.rochester.edu/coronavirus-update/face-masks/)

G. Requests to work remotely or for leave of absence will not be granted as an alternative to being vaccinated in the absence of grounds for an exemption. Covered Personnel may update their vaccination status at any time.
Consistent with the requirements of the state mandate and applicable laws, the University maintains a process to consider reasonable accommodation requests from covered personnel based on sincerely held religious beliefs that would prevent individuals from receiving a COVID-19 vaccine. However, compliance with the state mandate may significantly limit the availability of such accommodations.

III. Procedures

A. Reporting Vaccination Status:

1. Log in to the COVID Vaccine Participation Form (https://tools.mc.rochester.edu/covid-vaccination-status/login). To access the form, Covered Personnel must either be on-site at the University or connected to the University’s secure Virtual Private Network (https://tech.rochester.edu/services/remote-access-vpn/) (VPN) and must choose the correct domain before entering their username and password. Complete the survey. Those who report being vaccinated will then be directed to submit proof of vaccination.

2. Those that report being unvaccinated may update their status at any time by logging back into the COVID Vaccine Participation Form and making the appropriate edits, and then submit proof of vaccination.

3. This section does not apply to Covered Personnel referenced in II.E above.

The University reserves the right to interpret, modify, amend, or terminate this policy at any time.

See also:

Policy #166: Health Assessments (https://www.rochester.edu/policies/policy/health-assessments/)
COVID-19 Vaccine Paid Sick Day (https://www.rochester.edu/human-resources/2021/02/15/covid-19-vaccine-sick-day/)
ABOUT THIS POLICY

Policy Number
164

Issuing Authority
Human Resources

Responsible Officer
Kathy Miner

Contact Information
kathy.miner@rochester.edu

RELATED POLICIES

COVID-19 Vaccine Policy
Time Off to Receive a COVID-19 Vaccine
Health Assessments

POLICY KEYWORDS

Benefits
Compensation
Payroll