COVID-19 Vaccination Policy for Employees and Students

Date: June 7, 2021 Status: Approved

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| **Policy Type:** | University |
| **Contact Office:** | Human Resources |
| **Oversight Executive:** | Chief Human Resources & Deputy Chief Inclusion Officer  Dean of Students |
| **Applies To:** | This Policy applies to all Faculty, Staff and Students across all University departments, Institutes, Centers and Schools. This policy also applies to our independent contractors and temporary workers in the University. |
| **Table of Contents:** | * 1. Purpose   2. Definitions   3. Policy Statement   4. Procedures |
| **Policy Purpose:** | Clarkson University is committed to maintaining a safe work environment for all employees and students. In an effort to minimize the spread of COVID-19, we are adopting this policy to safeguard the health of our employees, students and the community at large from the COVID-19 infectious disease. This policy will comply with all applicable laws and is consistent with the guidance from the Centers for Disease Control and Prevention, state and local health authorities, as applicable. |
| **Definitions of Terms:** | **COVID-19:** COVID-19 is a respiratory disease caused by SARS-CoV-2; a new coronavirus discovered in 2019.  **COVID-19 Vaccines –** Please refer to the [key things to know about COVID vaccines](https://www.cdc.gov/coronavirus/2019-ncov/vaccines/keythingstoknow.html). As of the date of this policy, there are currently three COVID-19 [vaccines](https://www.cdc.gov/coronavirus/2019-ncov/vaccines/different-vaccines.html) authorized by the FDA for emergency use and recommended by the Advisory Committee on Immunization Practices (ACIP) of the Centers for Disease Control and Prevention (CDC): two mRNA vaccines (Pfizer-BioNTech, Moderna) and one viral vector vaccine (Janssen [Johnson & Johnson]).  **Fully Vaccinated** is defined as being 2 or more weeks after the final dose (e.g., first for Janssen/Johnson & Johnson, second for Pfizer and Moderna) of the vaccine approved by the FDA or authorized by the FDA for emergency use.  The CDC has issued [guidance on people who are vaccinated with COVID-19 vaccines that are not currently approved in the U.S.](https://www.cdc.gov/vaccines/covid-19/info-by-product/clinical-considerations.html#not-) They state that individuals who receive vaccines that are authorized by the World Health Organization (WHO) should be considered fully vaccinated and do not need to receive additional doses of FDA-approved vaccines. Individuals who received vaccines not approved by either the FDA or the WHO may be offered an FDA-approved vaccine.  **Review Panel Committee** refers to those who have decision-making and sanctioning authority within Clarkson University’s reasonable accommodation approval process. The review committee may include members from various departments across Clarkson campuses.  **Undue Hardship** generally means that it would cause the employer “significant difficulty or expense.” |
| **Policy Statement:** | To minimize outbreaks of COVID-19 and to prevent or reduce the risk of transmission of COVID-19 in the University community, all new and returning faculty, staff and students will be required to be vaccinated prior to returning to campus in the summer or Fall 2021.  As per CDC guidelines, COVID-19 vaccines will help keep an individual from contracting COVID-19 and even if contracted, will reduce the risk of serious infection. Vaccines are an important tool to help stop the pandemic. Please see CDC details about the [benefits and safety of the COVID-19 vaccine](https://www.cdc.gov/coronavirus/2019-ncov/vaccines/vaccine-benefits.html). Please also see information from [NYS about the vaccines](https://covid19vaccine.health.ny.gov/what-you-need-know) and their importance in saving lives.  All employees and students will be required to receive the COVID-19 vaccination, unless there is an approved reasonable accommodation for medical or religious grounds on file. Employees not in compliance with this policy may be placed on unpaid leave, subject to discipline, up to and including termination of employment. Students not in compliance with this policy will be unable to come onto campus and if found in violation of this will be subject to discipline under the Code of Student Conduct. |
| **Procedures:** | All employees and students are required to receive their COVID-19 vaccination by August 1, 2021. Employees and students who are working on campus and are interacting with employees and students who are attending our K-12 camps have to be vaccinated prior to June 11, 2021, unless there is an approved reasonable accommodation for medical or religious grounds on file. Evidence of vaccination must be uploaded to the University PeopleSoft Portal as soon as the series is completed and prior to arrival on campus.  **Vaccine Eligibility:**  All individuals 12 years of age and older that reside in the United States are eligible to receive the vaccine. To find vaccination sites, visit the <https://am-i-eligible.covid19vaccine.health.ny.gov/>.  **Timelines:** All employees and students are required to receive their COVID-19 vaccination by August 1, 2021. Employees and students who are working on campus and are interacting with student who are attending our K-12 camps have to be vaccinated prior to June 11, 2021  Before the stated vaccinated deadlines have expired, employees and students will be required to provide either proof of vaccination or have an approved reasonable accommodation related to the vaccination.  **Vaccination Records:**  The vaccination record of all vaccinated individuals must be on file with the University. Employees and students can upload a picture of their COVID-19 vaccination record card via myCU in PeopleSoft HR, after the second dose of a two-dose vaccine or after a single-dose vaccine. Vaccination records will otherwise be held private and confidential by Clarkson except as required to be disclosed by law (e.g., with the applicable public health authority)  **Paid leave for vaccinations:**  The NY state [bill](https://www.nysenate.gov/legislation/bills/2021/S2588/amendment/A) signed on March 12, 2021 entitles employees only up to four (4) hours of paid leave per COVID-19 vaccine injection for their own receipt of the vaccine.  Employers are required to provide paid leave not exceeding four (4) hours per vaccine injection and paid at regular rate of pay. This is additional paid time and has NO impact on other accrued time.  Employees are required to:   * Provide their supervisor with a scheduled date/time of vaccination(s) when possible, at least 24 hours in advance. * Clock Out/In of Kronos during scheduled appointments. Supervisors will update Kronos to reflect ‘paid COVID leave.’ * Submit Vaccination Proof Card to Human Resources. Please do not provide any other medical information.   + For a 2-dose series, like the Pfizer or Moderna vaccines:     - After your second vaccination – Please upload vaccination card into PeopleSoft HR (Homepage under COVID Vaccine Proof)   + For a single-dose vaccine, like Johnson & Johnson’s Janssen vaccine     - Please upload vaccination card into PeopleSoft HR (Homepage under COVID Vaccine Proof)   **Cost of vaccination:**  All COVID-19 vaccines are available at no cost.  **Exemptions based on medical or religious grounds:**   * Employees and students in need of an exemption from this policy due to a medical reason, or because of a sincerely held religious belief must submit a **Request for COVID-19 Vaccination Exemption Form in PeopleSoft HR from homepage under COVID Vaccine Proof** to the Human Resources or Dean of Students to begin the interactive accommodation process. * A request for accommodation must be submitted by:   + June 1, 2021 for employees and students returning to campus for the summer 2021 semester.   + July 15, 2021 for employees and employees returning to campus for the fall 2021 semester. * A review panel committee, comprising of faculty, staff and students, will review all requests for accommodation. The committee, with the assistance of medical advice and/or legal counsel as needed, will make a determination of the reasonableness and appropriateness of the requested accommodation. As with any accommodation request, the employee may be required to provide medical documentation or submit any other applicable documentation.   Employee medical exemption requests will be reviewed by the Benefits Manager   * Appeals for medical exemptions will be reviewed by the committee excluding the Benefits Manager and/or if needed the Chief Human Resources & Deputy Chief Inclusion Officer and Chief Inclusion Officer Title VI, IX, ADA/504 Coordinator.   Student medical exemption requests will be reviewed by the Director of Student Health Center   * Appeals for medical exemptions will be reviewed by the committee excluding the Director of Student Health Center and/or if needed the Chief Human Resources & Deputy Chief Inclusion Officer and Chief Inclusion Officer Title VI, IX, ADA/504 Coordinator.   Employee and Student religious exemption request will be reviewed by the committee   * Appeals for religious exemption will be reviewed by the Chief Human Resources & Deputy Chief Inclusion Officer and Chief Inclusion Officer Title VI, IX, ADA/504 Coordinator. * Accommodations will be granted if they do not cause Clarkson University undue hardship or pose a direct threat to the health and safety of others in the workplace. If the accommodation request imposes an undue hardship, the University will consider whether there are alternative accommodations that would not impose such hardship. Human Resources and/or the Dean of Students will notify employees and students of the decision within 2-3 weeks of receipt of the request for accommodation. * Any employee or student who feels that they have been unfairly denied reasonable accommodation(s) may file a written grievance with the University’s Chief Human Resources Officer and the University’s ADA and Section 504 Coordinator, who will review with two members of the ADA/504 Committee to determine whether the University’s policies and procedures were followed. In the event of a conflict of interest or other compelling reason, there will be a reassignment of authority under this grievance procedure from the named University officials to other appropriate individuals. This grievance procedure shall be the exclusive internal procedure for grieving matters arising under this policy. The grievance procedures set forth in Sections 3.1.13 or 3.1.5 of the University’s Operations Manual shall not be applicable to matters arising under this policy. The grievance procedure available to employees under this policy is intended to address issues involving the accommodation on medical and religious grounds and is not available to dispute determinations involving job performance, compensation or other terms and conditions of employment.   **Enforcement:**  To be on campus, all employees and students need to**comply with the mandatory COVID-19 vaccination policy unless there is an approved reasonable accommodation for medical or religious grounds on file.**  Employees and students who are unable to receive the COVID-19 vaccine due to medical or religious reasons must continue to follow all state and local health department guidelines for unvaccinated individuals.  Employees who do not wish to receive the COVID-19 vaccine and do not qualify for a medical or religious exemption will be placed on an unpaid leave of absence for up to three months. If at the end of the three months the employee makes the decision not to receive the COVID -19 vaccine, they will be terminated.  Students who do not wish to receive the COVID-19 vaccine, and do not qualify for a medical or religious exemption, will not be able to come onto campus or otherwise participate in person. As most programs and classes are planning to be in person for fall semester, failure to abide by this policy will most likely negate a student’s ability to participate in courses at Clarkson. Failure to abide by this policy will be considered a violation of the Code of Student Conduct and will be subject to sanctions.  **Duration of Policy:**  While COVID-19 vaccines have demonstrated high efficacy at preventing severe COVID-19, there is currently limited information on the longevity of the vaccine and the need for additional booster doses. We will continue to monitor the updated recommendations from CDC, federal, state and local health authorities and will update our guidelines accordingly. However, ensuring that all employees and students maintain vaccination status is essential to protecting our University community.  This policy will be in effect until further notice.  **Note:**  This policy supplements, and does not replace, existing policies regarding [precautions](https://www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/index.html) in public places like wearing a face mask, staying 6 feet apart from others, hand hygiene, and avoiding crowds and poorly ventilated spaces. Therefore, even after fully vaccinated against COVID-19, you must comply with the University COVID-19 policies, procedures and guidelines to keep the workplace safe.  **Please contact Human Resources at**[**clarksonhr@clarkson.edu**](mailto:clarksonhr@clarkson.edu)**for employee questions or** [**deanofstudents@clarkson.com**](mailto:deanofstudents@clarkson.com) **for student questions.** |
| **Related Information:** | * [New York State Resources](https://covid19vaccine.health.ny.gov/) * [St. Lawrence County Resources](https://www.stlawco.org/Departments/PublicHealth/COVID-19Vaccine) * [Center for Disease Control Resources](https://www.cdc.gov/coronavirus/2019-ncov/vaccines/) * <https://www.cdc.gov/coronavirus/2019-ncov/vaccines/faq.html> |
| **Next Scheduled Review:** |  |
| **Approved By, Date:** | Amy McGaheran,  Chief Human Resource Officer and Deputy Chief Inclusion Officer  James W. Pittman  Dean Of Students |
| **Revision History:** |  |