



PROCEDURE

COVID-19 Vaccination Procedure for Employees

Procedure Administrator: Associate Vice President for Human Resources
Authority: N.J.S.A. 18A:64-8
Effective Date: August 13, 2021; September 11, 2021; October 4, 2021*
Index Cross-References: Policy I-55: Campus Conduct Code; Policy I-67: Disability, Accessibility, and Reasonable Accommodations; Policy I-100.5: Emergency Operations Plan; Policy VI-10.6: Agreements Resulting from Collective Negotiations; Policy VI-27: Leaves of Absence; Procedure 6220: Disciplinary Matters; Procedure 6900: General Statement Concerning Environmental Health and Safety
Procedure File Number: 6335
Approved By: Dr. Harvey Kesselman, President

I. PURPOSE

The purpose of this Procedure is to promote the health and safety of the University community. This Procedure may be modified by the University at any time based on public health guidance and to adapt to changing circumstances and operational needs, consistent with its commitment to maintaining a safe and healthy workplace.

II. PROCEDURE STATEMENT

All Employees must receive and provide proof of having received a full course of a COVID-19 vaccine acceptable to Stockton University (two doses of a two-dose vaccine or one dose of a single-dose vaccine, as defined below), as well as subsequent boosters, if required. Employees must provide such proof by uploading a copy or photo of their vaccine card to the *goStockton* Portal.

Employees may request an exemption to this requirement based on a medical condition or sincerely held religious belief as detailed below.

This Procedure does not apply to students, vendors, or visitors.

III. DEFINITIONS

COVID-19 vaccine acceptable to Stockton University means any COVID-19 vaccine approved or having emergency use authorization from the United States Food and Drug Administration (“FDA”) and COVID-19 vaccines that have been listed for emergency use by the World Health Organization (“WHO”). The complete current list is available on the United States Centers for Disease Control and Prevention (“CDC”) website.

Employee means all full-time and part-time employees and Temporary Employee Specialists (TES) of the University.

Fully Vaccinated means that at least two weeks have passed after receiving the second dose of a two-dose vaccine or the single dose of a one-dose vaccine, and subsequent boosters if required. The definition of Fully Vaccinated is consistent with current guidance issued by the CDC.

Medical Exemption means being exempt for a medical reason. If an Employee claims an inability to receive the vaccine due to a medical condition (and is therefore seeking exemption from the vaccination requirement), the Employee must complete and submit to the Office of Human Resources the COVID-19 Immunization Exemption/Extension Request Form along with supporting medical documentation. The Office of Human Resources will review and may engage in a discussion with the Employee, or seek additional medical information and conduct an individualized assessment. The Office of Human Resources will then determine if the information provided supports approval of a medical exemption allowing the Employee to be present in the workplace with appropriate health and safety protocols.

Record of Vaccination (or vaccine card) refers to the COVID-19 Vaccination Record Card produced by the CDC, an immunization record produced by the state or foreign country where the vaccine was administered, or an immunization record from the medical office where the vaccine was administered. The vaccine card must include the name and date of birth of the individual vaccinated, the manufacturer and lot number(s) of the vaccine, the date(s) that the vaccine(s) were administered, and the location(s) where the vaccine(s) were administered.

Religious Exemption means being exempt for a sincerely held religious belief. If an Employee claims to be unable to receive a vaccine due to a sincerely held religious belief (and is thereby seeking an exemption to the vaccination requirement), the Employee should complete and submit the COVID-19 Immunization Exemption/Extension Request Form. The Office of Human Resources will review the information provided and may engage in a discussion with the Employee, request additional supporting documentation, and conduct an individualized assessment. The Office of Human Resources will then determine if the information provided supports approval of a religious exemption allowing the Employee to be present in the workplace with appropriate health and safety protocols.

IV. PROCEDURE

All Employees must receive and provide proof of having received a full course (two doses of a two-dose vaccine or one dose of a single-dose vaccine) of a COVID-19 vaccine acceptable to Stockton University.

By September 1, 2021, all Employees who are SFT Employees (full-time and adjunct faculty, faculty librarians, and professional staff), Managers, and Temporary Employee Specialists must do one of the following : (1) upload a copy or photo of their vaccine card and enter their vaccine information via the University *goStockton Portal*; (2) request an exemption to this requirement based on their own medical condition or sincerely held religious belief by completing and submitting the COVID-19 Immunization Exemption/Extension Request Form or (3) request an extension to be Fully-Vaccinated by submitting the COVID-19 Immunization Exemption/Extension Request Form.

By October 18, 2021, all Employees who are members of the Communications Workers of America (CWA), International Federation of Professional and Technical Engineers (IFPTE), New Jersey State Policemen's Benevolent Association (NJPBA), New Jersey Superior Officers Association (NJSOA), New Jersey Law Enforcement Supervisors

Association (NJLESA), and, all Employees not otherwise identified, must do one of the following: (1) upload a copy or photo of their vaccine card and enter their vaccine information via the University *goStockton Portal*; (2) request an exemption to this requirement based on their own medical condition or sincerely held religious belief by completing and submitting the COVID-19 Immunization Exemption/Extension Request Form; or (3) request an extension to be Fully-Vaccinated by submitting the COVID-19 Immunization Exemption/Extension Request Form.

When entering their vaccine information in the University *goStockton Portal*, Employees may enter each dose at separate times or may enter both doses at once. Employees should take an electronic photo or scan their vaccine card to upload into the University *goStockton Portal*. The Office of Human Resources will review each vaccination card to verify accuracy. Falsification of vaccine information will subject an Employee to discipline up to and including termination of employment. In addition, the submission of falsified vaccination records is a crime subject to reporting and prosecution under Federal and State laws.

Individuals receiving offers of employment after September 1, 2021 must enter their vaccination information or request an extension or exemption prior to their start date. If not yet fully vaccinated, these individuals may inform the Office of Human Resources of the date by which they will be fully vaccinated or provide receipt of vaccine exemption approval granted by the Office of Human Resources.

Individuals receiving offers of employment from the University who do not timely comply with this Procedure will have their offer of employment rescinded.

Exemption, Reasonable Accommodation and Extension

This Procedure allows Employees to request exemption from the mandatory COVID-19 vaccination requirements based upon qualifying and documented medical or religious reasons. Employees are encouraged to submit their requests as soon as possible.

If requesting an exemption to the COVID-19 vaccination requirement, Employees must complete and submit the COVID-19 Immunization Exemption/Extension Request Form available on the Office of Human Resources webpage. When completing this form, the Employee must identify the reason for such request – specifically, their medical condition or sincerely held religious belief, along with any required or necessary supporting documentation.

The Office of Human Resources will review the request and consult with the ADA/504 Coordinator where necessary or appropriate. If the exemption is granted to enable an Employee who is not fully vaccinated to be present at their University workplace, the Employee must comply with the requirements in the section below related to Public Health Requirements for Employees for unvaccinated individuals. Reasonable accommodations will be granted where they do not create an undue hardship for the University and/or do not pose a direct threat to the health or safety of others in the workplace. Working remotely may not be an alternative for Employees who are not fully vaccinated and may not be available to those granted a Medical or Religious Exemption.

The Office of Human Resources may deny the request for exemption and/or accommodation with an explanation of the reason for the denial. If requested by the Office of Human Resources, an Employee may submit additional information within (5) five business days of receipt of the decision from the Office of Human Resources denying the request for an exemption and/or accommodation.

Disputes by Employees who are members of CWA, IFPTE or NJPBA over whether the Employee qualifies for a religious or medical exemption will be subject to the terms of the applicable Memorandum of Agreement Regarding Vaccinations at State Colleges and Universities between the State and CWA, IFPTE and NJPBA, respectively.

Employees may submit a request for an extension of the date to be fully vaccinated by completing and submitting the COVID-19 Immunization Exemption/Extension Request Form. The Office of Human Resources will review the request for an extension and may request additional information upon receipt of a request.

Requests for and Use of Leave Under This Procedure

In cases where an Employee is not fully vaccinated and has been denied a medical or religious exemption or extension, the Employee may submit a request to the Office of Human Resources to take unpaid leave under this Procedure for no more than 30 calendar days. The Employee must provide the University with documentation of having received at least one dose of the applicable vaccine during the leave period.

Any Employee who is a member of CWA, IFPTE or NJPBA and who does not qualify for a Religious Exemption or Medical Exemption and is not Fully Vaccinated by October 18, 2021, will be permitted to use a combination of available vacation and administrative leave (and in the case of Employees who are members of IFPTA, compensatory time), during an initial period of non-compliance with this Procedure for a period not to exceed ten (10) working days.

V. PUBLIC HEALTH REQUIREMENTS FOR EMPLOYEES

While the University is requiring COVID vaccination for Employees, there will be members of the University community who may not be vaccinated. Until further notice, as of the effective date of this Procedure the University will require all unvaccinated Employees to take actions intended to mitigate risk whenever they are on-campus as set forth below.

If You Are Fully Vaccinated:

If you are fully vaccinated, you:

- Do not have to wear a mask (but are welcome to if you choose), ***unless otherwise required by University directive, federal and State order or guidance.*** *Current masking requirements are found on the Stockton COVID-19 Updates webpage.*
- Do not need to complete the University's Daily Health Pledge.
- Do not need to be tested regularly.
- Do not need to quarantine if you come into contact with a positive individual, unless you have symptoms of COVID-19, or are instructed otherwise by local, State, or federal public health officials.

If You Are Unvaccinated:

If you are unvaccinated, **you are required to:**

- Wear a mask indoors at all times and while outdoors in crowded spaces.
- Maintain physical distancing where possible.

- Frequently wash and/or sanitize hands.
- Complete the University's Daily Health Pledge and cooperate with University and health professionals for contact tracing.
- Submit to regular on-campus COVID-19 testing as required by the University.
- Self-isolate if you test positive or self-quarantine if you come into contact with an individual who tests positive for COVID-19, and during the isolation/quarantine period you will be required to use accrued and unused sick or vacation time or take leave without pay.
- In the event of a COVID-19 outbreak in an Employee's work area or at the University, an Employee who has been approved for a Medical Exemption or Religious Exemption or received an extension from immunization may be temporarily relocated to another area on campus or, if necessary, may not be allowed on campus until the outbreak is declared over.

VI. VACCINATION BOOSTER SHOTS

Compliance under this Procedure may require recurrent vaccinations or boosters on an annual or recurrent basis consistent with public health and licensing authorities and guidance from the CDC or the United States Food and Drug Administration. The University will continue to monitor available information surrounding COVID-19 and will modify our health and safety practices as appropriate.

VII. VIOLATIONS

Employees will be in violation of this procedure:

- If by the applicable date set forth in this Procedure, an Employee fails to do one of the following: (1) upload a copy or photo of their vaccine card and enter their vaccine information via the University goStockton Portal; or (2) request and receive an extension or exemption to this requirement based on their own medical condition or sincerely held religious belief by timely completion and submission of the COVID-19 Immunization Exemption/Extension Request Form found on the University link.
- If an Employee provides false information to the University relating to their vaccine card or request for a Medical Exemption, Religious Exemption or extension.
- If an Employee fails to comply with the requirements in the section entitled "Public Health Requirements for Employees" and other related University health and safety protocols and directives.

Employees found to be in violation of this Procedure will be subject to discipline up to and including termination in accordance with applicable University policies, and applicable memorandum of agreement(s) regarding COVID-19 vaccinations and collective bargaining agreement(s).

Review History:

	Date
Procedure Administrator	10/04/2021
Divisional Executive	10/04/2021
General Counsel	10/04/2021
Cabinet	10/04/2021
President	10/04/2021

**NJPBA was added to "Exemption, Reasonable Accommodation and Extension" and "Requests for and Use of Leave Under This Procedure" on October 5, 2021.*