

*Effective September 2nd, 2021*

## **COVID-19 VACCINATION POLICY and PROCEDURES - MANDATORY**

### **Purpose**

Bastyr University is committed to providing a safe and healthy environment that is free of recognized hazards for students, employees, and our community and assigns the highest priority to assessing, minimizing, and managing the risks to the broader community of being exposed to COVID-19 and variants.

**In order to comply with state regulations and to do our part to reduce the continued spread of the virus in the community, Bastyr University is implementing a COVID-19 Vaccine requirement.** It is based upon guidance provided by the Centers for Disease Control and Prevention (CDC) and public health and licensing authorities, as applicable.

### **Background**

As an institution, we value treating the whole individual and personal choice, and we also recognize that our Mission is to improve the health of the human community. The pandemic poses an extraordinary risk to both the Bastyr community and to the greater community. Continued public health concern about COVID-19, especially the new Delta variant, dramatic increases in new cases, and the preponderance of those new infections has led many states to enact orders and proclamations for vaccination of healthcare workers, faculty, staff and students in institutions of higher education.

Moreover, given the seriousness of the current surge, many colleges, university systems, healthcare systems, state governments, federal agencies, and private sector companies are responding by requiring COVID vaccinations. Bastyr is participating in this collective effort to slow the spread of the virus.

### **Applicability**

This policy applies to all covered individuals. A covered individual includes: all faculty, staff and guest lecturers, temporary staff, onsite independent contractors and volunteers, and all students and trainees with the exception of students who are participating in completely online programs during the 2021-2022 academic year (Maternal Child Health Systems students and first year MS Nutrition for Wellness and Health Coaching students). It does not apply to patients and campus visitors. Newly hired personnel are required to submit proof of vaccination upon

hire. If requesting an exemption, a completed form needs to be submitted within one week of hire. Compliance in this area is required as a condition of employment as of October 18, 2021.

## **Policy Summary**

All covered individuals must be able to demonstrate proof of full-vaccination or have applied for an exemption from this Policy as part of approved reasonable accommodation no later than September 15, 2021. A temporary extension can be applied for in order to obtain full vaccination status by October 18, 2021.

## **Proof of Vaccination**

Covered individuals must upload one of the following documents to Bastyr University's third-party provider Welfie<sup>1</sup> as proof of vaccination on or before the implementation date. You will be receiving a welcome email from Welfie which will include instructions on how to upload your vaccination card.

1. COVID-19 Vaccination Record Card (issued by the Department of Health and Human Services Centers for Disease Control & Prevention or WHO Yellow Card) which includes name of person vaccinated, type of vaccine provided, and date last dose administered);
2. a photo of a Vaccination Record Card as a separate document;
3. a photo of the client's Vaccination Record Card stored on a phone or electronic device;
4. documentation of COVID-19 vaccination from a health care provider;
5. digital record that includes a QR code that when scanned by a SMART Health Card reader displays to the reader client name, date of birth, vaccine dates and vaccine type;

**Note:** Personal attestation is not an acceptable form of verification of COVID-19 vaccination.

Bastyr University requires Contractors' employers to manage all verification and accommodation requirements where applicable.

## **Vaccination Status Awareness**

Only the Office of the Vice President of Student Services (for students) and the Office of Human Resources (for employees) will have access to the information. The information that an individual is non-compliant will be shared with university personnel as necessary to meet the accommodation requirements. Sharing your vaccination status is your own choice, but you should not ask the status of others. We need to respect the personal choices that are made,

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<sup>1</sup> Welfie is HIPAA and FERPA compliant.

and our goal is to create a healthy and safe environment. The University will not tolerate any form of harassment or retaliation.

### **Implementation Timelines**

- Deadline for Completed Applications for Exemption: *September 15, 2021*
- Implementation Date (upload proof of vaccination or approved exemption): *September 22, 2021*
- State Compliance Date: All covered individuals who have received extensions must be in compliance by *October 18, 2021*

**Note:** Covered individuals with denied requests for exemption from this Policy as part of an accommodation request must provide proof of the first dose of the vaccine by the implementation date in order to receive an extension.

### **Compliance Procedures**

Covered individuals who are not in compliance with the policy will not be allowed to continue in their University roles. The progressive disciplinary process will be followed and is outlined for Faculty and Staff in the employee handbook and for students in the academic policies and procedures section of the University Catalog.

Enforcement of the Policy will be the primary responsibility of the Office of the Vice President of Student Services for students and the Office of Human Resources for faculty and staff. Managers and Deans and designated clinic staff will be notified by the appropriate Office when discipline has been imposed.

### **Vaccine Administration**

Students and employees are responsible for scheduling and obtaining all recommended doses of an FDA-approved COVID-19 vaccine or a COVID-19 vaccine granted Emergency Use Authorization by the FDA. Employees may get the vaccine during regularly scheduled work hours contingent on supervisor approval. Your supervisor must approve your leave to minimize business interruptions. Salaried employees will not be required to use leave time, and hourly staff will be paid for the time to get vaccinated. COVID-19 vaccines are available for everyone at **no cost**.

### **Reasonable Accommodations**

To assist any student or employee who has a qualifying medical condition or disability that contraindicates the vaccination, or who objects to being vaccinated on the basis of sincerely held religious beliefs and practices, Bastyr will engage in an interactive process. A determination will be made if a reasonable accommodation can be provided so long as it does

not create an undue hardship for Bastyr, and/or does not pose a direct threat to the health or safety of others in the workplace and/or to the employee. If you believe that you require such an accommodation, please complete the Request for Medical Exemption and/or Disability Request form or the Religious Exemption Form by September 15, 2021. These exemption forms are available on MyBU. Medical exemption form found [here](#), and religious exemption form found [here](#). Email **completed** form(s) to The Office of the Vice President of Student Services (for students) [poldocs@bastyr.edu](mailto:poldocs@bastyr.edu), or the Office of Human Resources (for employees) [poldoce@bastyr.edu](mailto:poldoce@bastyr.edu).

Once the completed exemption form is received, we will engage in an interactive process to identify possible accommodations. The interactive process is intended to clarify the student or employee's request and identify appropriate exemption / reasonable accommodation(s). The Office of the Vice President of Student Services (for students) or the Office of Human Resources may ask relevant questions that will enable Bastyr to make an informed decision about the request. The exact nature of the dialogue will vary. In many instances, both the reason for the exemption / accommodation(s) and the type of exemption / accommodation(s) required will be obvious, and there may be a limited need to engage in detailed discussion. In other situations, Bastyr may need to ask questions and/or seek documentation concerning the nature of the request and to verify the validity of the exemption / accommodation request(s).

Bastyr will notify the student or employee of approval or denial of their exemption request once the interactive process has been completed. The Office of the Vice President for Student Services (for students) or the office of Human Resources (for employees) will also provide the student or employee with the specific alternative protective measure(s) required of the student or employee.

### **Application for Temporary Extension**

In order to remain in compliance with the policy, individuals who have received at least one dose of the vaccine may apply for an extension by completing the application for extension form. Apply for a temporary extension on [MyBU](#). Email **completed** form(s) to The Office of the Vice President of Student Services (for students) [poldocs@bastyr.edu](mailto:poldocs@bastyr.edu), or the Office of Human Resources (for employees) [poldoce@bastyr.edu](mailto:poldoce@bastyr.edu).

### **Policy Modification**

Due to the COVID-19 public health emergency, Bastyr University will continue to re-evaluate this policy for the health and safety of the students and employees as conditions in the community change and Bastyr reserves the right to modify this policy at any time. Please direct any questions regarding this policy to the Office of the Vice President for Student Services (students) or the Office of Human Resources (employees).

## **Related Policies**

This policy is in addition to and does not replace other university policies related to the COVID-19 public health emergency, facility health and safety standards, and rights to reasonable accommodations in the workplace or as part of your education. However, if there is any conflict between this policy and any of the related policies with respect to the vaccine requirement, the terms and requirements of this policy shall apply.