

Procedure Number: HR010

Rick Evans

Rick Evans, Executive Director

Title: Vaccination Policy

Effective Date: August 20, 2021

Reviewed: November 15, 2022

Purpose

In accordance with The University Corporation's (TUC) duty to provide and maintain a workplace that is free of known hazards, we are adopting this policy to safeguard the health of our employees and their families; our customers and visitors; and the community at large from infectious diseases, such as COVID-19 or influenza, that may be reduced by vaccinations. This policy complies with all applicable laws and is based on guidance from the Centers for Disease Control and Prevention and local health authorities, as applicable.

Scope

All **employees, contractors** and volunteers are required to receive an approved COVID-19 vaccination by September 30, 2021, unless a reasonable accommodation is approved.

Definitions

Employees: Full time and part time employees, temporary employees and student employees.

Contractor: A person or entity, including an auxiliary organization, that performs work for TUC as specified under the terms of a contract or agreement.

Volunteer: An individual who performs work or provides services to TUC of their own free will, without remuneration of any kind, for public service or humanitarian purposes.

Procedures

By September 30, 2021 TUC will expect that all employees to either (a) complete a written certification (attestation form) that they have been fully vaccinated with an approved vaccine: or (b) obtain an approved exemption as an accommodation.

Any person submitting a certification of current COVID 19 vaccination status shall verify that, at the company request, they will promptly provide proof of vaccination.

For purposes of this policy, an employee is considered fully vaccinated two weeks after receiving the second dose of a two-dose vaccine (Pfizer or Moderna) or one does of a single-dose vaccination (Janssen).

Employees not in compliance with this policy will be placed on unpaid leave until their employment status is determined by TUC Human Resources department.



Reasonable Accommodation

If an employee needs an exemption from this policy due to a medical reason, or because of a sincerely held religious beliefs and practice, TUC will engage in an interactive process to determine if a reasonable accommodation can be provided; so long as it does not create an undue hardship for the Company and/or does not pose a direct threat to the health and safety of others in the workplace and/or to the employee.

To request an accommodation for one of the above reasons, please submit a completed Request for Accommodation form to TUC Human Resources department as soon as possible. You may request an accommodation without fear of retaliation.

- **Medical Exemption:** due to a medical condition in which an Approved Vaccine presents a significant risk of a serious adverse reaction. Any medical exemption must be verified by a certified or licensed healthcare professional.
- **Religious Exemption:** due to either (i) a person's sincerely held religious belief, observance, or practice, which includes any traditionally recognized religion, or (ii) beliefs, observances, or practices which an individual sincerely holds and that occupy a place of importance in that individual's life, comparable to that of traditionally recognized religions.

COVID 19 Testing

In order to access Campus, any person, who has not obtained an approved vaccine (even if they have an **Exemption**) will be subject to weekly COVID 19 testing. In addition, other preventative measures may be required and will be updated by later notification and/or posting of requirements.

Weekly testing will be at no cost to employees and conducted during work hours. Testing kiosks will be available on campus. PCR, nasal swab testing will be provided through a third-party vendor.

Discipline

Violations of this policy, including dishonesty may subject employees to disciplinary action.