



## COVID-19 Vaccination, Testing and Face Covering Policy

**Purpose:** Vaccination is a vital tool to reduce the presence and severity of COVID-19 cases in the workplace, in communities, and in the nation as a whole. Cedar Crest College (the “College”) strongly encourages all employees to receive a COVID-19 vaccination, including booster, to protect themselves and other members of the College community. However, should an employee choose not to be vaccinated, this policy’s sections on testing and face coverings will apply. This policy complies with OSHA’s Emergency Temporary Standard on Vaccination and Testing to the extent applicable to the College.

**Scope:** This COVID-19 Policy on Vaccination, Testing, and Face Covering use applies to all employees of the College, except for employees who do not report to a workplace where other individuals (such as coworkers or students) are present; employees while working from home; and employees who work exclusively outdoors.

All employees are encouraged to be fully vaccinated. 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. For example, this includes two weeks after a second dose in a two-dose series, such as the Pfizer or Moderna vaccines, two weeks after a single-dose vaccine, such as Johnson & Johnson’s vaccine, or two weeks after the second dose of any combination of two doses of different COVID-19 vaccines as part of one primary vaccination series. Employees who are not fully vaccinated will be required to provide proof of weekly COVID-19 testing and wear a face covering at the workplace.

All employees must provide truthful and accurate information about their COVID-19 vaccination status and, if applicable, their testing results. If vaccinated, employees must provide proof of vaccination to Human Resources. Employees who are not in compliance with this policy will be subject to discipline up to and including termination of employment.

### **Vaccination:**

Any employee that chooses to be vaccinated against COVID-19 must be fully vaccinated no later than January 4, 2022. Any employee not fully vaccinated by January 4, 2022, will be subject to the regular testing and face covering requirements of this policy. Any employee who is not fully vaccinated by January 4, 2022, must comply with all face covering requirements and any additional safety protocols implemented by the College.

To be fully vaccinated by January 4, 2022, an employee must have:

- Obtained the first dose of a two-dose vaccine no later than December 5, 2021; and the second dose no later than January 4, 2022; or
- Obtained one dose of a single dose vaccine no later than January 4, 2022.

Employees will be considered fully vaccinated two weeks after the requisite number of doses of a COVID-19 vaccine as stated above. An employee will be considered partially vaccinated if they have received only one dose of a two-dose vaccine. Partially vaccinated individuals will be considered not fully vaccinated and must comply with all requirements of this policy, including testing, and any additional safety protocols implemented by the College.

### **Testing and Face Coverings:**

Any employee who is not fully vaccinated as of January 4, 2022, will be required to undergo weekly COVID-19 testing and wear a proper face covering while at the workplace, which shall include, but shall not be limited to, any location on the College's campus or any building or premises owned or operated by the College. Policies and procedures for testing and face coverings are described in the relevant sections of this policy.

### **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 can be submitted via email or presented in person to Human Resources.

Email: [mcsaylor@cedarcrest.edu](mailto:mcsaylor@cedarcrest.edu)

Mail: 100 College Drive, Blaney Hall Room 204, Allentown, PA 18104

Acceptable proof of vaccination status is:

1. The record of immunization from a health care 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 health care professional(s) or clinic site(s) administering the vaccine(s).

Proof of vaccination generally should include the individual's name, the type of vaccine administered, the date(s) of administration, and the name of the health care 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 the College will still accept the state immunization record as acceptable proof of vaccination.

If an employee is unable to produce one of these acceptable forms of proof of vaccination, despite attempts to do so (e.g., by trying to contact the vaccine administrator or state health department), the employee can provide a signed and dated statement attesting to their vaccination status (fully vaccinated or partially vaccinated); attesting that they have lost and are otherwise unable to produce one of the other forms of acceptable proof; and including the following language:

"I declare (or certify, verify, or state) that this statement about my vaccination status is true and accurate. I understand that knowingly

providing false information regarding my vaccination status on this form may subject me to criminal penalties.”

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 health care professional(s) or clinic site(s) administering the vaccine.

**All Employees:**

All employees, both vaccinated and unvaccinated, must inform the College of their vaccination status. The following table outlines the requirements for submitting vaccination status documents.

Vaccination Status	Instructions	Deadline(s)
Employees who are fully vaccinated.	Submit proof of vaccination that indicates full vaccination.	January 4, 2022
Employees who are partially vaccinated (i.e., one dose of a two dose vaccine series).	Submit proof of vaccination that indicates when the first dose of vaccination was received, followed by proof of the second dose when it is obtained.	January 4, 2022
Employees who are not vaccinated.	Submit statement that you are unvaccinated, but are planning to receive a vaccination by the deadline or submit a statement that you are unvaccinated and not planning to receive a vaccination	January 4, 2022
Employees who are not vaccinated	Submit statement that you are unvaccinated and not planning to receive a vaccination.	January 4, 2022

**Time off to Receive Vaccine**

An employee may take up to four hours of work time per dose to travel to the vaccination site, receive a vaccination, and return to work. This would mean a maximum of eight hours of work time for individuals receiving two doses. If an employee spends less time getting the vaccine, only the necessary amount of work time will be granted. Employees who take longer than four hours to get the vaccine must send Human Resources an email documenting the reason for the additional time (e.g., they may need to travel long distances to get the vaccine). Any additional time requested will be granted, if reasonable, but will not be paid; in that situation, the employee can elect to use accrued leave, e.g., sick leave, to cover the additional time. If an employee is vaccinated outside of their approved work time, they will not be compensated.

Employees may utilize up to two workdays of accrued sick leave immediately following each dose if they have side effects from the COVID-19 vaccination that prevent them from working. Employees who have side effects that prevent them from working, but have no sick leave available, will be granted up to two days of paid leave immediately following each dose if necessary. Employees with side effects from the vaccine without sick leave available must contact Human Resources in order to receive paid time off. All employees must follow the normal call-out procedures if utilizing their sick or paid leave after receiving a vaccine.

### **COVID-19 Testing**

Effective January 10, 2022, all employees who are not fully vaccinated will be required to comply with this policy for testing.

Employees who report to the workplace at least once every seven days:

(A) must be tested for COVID-19 at least once every seven days; and

(B) must provide documentation of the most recent COVID-19 test result to Human Resources no later than the seventh day following the date on which the employee last provided a test result.

Any employee who does not report to the workplace during a period of seven or more days (e.g., if they were working remotely for two weeks prior to reporting to the workplace):

(A) must be tested for COVID-19 within seven days prior to returning to the workplace; and

(B) must provide documentation of that test result to Human Resources upon return to the workplace.

If an employee does not provide documentation of a COVID-19 test result as required by this policy, they will be removed from the workplace without pay until they provide a test result. Failure to provide documentation of a COVID-19 test result in the required time frames will lead to disciplinary action up to and including termination.

All employees, vaccinated and unvaccinated, who have received a positive COVID-19 test or have been diagnosed with COVID-19 by a licensed healthcare provider, must notify Human Resources of their status. Unvaccinated employees will not be required to undergo COVID-19 testing for 90 days following the date of their positive test or diagnosis. Unvaccinated employees must resume testing protocols after 90 days following a positive test or diagnosis.

Any costs associated with the testing will be the sole responsibility of the unvaccinated employee.

### **Face Coverings**

The College requires all employees to wear a proper face covering, regardless of vaccination status. Face coverings must: (i) completely cover the nose and mouth; (ii) be made of a breathable fabric that is tightly woven; (iii) be secured to the head with ties, ear loops, or elastic bands that go behind the head.

Employees must wear proper face coverings over the nose and mouth when indoors and when occupying a vehicle with another person for work purposes.

The following are exceptions to the College's requirements for face coverings for unvaccinated employees:

1. When an individual is alone in a room with floor to ceiling walls and a closed door.
2. For a limited time, while an individual is eating or drinking at the workplace or for identification purposes in compliance with safety and security requirements.
3. When an individual is wearing a respirator (e.g. for spraying or use of chemicals).
4. Where the College has determined that the use of face coverings is infeasible or creates a greater hazard (e.g., when it is important to see the individual's mouth for reasons related to their job duties, when the work requires the use of the individual's uncovered mouth, or when the use of a face covering presents a risk of serious injury or death to the individual).

**New Hires:** All new employees are required to comply with the vaccination, testing, and face covering 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.

**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 the College's Pandemic Safety Officer, Lisa Garbacik, at [lbgarbac@cedarcreste.edu](mailto:lbgarbac@cedarcreste.edu) or x3584 or Blaney Hall 104.

**The College reserves the right to amend this policy to comply with Federal and State regulations or as needed.**