

COVID-19 VACCINATION POLICY - EMPLOYEES

I. Purpose

Consistent with its commitment to providing and maintaining a workplace that is free of recognized hazards, Elmhurst University has adopted this policy to safeguard the health and well-being of employees and their families; our Elmhurst University students and visitors; others who spend time in our facilities; and the community from infectious conditions that may be mitigated through an effective vaccination program. This policy is intended to comply with all state and local laws. It is based upon guidance provided by the Centers for Disease Control and Prevention (CDC) and public health and licensing authorities, as applicable.

II. Scope/Applicability

This policy applies to all employees who will be working on campus at any time beginning August 11, 2021.

III. Policy

Elmhurst University requires all employees to be fully vaccinated for COVID-19 on or before August 10, 2021 in order to be permitted on University premises. Employees may apply for medical or religious exemptions under the standards set forth below. Those who receive an exemption from the vaccine requirement may be subject to best practice public health safety measures for unvaccinated employees, including face-covering requirements, testing protocols, and/or other safety measures while present on campus. To establish that they have received a vaccination, employees must present written evidence of immunization from the designated vaccination site or from another authorized healthcare provider to the Human Resources Department.

IV. Vaccine Administration

Employees are fully vaccinated no earlier than two weeks after receiving the final recommended dose(s) of an FDA- or WHO-approved COVID-19 vaccine or a COVID-19 vaccine granted Emergency Use Authorization by the FDA. Employees are responsible for scheduling and obtaining their vaccines and may get the vaccine during their regularly scheduled work hours contingent on supervisor approval. Elmhurst University will pay employees for time spent getting the vaccine if done during their regular work hours. Supervisors must approve employee leaves to obtain the vaccine during working hours to minimize business interruptions.

V. Request for Exemptions

Religious Exemptions

Elmhurst University will approve exemptions to the vaccine mandate in circumstances where an employee's sincerely held religious beliefs, observances, or practices conflict with the vaccination requirement. Employees must submit an exemption request form to the Human Resources Department detailing how the vaccine requirement conflicts with a particular, sincerely-held religious belief, practice, or observance on or before **July 15, 2021**. General philosophical, scientific, moral, personal, or medical objections to immunizations in general, or the COVID-19 vaccines specifically, may be recognized for the religious exemption.

Elmhurst University will convene a committee to review exemption requests. The committee will include one or more members with applicable religious expertise. Exemption requests will be de-identified before they are submitted to the committee to ensure a blind review.

Medical Exemptions

Exemptions for medical reasons will also be considered on a case-by-case basis. Employees requesting a medical exemption must submit to the Human Resources Department a request form on or before **July 15, 2021**. The medical exemption request form must be completed by a licensed, treating medical provider (MD, DO, nurse practitioner, or physician's assistant) detailing the applicable CDC contraindication for the COVID-19 vaccine.

Elmhurst University will convene a committee to review exemption requests. The committee will include one or more members with applicable medical expertise. Exemption requests will be de-identified before they are submitted to the committee to ensure a blind review.

VI. Policy Modification

Government and public health guidelines and restrictions and business and industry best practices regarding COVID-19 and COVID-19 vaccines are changing rapidly as new information becomes available, further research is conducted, and additional vaccines are approved and distributed. Elmhurst University reserves the right to modify this policy at any time in its sole discretion to adapt to changing circumstances and business needs, consistent with its commitment to maintaining a safe and healthy workplace.

VII. Non-Retaliation

Elmhurst University prohibits any form of discipline, reprisal, intimidation, or retaliation for reporting a violation of this policy or any other health and safety concern. Employees are also expected to report work-related injuries and illnesses, and Elmhurst University will not discharge, discriminate or otherwise retaliate against employees for reporting work-related injuries or illnesses or good faith health and safety concerns.

VIII. Intentional Misrepresentation or Failure to Comply

Intentional misrepresentation contained in the request for an exemption or failure to comply with this policy may result in disciplinary action which may include termination/dismissal.

VIII. Related Policies

Responsible Authority: Office of Human Resources