

**POLICY NAME:** MANDATORY VACCINATION      **POLICY #:** UV 2-31  
**DATE ADOPTED:** 12.2021      **PAGE 1 OF 5**  
**REVIEW DATE:** 11.2022

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**PURPOSE**

In accordance with the OSHA COVID-19 Emergency Temporary Standard on vaccination and testing and CMS Omnibus COVID-19 Health Care Staff Vaccination Interim Final Rule, University Village (UV) is adopting this policy mandating vaccination against COVID-19. This policy will comply with all applicable laws and is based on guidance issued by OSHA and CMS, as applicable.

**SCOPE**

This mandatory COVID-19 Vaccination Policy applies to all employees of University Village, except for employees who do not report to the workplace.

All employees covered by this policy are required to be fully vaccinated as a term and condition of employment at UV. 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. All employees are required to report their vaccination status and to provide proof of vaccination. 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.

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 because of a disability, or if the provisions in this policy for vaccination with a sincerely held religious belief, practice, or observance.

**PROCEDURES**

**Overview and General Information**

All UV employees must be fully vaccinated on a date that has not yet been determined.

To be considered fully vaccinated, an employee must:

- Obtain the first and second dose of a two-dose vaccine; *or*
- Obtain one dose of a single dose vaccine

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, regardless of where they received vaccination. Proof of vaccination status may be submitted in-person to Human Resources or during the health screen for all new employees.

Acceptable proof of vaccination status is:

- The record of immunization from a healthcare provider or pharmacy;
- A copy of the COVID-19 Vaccination Record Card;
- A copy of medical records documenting the vaccination;
- A copy of immunization records from a public health, state, or tribal immunization information system; or
- 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 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 UV will still accept the state immunization record as acceptable proof of vaccination.

Documentation of vaccination status for existing employees is due no later than December 3, 2021 or immediately upon hire for all incoming employees.

## **Supporting COVID-19 Vaccination**

When possible, UV may arrange vaccination with one of its pharmacy partners and provide transportation for the employee to and from the site of vaccination or offer the vaccination on site. An employee will be compensated if they are vaccinated during regularly scheduled duty time.

If an employee is vaccinated outside of their approved duty time they will not be compensated.

Employees may utilize up to two workdays of Paid Time Off, current or future, immediately following each dose if they have side effects from the COVID-19 vaccination that prevent them from working.

## **Employee Notification of COVID-19 and Removal from the Workplace**

Employees are required to undergo testing at the facility as scheduled based on the most recent CMA and OSDH guidance. Should an employee test outside of required facility testing, they must promptly notify their Department Manager if they have tested positive for COVID-19 or have been diagnosed with COVID-19 with a licensed healthcare provider. In instances where testing occurs outside of the facility, the employee may be required to provide documentation of a positive COVID-19 test result.

## **Medical Removal from the Workplace**

UV has implemented a standard for keeping COVID-19 positive employees from the workplace. Any employee is required to immediately vacate the workplace upon notification of a positive COVID-19 test. Employees who have tested positive or been diagnosed by a licensed healthcare provider outside of the workplace may not return to the worksite until they meet the guidance provided by the Infection Prevention Nurse.

## **Return to Work Criteria**

Employees may return to work when the following criteria is met:

- At least 10 days have passed since symptoms first appeared, and
- At least 24 hours have passed with no fever without fever-reducing medication, and
- Other symptoms of COVID-19 are improving (loss of taste and smell may persist for weeks or months and need not delay the end of isolation).

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

## **COVID-19 Testing**

Testing requirements for all employees will be based on the most recent guidance from CMS and OSDH.

Employees who have received a positive COVID-19 test, or have been diagnosed with COVID-19 by a licensed healthcare provider, are not required to undergo COVID-19 testing for 90 days following the date of their positive test or diagnosis.

## **New Hires**

All new employees are required to comply with the vaccination requirements outlined in this policy as soon as practicable 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.

## **Pay for COVID-19 Related Absences**

Employees who miss time due to COVID-19 related illness may use available Paid Time Off. Hourly employees must first utilize any UNSCHEDULED hours available to them.

## **Request for Medical or Religious Exemption**

Employees in need of an exemption from this policy due to a medical reason, or because of a sincerely held religious belief, practice, or observance must submit the required documentation to the Human Resources department to begin the interactive accommodation process as soon as possible after vaccination deadlines have been announced. Accommodations will be granted where they do not cause UV undue hardship or pose a direct threat to the health and safety of others.

- **Medical Exemptions;** signed documentation in the form of a letter must be submitted to Human Resources from a licensed healthcare provider outlining the reason the vaccine is medically contraindicated or requires delay for the employee
- **Religious Exemptions;** the *Religious Accommodation Request Form* (see Attachment A) must be completed and returned to Human Resources for consideration

All exemption requests will receive a decision within 14 days of submission.

## **Confidentiality and Privacy**

All medical information collected from individuals, including vaccination 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.

**Questions**

Please direct any questions regarding this policy to Human Resources.

**Attachment A: *Religious Accommodation Request Form***



### RELIGIOUS ACCOMMODATION REQUEST FORM

|  |                         |
|--|-------------------------|
| <b>Applicant's or Employee's Name:</b> | <b>Date of Request:</b> |
| <b>Email Address:</b>                  | <b>Phone Number:</b>    |
| <b>Department:</b>                     | <b>Position Title:</b>  |

- 1) Please identify the University Village requirement, policy, or practice that conflicts with your sincerely held religious observance, practice, or belief (hereinafter "religious beliefs").
  
- 2) Please describe the nature of your sincerely held religious beliefs or religious practice or observance that conflict with the University Village requirement, policy, or practice identified above.
  
- 3) What is the accommodation or modification that you are requesting?
  
- 4) List any alternative accommodations that also would eliminate the conflict between the University Village requirement, policy, or practice and your sincerely held religious beliefs.

*Completed form should be submitted to Human Resources either in person or to [hr@uvrc.com](mailto:hr@uvrc.com). All requests will receive a response within 14 days of submission.*

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|-----------------------------|--------------|
| <b>Requestor Signature:</b> | <b>Date:</b> |
|-----------------------------|--------------|

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| <b><i>For Internal Use Only</i></b> | <b><i>Date of Receipt</i></b> |
|-------------------------------------|-------------------------------|