

POLICY

# COVID-19 Vaccine Policy

ISSUED ON 09/02/2021

LAST REVISED ON 06/2022

**Applies to:** All faculty and staff, residents, fellows, postdoctoral appointees, student employees (undergraduate students employed through Student Employment and graduate students not paid a stipend or fellowship in furtherance of their degree), interns (paid or unpaid), volunteers, and contractors (including agency temporaries and vendors)<sup>1</sup> to any University campus, facility, and/or property.

Employees and others who are covered under the [COVID-19 Healthcare Provider Vaccination Policy \(#164\)](https://www.rochester.edu/policies/policy/covid-19-healthcare-provider-vaccination-policy/) (<https://www.rochester.edu/policies/policy/covid-19-healthcare-provider-vaccination-policy/>) should refer to that policy.

<sup>1</sup> *This policy shall apply to contractors as described herein beginning on November 1, 2021.*

## I. Policy

The University is committed to providing a healthy and safe environment for all employees, students, patients, and visitors. In our commitment to this effort all employees as listed above shall be fully vaccinated against COVID-19, with a minimum first dose of a vaccination by no later than September 27, 2021. For purposes of this Policy, an individual shall be deemed “fully vaccinated” two weeks after 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, or achieved finalized status on the World Health Organization Emergency Use Listing (EUL). An individual is eligible for a booster vaccination five months after completing the Pfizer or Moderna series and two months after the initial Johnson and Johnson/Jannssen vaccine.

## II. Guidelines

**A.** All existing employees as defined above must receive at least one dose of the two-dose COVID-19 vaccines (Pfizer or Moderna) or have received the single dose of the Johnson & Johnson COVID-19 vaccine or have received the first dose of a COVID-19 vaccine listed for emergency use by the World Health Organization or the first dose of a COVID-19 vaccine given as part of a clinical trial in the United States by September 27, 2021. The deadline for the second dose of the Pfizer or Moderna vaccine is November 15, 2021.

**B.** Individuals who do not meet vaccination deadlines as outlined above without an approved exemption may not work. Failure to comply with the deadline without an approved medical or religious exemption will result in disciplinary action up to and including termination.

**C.** Questions regarding contractor compliance with this policy can be directed to Corporate Purchasing.

**D.** Employees 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 (<https://tools.mc.rochester.edu/covid-vaccination-status/login>) and following the instructions thereon by no later than September 27, 2021 (See section III.A) to document their vaccination compliance. Those who received their vaccination 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 information is already in the University's system.

**E.** Newly hired University employees, 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 begin work. Proof of vaccination will be required through the onboarding process.

**F.** Reasonable accommodations may be available for individuals who are granted an exemption to being vaccinated due to religious or medical reasons.

1. **Medical Exemption** – Employees 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, as subject to 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>). Employees may begin submitting requests through the portal on Tuesday, September 7, 2021.

2. **Religious Exemption** – Employees seeking an exemption for religious reasons must complete the exemption request form. This requires a written statement explaining an individual’s sincerely held religious belief underlying their request for a religious exemption. The statement should describe the religious belief that guides the individual’s objection to the COVID-19 vaccine. This written request should be provided to Human Resources through the online portal developed for that purpose using the exemption request form, <https://tools.mc.rochester.edu/covid-vaccination-status/login> (<https://tools.mc.rochester.edu/covid-vaccination-status/login>). Employees may begin submitting requests through the online system on Tuesday, September 7, 2021.
3. Individuals who receive an accommodation and remain unvaccinated will be subject to, [the University face masking guidelines](https://www.rochester.edu/coronavirus-update/face-masks/). (<https://www.rochester.edu/coronavirus-update/face-masks/>)

**G.** This policy applies to all employees, regardless of work location, including those who are working in a hybrid model or are working fully remote, except as may be prohibited by local law.

**H.** 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.

### **III. Procedures**

#### **A. Employees Reporting Vaccination Information:**

1. Log in to the [COVID Vaccine Participation Form \(https://tools.mc.rochester.edu/covid-vaccination-status/login\)](https://tools.mc.rochester.edu/covid-vaccination-status/login). To access the form, employees must either be on-site at the University or connected to the University's secure [Virtual Private Network \(VPN\)](https://tech.rochester.edu/services/remote-access-vpn/) (<https://tech.rochester.edu/services/remote-access-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 reported being unvaccinated at a prior date may update their status at any time by logging back into the [COVID Vaccine Participation Form \(https://tools.mc.rochester.edu/covid-vaccination-status/login\)](https://tools.mc.rochester.edu/covid-vaccination-status/login), making the appropriate edits, and then submitting proof of vaccination.

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

**See also:**

[Policy #329: Time Off to Receive a COVID-19 Vaccine \(https://www.rochester.edu/policies/policy/time-off-to-receive-a-covid-19-vaccine/\)](https://www.rochester.edu/policies/policy/time-off-to-receive-a-covid-19-vaccine/)

[Policy #166: Health Assessments \(https://www.rochester.edu/policies/policy/health-assessments/\)](https://www.rochester.edu/policies/policy/health-assessments/)

[Policy #175: Remote Work Policy \(https://www.rochester.edu/policies/policy/remote-work/\)](https://www.rochester.edu/policies/policy/remote-work/)

[Policy #164: COVID-19 Healthcare Provider Vaccination Policy \(https://www.rochester.edu/policies/policy/covid-19-healthcare-provider-vaccination-policy/\)](https://www.rochester.edu/policies/policy/covid-19-healthcare-provider-vaccination-policy/)

[COVID-19 Vaccine Paid Sick Day](https://www.rochester.edu/human-resources/2021/02/15/covid-19-vaccine-sick-day/)

(<https://www.rochester.edu/human-resources/2021/02/15/covid-19-vaccine-sick-day/>)

[University of Rochester COVID-19 Resource Center \(https://www.rochester.edu/coronavirus-update/\)](https://www.rochester.edu/coronavirus-update/)

## **ABOUT THIS POLICY**

### **Policy Number**

165

### **Issuing Authority**

Human Resources

### **Responsible Officer**

Kathy Miner

### **Contact Information**

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## **ADDITIONAL RESOURCES**

**[Human Resources: Leave and Disability \(https://www.rochester.edu/human-resources/benefits/leave-disability/paid-sick-leave/\)](https://www.rochester.edu/human-resources/benefits/leave-disability/paid-sick-leave/)**

**[University COVID-19 Resource Center \(https://www.rochester.edu/coronavirus-update/\)](https://www.rochester.edu/coronavirus-update/)**

## **RELATED POLICIES**

**[COVID-19 Healthcare Provider Vaccination Policy \(https://www.rochester.edu/policies/policy/covid-19-healthcare-provider-vaccination-policy/\)](https://www.rochester.edu/policies/policy/covid-19-healthcare-provider-vaccination-policy/)**

**[Remote Work Policy \(https://www.rochester.edu/policies/policy/remote-work/\)](https://www.rochester.edu/policies/policy/remote-work/)**

**[Time Off to Receive a COVID-19 Vaccine \(https://www.rochester.edu/policies/policy/time-off-to-receive-a-covid-19-vaccine/\)](https://www.rochester.edu/policies/policy/time-off-to-receive-a-covid-19-vaccine/)**

**[Health Assessments \(https://www.rochester.edu/policies/policy/health-assessments/\)](https://www.rochester.edu/policies/policy/health-assessments/)**

## **POLICY KEYWORDS**

**[Benefits \(https://www.rochester.edu/policies/all/?filter%5Btopics%5D=306\)](https://www.rochester.edu/policies/all/?filter%5Btopics%5D=306)**

**[Compensation \(https://www.rochester.edu/policies/all/?filter%5Btopics%5D=326\)](https://www.rochester.edu/policies/all/?filter%5Btopics%5D=326)**

**[Payroll \(https://www.rochester.edu/policies/all/?filter%5Btopics%5D=506\)](https://www.rochester.edu/policies/all/?filter%5Btopics%5D=506)**