



COVID-19 Vaccine and Immunization Record Requirement Policy for Employees

Updated January 2022

Purpose

This policy details the COVID-19 vaccine and immunization record requirements for all Centenary University employees to minimize outbreaks of COVID-19 amongst faculty, staff, administrators and students alike; to prevent or reduce the risk of transmission of COVID-19 among all persons at Centenary University; and to promote the public health of the community consistent with federal, State, and local efforts to stem the pandemic.

Definitions

COVID-19: COVID-19 is a respiratory disease caused by SARS-CoV-2, a new coronavirus discovered in 2019.

COVID-19 Immunization: Administration of a complete series of any COVID-19 vaccine authorized for use in the United States by the United States Food and Drug Administration (FDA) and recommended by the Advisory Committee on Immunization Practices (ACIP) of the Centers for Disease Control and Prevention (CDC). As of the date of this policy, there are currently three COVID-19 vaccines authorized by the FDA and recommended by the ACIP: two mRNA vaccines (Pfizer-BioNTech, Moderna) and one viral vector vaccine (Janssen [Johnson & Johnson]).

Exemption: The process of freeing or the state of being free from an obligation imposed on others.

Policy

All employees must be fully vaccinated against COVID-19 and present evidence of COVID-19 immunization. All employees must submit evidence of immunization to Human Resources by emailing a scanned or photographed copy of their [COVID-19 Vaccination Record Card](#) to Roxanne Thompson at roxanne.thompson@centenaryuniversity.edu in Human Resources.

This policy is subject to change based on factors such as the progress of the COVID-19 pandemic and guidance from governmental authorities.

Exemptions

Employees may request exemption from the vaccination requirement on the following grounds:

Medical exemption: Medical exemption requires a written statement, signed by a licensed physician, advanced practice nurse, or physician assistant, indicating that the COVID-19 vaccine is medically contraindicated for a specific period of time and the reasons for the medical contraindication, based on valid medical reasons as determined by regulation of the Commissioner of Health and Senior Services. The *COVID-19 Vaccine Medical Exemption Form for Employees* can be found [here](#).

Religious exemption: Religious exemption requires a written statement explaining how the administration of the COVID-19 vaccine would violate, contradict, or otherwise be inconsistent with the bona fide religious tenets or practices of the employee. Attestation from the religious leader is a requirement of the exemption request. Philosophical, sociological or moral views are not accepted as religious exemptions. The *COVID-19 Vaccine Religious Exemption Form for Employees* can be found [here](#).

The University shall engage in the “interactive process” to determine if there is a reasonable accommodation that can be provided to those employees who have a medical or religious exemption to the mandatory COVID-19 immunization policy. All employees receiving such exemption shall acknowledge the risks involved with participating in University activities (including normal work), agree to abiding by safety measures for unvaccinated persons (such as wearing a mask indoors and weekly testing), and hold the University harmless in the event of contracting COVID-19.

Fully remote work exemption: Any employee who performs all work remotely as authorized by the University will be exempt from the mandatory COVID-19 immunization requirement. Fully remote employees who are not fully vaccinated will be ineligible to participate in any in-person event and/or activity on campus or enter any University owned or operated facility unless and until such time as the employee is fully vaccinated for COVID-19 and presents evidence of such immunization as set forth above.

Process for submitting exemption request: Employees must submit their exemption request to Christine Rosado, Director of Human Resources by email at christine.rosado@centenaryuniversity.edu. Requests will be reviewed by the Director of Human Resources and appeals will be heard by the University President.

The University reserves the right to request further documentation if needed to assess the exemption request. Determinations will be made on a case-by-case basis.

Unvaccinated Employee Health and Safety Protocol

Those employees who are granted an exemption from receiving the COVID-19 vaccine will be subject to heightened health and safety protocols in ongoing efforts to protect the campus community from the risk of COVID-19. Examples of such increased health and safety measures include but are not limited to:

- Mask requirement indoors at all times.
- Social distancing.
- Weekly COVID-19 testing.
- Conducting daily symptom tracking when reporting to campus. The Campus Clear app should be utilized. Hardcopy screening forms are available in the Seay Welcome Center.
- Unvaccinated employees who test positive for COVID-19 must isolate for the duration of the isolation period in accordance with CDC and University guidelines.
- Unvaccinated employees must continue to quarantine if exposed to COVID-19 in accordance with CDC and University guidelines.
- Unvaccinated employees must continue to quarantine in accordance with CDC and University guidelines when traveling internationally and to other areas as designated by the CDC.

Non-Compliance

Employees who do not comply with this policy will be subject to corrective and disciplinary action, up to and including termination of employment.

Masks

Masks are a proven method of reducing transmission of not only COVID-19 but other communicable viruses. Many of us will choose to continue to wear face masks in various settings, even if we have been fully vaccinated. **Wearing or not wearing a mask is not an indication of vaccination status. In no event should anyone be ostracized or criticized if they choose to wear a face mask even when not required to do so.**

Communication

Information regarding COVID-19 vaccination status is not protected by the EEOC or HIPAA and therefore may be shared with those campus constituents who need the information to safely conduct operations. In all cases, discretion will be applied.

This document was prepared after reviewing and benchmarking best practices developed by the following, which also provides information on how to secure the COVID-19 vaccine:

[COVID-19 Advisory Committee on Immunization Practices \(ACIP\) Vaccine Recommendations | CDC](#)

[COVID-19 Vaccines | CDC](#)

[New Jersey COVID-19 Information Hub](#)