



POLICY

Title: Mandatory COVID-19 Vaccine Policy for Employees - Interim

Policy Statement

Vaccination is an [effective](#) and vital tool to reduce the presence and severity of COVID-19 cases in the workplace, in communities, and in the nation as a whole. The University of Vermont has adopted this policy on mandatory vaccination to safeguard the health of students, employees, and their families as well as members of our community at large from the hazard of COVID-19. This policy complies with [OSHA's Emergency Temporary Standard on Vaccination and Testing](#) (29 CFR 1910.501) and with Executive Order 14042, Ensuring Adequate COVID Safety Protocols for Federal Contractors.

Reason for the Policy

The OSHA COVID-19 Emergency Temporary Standard (ETS) on Vaccination and Testing requires employers to establish, implement, and enforce a written mandatory vaccination policy (29 CFR 1910.501(d)(1)). Executive Order 14042, Ensuring Adequate COVID Safety Protocols for Federal Contractors, further requires those who contract with the Federal Government conform to the workplace safety protocols outlined by the Safer Federal Workforce Task Force. These protocols also include a vaccine mandate.

Applicability of the Policy

This Policy applies to all employees of the University of Vermont. It does not apply to part-time faculty while they are in gap status (e.g., who do not have a active appointment). Part-time faculty in gap status will be required to comply with this policy when they receive an appointment and before they begin teaching.

Definitions

Acceptable Vaccine: Acceptable vaccinations are those approved by the [Food and Drug Administration](#) (FDA) for use in the U.S. (currently, Johnson & Johnson, Moderna, or Pfizer) or approved by the [World Health Organization \(WHO\)](#).

Employee: "Employee" means all full-time and part-time employees of the University, and includes temp employees.

Fully Vaccinated: Two weeks after the final dose of a CDC approved or a WHO emergency use authorized COVID-19 vaccine.

Student employees: It does not include student employees (e.g., those whose primary affiliation with the University is as a student), as students were already required to be vaccinated under a separate protocol.

Procedures

All employees must have received their final dose and show proof of vaccination, or be approved for an exemption, **no later than January 4, 2022**, consistent with federal regulations. Employees who fail to meet these requirements or who provide false information under this protocol will be subject to the disciplinary provisions described below.

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.

I. VACCINE TIMING, ACCEPTABLE PROOF, AND GENERAL INFORMATION

Unless they are approved for one of the exemptions described in this policy, all employees must be fully vaccinated no later than **January 18, 2022**. This means that employees must receive their final dose no later than **January 4, 2022**.

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.

Employees are able to make an appointment for their first, second or booster dose through a pharmacy, the [Vermont Department of Health](#) or through their [primary health care provider](#). More information on scheduling your vaccine is available through the [Vermont Department of Health](#).

Vaccination Status and Acceptable Forms of Proof of Vaccination

All vaccinated employees are required to provide one of the following forms of proof of COVID-19 vaccination, regardless of where they received vaccination:

1. The record of immunization from a healthcare provider or pharmacy;
2. A copy of the COVID-19 Vaccination Record Card;
3. A copy of medical records documenting the vaccination;
4. A copy of immunization records from a public health, state, or tribal immunization information system; or
5. 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).

Employees will upload their vaccination information including an image of their vaccine card through the designated portal. The card must clearly include the employee's name, dates of vaccination, type (brand) of vaccination, and vaccine lot numbers. Vaccination cards will be treated as medical information, and will be appropriately safeguarded and kept separately from other employee records. Privacy laws prohibit UVM from disclosing certain personal or medical/health information to anyone without a need to know. Vaccine records, including copies of vaccine cards, are stored within a separate module in UVM's HRS system and access is limited only to those who need this information to ensure UVM's compliance with the federal mandate.

Depending on the state in which the employee received their vaccination, state immunization records may not include one or more of these data fields, such as clinic site; in those circumstances UVM will still accept the state immunization record as acceptable proof of vaccination.

Proof of vaccination status can be submitted via PeopleSoft (see [instructions](#)). Employees who do not have access to a computer or who require assistance may contact Human Resources Services at (802) 656-3150, or hrsinfo@uvm.edu.

In most cases, if an employee loses their vaccination card, they should be able to obtain a replacement card by contacting the vaccine administrator or state health department. If they are unable to obtain a replacement card, or if for any other reason they are not able to obtain a vaccination card after reasonable attempts to do so, the employee can instead provide a signed and dated statement attesting to their vaccination status (fully vaccinated or partially vaccinated). UVM's attestation form can be found [here](#). Attestations are not accepted unless the employee has made a reasonable effort to obtain a replacement.

An employee who attests to their vaccination status in this way should, to the best of their recollection, include in their attestation the type of vaccine administered, the date(s) of administration, and the name of the healthcare professional(s) or clinic site(s) administering the vaccine.

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.

Face Coverings

Anyone entering a UVM building and anyone participating in a UVM event (even if not at a UVM facility or location) is required to wear a face covering while indoors. Face covering requirements may be different depending on vaccine status and current COVID activity. All UVM employees are required to comply with UVM's face covering requirements which can be found [here](#).

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. UVM will include a statement regarding UVM's vaccine mandate on job postings. New hires will be required to upload proof of vaccination into PeopleSoft, or to submit an exemption request, prior to the end of their first day of employment. With prior approval by the Vice President of Finance and Administration (for administrative positions) or the Provost (for academic positions), mission critical positions may be filled by new hires not fully vaccinated as long as those individuals are fully vaccinated within 60 days of hire and are complying with UVM's testing protocol until they are fully vaccinated.

II. EXEMPTIONS

Employees are required to be vaccinated unless they receive one of two exemptions. The University will provide a process for employees to request exemptions for religious or medical reasons.

- Medical exemption – Employees may request a medical exemption if receiving a vaccine would jeopardize their health. The licensed health care provider attesting to the employee's need for a medical exemption must be someone who is able to administer a vaccination (e.g., not a chiropractor or optometrist).
- Religious exemption – Employees may request a religious exemption if their sincerely held religious beliefs (not philosophical or political beliefs) prevent them from receiving a vaccine.

Anyone with an approved vaccination exemption will be required to test every seven days and may be required to wear face coverings indoors in accordance with UVM's face covering requirements in place at the time. Those requirements can be found [here](#).

Employees who have an approved exemption may be kept out of the classroom, offices, and/or other workspace, facility, location, and operation during the course of a COVID-19 outbreak if it is determined that

such employees are at risk for getting COVID-19 and transmitting it to others. The length of time an employee is excluded will vary and can range.

Requests for exemptions and reasonable accommodations must be initiated by the employee by submitting a [request for exemption form](#). All such requests will be handled in accordance with applicable laws and regulations and with UVM's Policies and University Operating Procedures (UOPs) including, but not limited to, [Procedural Guidelines for Disability Accommodation for Employees](#) and UVM's [Equal Employment Opportunity/Affirmative Action Policy Statement](#).

See [What You Should Know About COVID-19 and the ADA, the Rehabilitation Act, and Other EEO Laws](#) and [Vaccinations – Title VII and Religious Objections to COVID-19 Vaccine Mandates](#).

III. REQUIRED COVID-19 TESTING FOR EMPLOYEES WITH AN APPROVED EXEMPTION

Employees with an approved exemption are required to test every seven days. Where possible, testing will be done on campus. Employees who do not work on campus and are unable to come to campus to test every seven days will be provided a means of testing remotely, and will be responsible for following instructions and returning their sample to ensure that they successfully complete testing within required time frames.

Employees required to test every seven days will be provided a means to request a waiver from the every seven day test requirement if they are on an approved leave or have tested positive for COVID-19 during the past 90 days.

- Employees on vacation/approved leave are not required to test while they are on approved leave, but they must submit a negative test result from a test taken within three days of their return to work.
- Employees who have received a positive COVID-19 test are not required to undergo COVID-19 testing for 90 days following the date of their positive test or diagnosis.
- If an employee fails to test every seven days (or receive an approved waiver) within 24 hours, they will be subject to the disciplinary provisions below.

IV. TIME OFF TO SUPPORT COVID-19 VACCINATION

Employees may take up to four hours of paid time off to travel to a vaccination site, receive a COVID-19 vaccination or booster, and return to work, without using their own leave balances. If an employee spends less time getting the vaccine or booster, they should only use the necessary amount of time away from work. The State of Vermont provides vaccination sites across the state, and additional travel time should not be necessary. However, should an employee need to travel farther and require more than four hours of time off to receive a vaccine, they should notify their supervisor. Any additional time (beyond four hours) requested will be granted, but employees must use their own leave balances or take unpaid leave.

Employees may take up to one workday of paid time off without using their leave balances, or the number of days required by relevant state or federal laws or regulations (whichever is greater):

- To recover from each dose of an initial COVID-19 vaccine, if they have side effects that prevent them from working; or
- To recover from a COVID-19 booster shot, if they have side effects that prevent them from working.

Employees who need additional time off to recover from a COVID-19 vaccine or booster shot may use any of their own leave balances.

Except as otherwise provided in this Policy, UVM's existing leave policies and collective bargaining agreements shall apply to requests for any time off needed to obtain COVID-19 vaccines or boosters, or to recover from related side effects.

V. PROTOCOL FOR POSITIVE COVID-19 TESTS

Employees must promptly notify their supervisor when they have tested positive for COVID-19, and must stay away from University facilities, locations, and events and isolate consistent with [UVM's isolation guidelines](#). Employees may use any of their leave balances while isolating, and may also be eligible for Family Medical Leave (FMLA). More information regarding employee rights under FMLA can be found [here](#).

Employees are required to isolate and are prohibited from coming to a UVM facility or location until they have completed a full isolation period consistent with these [guidelines](#). Employees who are asymptomatic or who are otherwise well enough to work may work remotely during their isolation period if (1) their job allows for remote work and (2) the employee's supervisor has approved the remote work.

Medical Removal from the Workplace

UVM will immediately direct any employee who has received a positive COVID-19 test or any unvaccinated employee who is displaying symptoms of COVID-19 to leave UVM facilities or locations.

Return to Work Criteria

In order to return to work at a UVM facility or location, employees who have tested positive for COVID-19 must meet the return to work criteria in the [UVM Guidelines](#), or must be cleared to return to work by a licensed healthcare provider.

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

Employees who present at a UVM facility or location after testing positive and before completing the isolation period consistent with this policy will be subject to disciplinary action consistent with UVM policies and applicable collective bargaining agreements.

VI. DISCIPLINARY ACTION

Employees who fail to provide proof of vaccination or receive an exemption and employees with an exemption who fail to test every seven days unless they have an approved waiver will be subject to disciplinary action consistent with this policy. Additionally, they will be placed on paid administrative leave and prohibited from working in person or remotely. The disciplinary action provisions described herein are unique to this policy, and are in recognition of the fact that failure to provide proof of vaccination or (for employees with an approved exemption) participate in regular testing pose significant health and safety risks to the University community. These provisions shall not apply to any other disciplinary matters, or be used as precedent or justification to alter disciplinary processes under existing policies or collective bargaining agreements.

Initial Notification and Assistance

Employees will receive an initial notification that they are out of compliance with this policy, and will be contacted by a supervisor, manager, human resource services staff member, or other University representative to identify any barriers to compliance. Where appropriate, the University representative will offer information and reasonable assistance to help the employee comply with this policy.

Written Notice

Employees who do not provide proof of vaccination or have an approved exemption within five business days of receiving an initial notification will receive written notice from their Dean or Vice President that the University is contemplating termination of their employment for failure to comply with this policy. The notice

may be delivered electronically, in person, or by certified mail/overnight delivery. If the employee is represented, their union will be notified.

Opportunity to Respond

Employees will have an opportunity to respond in person and/or in writing to the Dean or Vice President within ten days of receiving notice that termination is being contemplated for failure to comply with this policy.

Notice of Final Decision

Within seven days of the meeting described above, the Dean or Vice President shall notify the employee in writing of the final action taken. If the employee is represented, their union will also be notified of the decision.

Final decisions may be appealed to the Vermont Labor Relations Board.

Employees will also be subject to appropriate discipline consistent with existing policies and collective bargaining agreements if they:

- provide false information under this protocol; or
- have an approved exemption but come to a UVM work site without complying with vaccine/testing requirements; or
- have an approved exemption, but repeatedly do not comply with the testing requirements addressed in this policy.

In addition to University discipline, employees who provide false information may be subject to additional penalties under [federal law](#).

Represented employees may have a union representative accompany them to any meetings resulting from the disciplinary section of this Policy.

Contacts

Questions concerning the daily operational interpretation of this policy should be directed to the following (in accordance with the policy elaboration and procedures):	
Title(s)/Department(s):	Contact Information:
Human Resource Services	hrsinfo@uvm.edu

Forms/Flowcharts/Diagrams

- TBD

Related Documents/Policies

- TBD

Regulatory References/Citations

- 86 FR 61402

Training/Education

Training will be provided on an as-needed basis as determined by the Approval Authority or the Responsible Official.

About this Policy

Responsible Official:	Vice President for Finance and Administration	Approval Authority:	President
Policy Number:	V. 4.35.1	Effective Date:	December 23, 2021
Revision History:	None		

University of Vermont Policies and Operating Procedures are subject to amendment. For the official, approved, and most recent version, please visit UVM's [Institutional Policies Website](#).