



**Policy Title:** Employee COVID-19 Vaccination Policy  
**Responsible Executives:** Vice President for Administration  
**Adopted by Authority of:** The President's Cabinet  
**Original Adoption Date:** June 15, 2021  
**Revision Date, if applicable:** January 20, 2022  
**Available at:** <https://www.redlands.edu/vaccination-policy-pdf/>

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## PURPOSE

Consistent with its duty to provide and maintain a workplace free of recognized hazards, the University has adopted this policy to safeguard the health and well-being of our community, including employees and their families; our students; visitors; others who spend time in our facilities; and those living and working in the area. An effective vaccination program can mitigate conditions that promote COVID-19 infection.

## SCOPE/APPLICABILITY

**This policy applies to all employees.** It does not apply to external vendors or visitors to any of our campuses.

- “Employee” refers to all full- and part-time faculty, staff, and administrators working at all locations. This includes those who are on contracts as well as those employed through temporary agencies. It also includes employees who are employed on our campus by third party vendors, such as Harvest Table and Barnes & Noble.
- Student employees should adhere to the Student COVID Vaccination Policy given “student” is their primary status.

## POLICY

It is with these considerations and the general availability of COVID-19 vaccines and boosters approved by the U.S. Food and Drug Administration for anyone 5-years of age or older that the University will require the COVID-19 vaccination of all employees and students learning and/or living on-site. Those who do not receive a **vaccine and/or the booster dose** must obtain an approved exemption from the requirement by submitting an [Accommodation or Exemption Request Form](#).

The University is committed to ensuring the health and safety of all students, employees, campus guests, and the greater communities in which our campuses are located. This policy is based on guidance from the Centers for Disease Control and Prevention (CDC), the Equal Employment Opportunity Commission, the California Department of Fair Employment and Housing, American College Health Association, and local public health officials and is designed to comply with all applicable federal, state, and local laws.

In making this decision, we once again turn to our core guiding principles that have consistently anchored our decision-making since the outset of the COVID-19 pandemic: (1) protect the health and safety of our students, employees, guests, and the families of each of these groups, and (2) offer a rigorous, experiential education for all our students. Requiring vaccines and boosters is an important aspect of our return to campus and is critical to reducing the spread of the virus. Vaccinations offer an added measure of safety, especially in congregant office spaces residential communities, and classroom settings.

## VACCINATION ADMINISTRATION

### ***Full Vaccination per the CDC - Primary Series***

An individual being **fully** vaccinated under this policy is defined as receiving **all** required doses of an FDA (or like non-US entity) authorized SARS-COV-2 (COVID-19) vaccination. Employees requesting a disability or religious accommodation or a medical exemption are required to submit a request using the COVID-19 [Accommodation or Exemption Request Form](#). (see “Qualifying Exemptions & Requests for Exemptions” on page 9 for details).

*You are considered fully vaccinated by the CDC:*

- 2 weeks after your second dose in a 2-dose series (primary series), such as the Pfizer or Moderna vaccines.
- 2 weeks after a single-dose vaccine (primary series), such as Johnson & Johnson’s Janssen vaccine.

### ***Full Vaccination per the University Policy – Booster***

Beginning February 1, 2022, all employees are required to get a booster of COVID-19 vaccine **within three weeks of becoming eligible** to do so. For example, if you are eligible to receive a booster dose on February 7, 2022, you need to get boosted no later than February 27, 2022. Individuals who received a primary series but do not wish to receive a booster because of a religious or disability accommodation, or are unable to do so for medical reasons, must submit a COVID-19 [Accommodation or Exemption Request Form](#). Individuals who have received a primary series and are granted an accommodation or exemption from the booster requirement, will be coded as “Vaccinated,” but will need to complete weekly surveillance testing as required for unvaccinated individuals.

*You are considered fully vaccinated by the University once you receive the required booster dose. You are eligible to receive a booster as follows (also, see Booster Eligibility table on next page):*

- By at least five months after completing a primary Pfizer or Moderna COVID-19 vaccination series.
- At least two months after receiving a J&J/Janssen COVID-19 vaccine.

**NOTE:** Bring [your CDC COVID-19 Vaccination Record card](#) to your booster appointment so your provider can fill in the information about your booster dose. If you did not receive a card at your first appointment, contact the vaccination site where you got your primary series or your [state health department](#) to find out how you can get a physical card. Californians can access a digital vaccine record here - <https://myvaccinerecord.cdph.ca.gov/>.

Please refer to the CDC’s “[Choosing Your COVID-19 Booster Shot](#)” online resource for more information.

### ***Primary Series and Booster After Having COVID-19***

Individuals who had COVID-19 (unvaccinated or breakthrough case) can get a COVID primary series or a booster two weeks after full resolution of symptoms and they have met the criteria to end isolation. For boosters, individuals must also ensure the recommended time has elapsed since receiving a primary series of either Pfizer (5 months), Moderna (5 months) or J&J (2 months). Vaccinated and unvaccinated individuals who received monoclonal antibodies as part of their treatment for COVID-19 must wait 90 days before getting a COVID booster.

Employees are responsible for scheduling and obtaining all recommended doses of a COVID-19 vaccine. Employees may get the vaccine during regularly scheduled work hours contingent on supervisor approval. The University will pay employees for time spent getting the vaccine if during regular work hours. An employee's supervisor must approve their leave to receive a COVID-19 vaccine during working hours to minimize business interruptions.

### ***Booster Eligibility***

<b>COVID-19 vaccine</b>	<b>Primary Vaccination Series</b>	<b>Booster-Eligible</b>	<b>Which vaccine booster dose to receive?</b>
Pfizer-BioNTech Moderna	1st and 2nd doses	5 months after 2nd dose	Any of the COVID-19 vaccines authorized in the United States may be used for the booster dose, but either Moderna or Pfizer-BioNTech are preferred.
Johnson and Johnson [J&J]/Janssen	1st dose	2 months after 1st dose	Any of the COVID-19 vaccines authorized in the United States may be used for the booster dose, but either Moderna or Pfizer-BioNTech are preferred.
World Health Organization (WHO) emergency use listing COVID-19 vaccine	All recommended doses	6 months after getting all recommended doses	Single booster dose of Pfizer-BioNTech COVID-19 vaccine
A mix and match series composed of any combination of FDA-approved, FDA-authorized, or WHO-EUL COVID-19 vaccines	All recommended doses	6 months after getting all recommended doses	Single booster dose of Pfizer-BioNTech COVID-19 vaccine

## VACCINATION DOCUMENTATION & PROCESS FOR REPORTING

To establish they have received a vaccination, employees must present written evidence of immunization from a designated site or from an authorized healthcare provider, unless an exemption from this policy has been granted.

### *Vaccination Documentation*

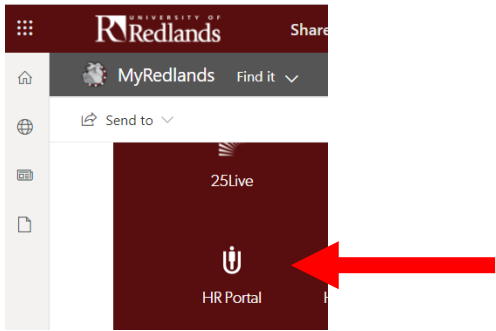
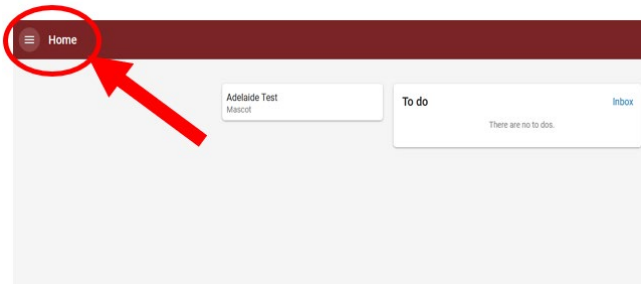
**Acceptable** documentation **must show the vaccination brand for both initial dose(s) and booster dose, date of initial vaccination(s), date of booster vaccination, and your name**, and includes the following options:

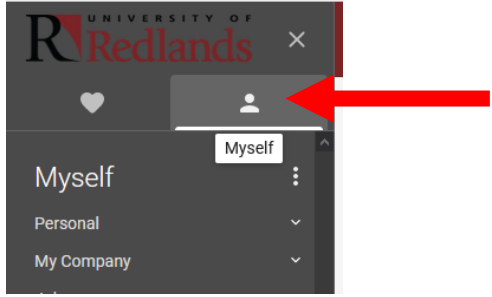
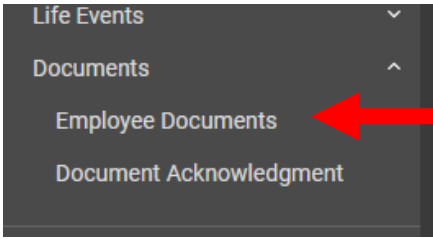
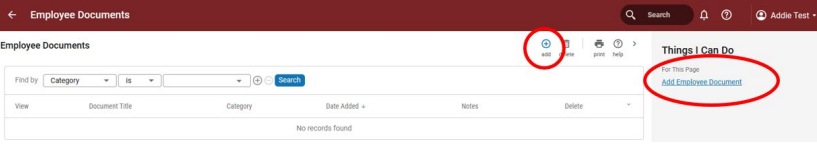
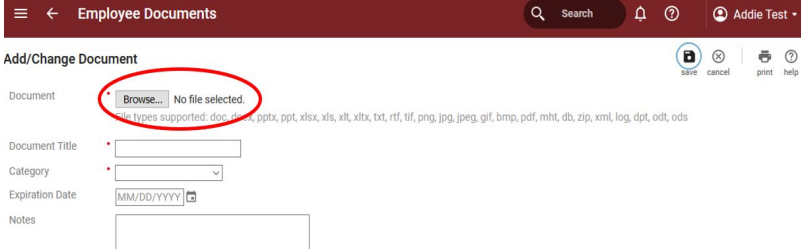
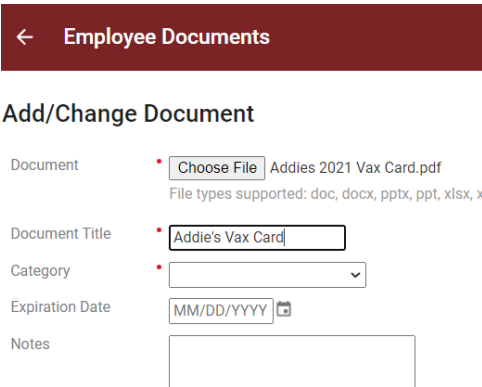
- CDC or similar non-US entity immunization card
- Healthcare provider immunization record
- Digital vaccine passport (for US residents only)

### *Completed Vaccination – Uploading Vaccination Card (Primary Series and Booster)*

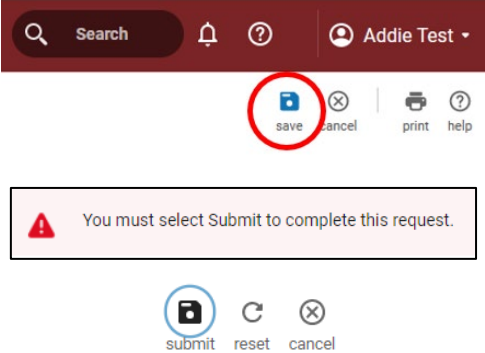
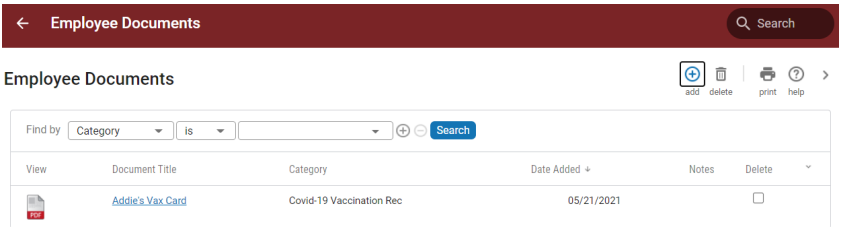
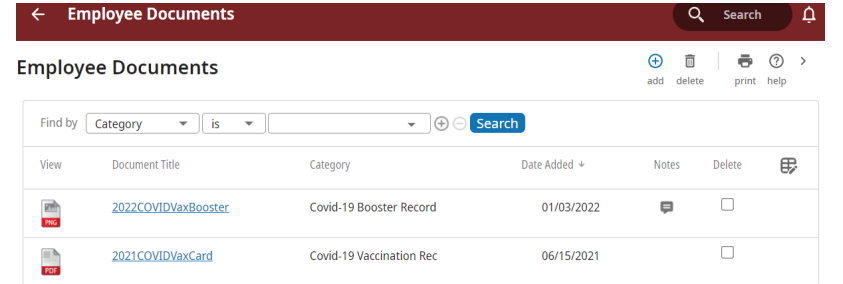
Employees need to upload their completed primary series vaccination card (once they are fully vaccinated) and their completed booster dose card via the University's payroll and time management system, UKG Pro. Instructions are included below. Human Resources staff members will verify the information and will only notify an employee if they have any questions. Once uploaded, employees' vaccination cards becomes part of their confidential personnel record accessible only to Human Resources and the employee.

To upload a **COVID-19 Vaccination Card** via UKG Pro, employees must complete the following steps [**Do NOT upload an exemption form through UKG**]:

STEPS	UKG PRO
<b>STEP 1:</b> Login to UltiPro through My.Redlands or login directly at: <a href="http://uredlands.ultipro.com">http://uredlands.ultipro.com</a>	
<b>STEP 2:</b> Click on to the three-line icon in the upper left corner to display the pop-out menu (if it isn't already visible).	

STEPS	UKG PRO
<p><b>STEP 3:</b></p> <p>Click on the “Person” icon to reveal the “Myself” menu. Scroll down the menu until you see the heading “Documents.”</p>	
<p><b>STEP 4:</b></p> <p>Click on “Documents” then click on “Employee Documents.”</p> <p>Click the link for “Things I Can Do” &gt; “Add Employee Document.”</p>	
<p><b>STEP 5:</b></p> <p>Click on the “Add” symbol.</p> <p><b>OR</b></p> <p>Click the link for “Things I Can Do” &gt; “Add Employee Document.”</p>	
<p><b>STEP 6:</b></p> <p>On the next screen, click “Browse” to find your saved vaccination card you wish to upload.</p> <p>Please do <b>NOT</b> upload any medical information as part of your proof of vaccination.</p> <p><b>Note:</b> File size limit = 10MB per document uploaded.</p>	
<p><b>STEP 7:</b></p> <p>Title your document by entering a name in the “Document Title” box (pick something that will help you identify the record in the future).</p> <p><b>Make sure your record includes vaccination brand, date(s), and your name.</b></p>	

STEPS	UKG PRO
<p><b>STEP 8:</b></p> <p><b>Primary Series:</b> Select the "COVID-19 Vaccination Record" category from the Category dropdown list.</p> <p><b>Booster Vaccination:</b> Select the "COVID-19 Booster Record" category from the Category dropdown list.</p> <p>If your booster dose was recorded on your original vaccination card, please upload a new image of the card using the COVID-19 Booster Record "category."</p>	<div data-bbox="743 136 1252 226"> <h2>Primary Series COVID-19 Vaccination</h2> </div> <div data-bbox="743 237 1274 308"> <p>← Employee Documents</p> </div> <div data-bbox="743 331 1008 367"> <h3>Add/Change Document</h3> </div> <div data-bbox="743 388 1274 777"> <p>Document * <input type="button" value="Choose File"/> Addies 2021 Vax Card.pdf File types supported: doc, docx, pptx, ppt, xlsx, xls, x</p> <p>Document Title * <input type="text" value="Addie's Vax Card"/></p> <p>Category * <div> <div>Covid-19 Vaccination Rec ▾</div> <div> Benefits  Covid-19 Vaccination Rec  ONB-Emp Eligibility  ONB-General  ONB-Pay and Taxes  ONB-Policies </div> </div></p> <p>Expiration Date</p> <p>Notes</p> </div> <div data-bbox="743 829 1252 919"> <h2>Booster Dose</h2> <p>← Employee Documents</p> </div> <div data-bbox="743 951 1027 984"> <h3>Add/Change Document</h3> </div> <div data-bbox="743 1005 1256 1400"> <p>Document * <input type="button" value="Choose File"/> No File Chosen File types supported: doc, docx, pptx, ppt, xlsx, xls, x</p> <p>Document Title * <input type="text"/></p> <p>Category * <div> <div>▾</div> <div> Benefits  Covid-19 Booster Record  Covid-19 Vaccination Rec  ONB-Emp Eligibility  ONB-General  ONB-Pay and Taxes  ONB-Policies </div> </div></p> <p>Expiration Date</p> <p>Notes</p> </div>

STEPS	UKG PRO
<p><b>STEP 9:</b></p> <p>Click “Save.” You will then be prompted to “Submit” your file to complete the request and upload your file for review.</p> <p>Once Human Resources approves your submission, your document will appear in your Employee Documents as shown.</p> <p><b>Note:</b> Only Human Resources can view the records you upload into UKG Pro. Your supervisor will not be able to see these documents.</p>	 <p><b>With one file for primary series -</b></p>  <p><b>With two files for booster dose -</b></p> 

### Completed Vaccination – Who Knows My Status?

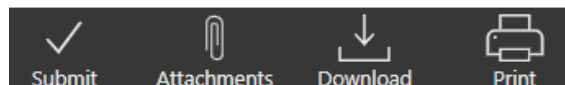
When an employee uploads a completed vaccination record via the previous steps through UKG, only the employee and Human Resources can access the documents. Supervisors will be able to access within UKG, for their direct reports only, an employee’s vaccination status tag as follows: (1) Vaccinated, (2) Vaccinated with Booster, (3) Exempt, and (4) Temp Exempt. No other information will be accessible. Supervisors need this information so they can ensure proper health and safety protocols are being followed as determined by vaccination status.



## QUALIFYING EXEMPTIONS & REQUEST FOR EXEMPTIONS

Employees requesting an accommodation or exemption are required to submit a request using the COVID-19 [Accommodation or Exemption Request Form](#). When submitting the form via the online process, employees will be prompted to enter their U of R credentials to access the form. To complete the form:

1. Enter personal information (if it did not pre-populate).
2. Select one of the three reasons (as listed below).
3. Type your name in the signature box to confirm information entered is true and accurate.
4. Click the Submit button shown here  
(located at the bottom of the screen on the left side) to complete the transaction.



### 1 - Disability Accommodation

In accordance with the Americans with Disabilities Act (ADA), the University provides reasonable accommodations, absent undue hardship, to qualified individuals with disabilities. If you believe you need an accommodation because of a disability, you are responsible for requesting a reasonable accommodation by submitting an [Accommodation or Exemption Request Form](#). Supporting documentation **will** be required, reviewed by Human Resources, and treated as personal and confidential.

### 2 - Medical Reasons

Exemptions are available for medical reasons that make receipt of the vaccine dangerous or otherwise inappropriate. This may also include conditions such history of certain allergic reactions and any other medical condition that is a contraindication to the COVID-19 vaccine even if they do not qualify as a disability under federal, state, or local law. If you believe you need an accommodation regarding this policy for medical reasons, you are responsible for requesting a reasonable accommodation by submitting an [Accommodation or Exemption Request Form](#). Supporting documentation **will be** required and will be reviewed by Human Resources and will be treated as personal and confidential.

A medical exemption cannot be used by individuals who experienced known, non-threatening side effects from the primary series vaccine as shown here.

On the arm where you got the shot:



- Pain
- Redness
- Swelling

Throughout the rest of your body:



- Tiredness
- Headache
- Muscle pain
- Chills
- Fever
- Nausea

A medical exemption can be used by individuals who experienced a severe allergic reaction after getting a mRNA COVID-19 vaccine (Pfizer-BioNTech or Moderna) or Johnson & Johnson vaccine, should not receive another dose of that vaccine.

- An allergic reaction is considered severe when a person needs to be treated with epinephrine or EpiPen® or if the person must go to the hospital. Experts refer to severe allergic reactions as anaphylaxis.
- An immediate allergic reaction happens within 4 hours after getting vaccinated and could include symptoms such as hives, swelling, and wheezing (respiratory distress).

### ***3 - Religious Accommodation***

The University provides reasonable accommodations, absent undue hardship, to employees with sincerely held religious beliefs, observances, or practices that conflict with getting vaccinated. If you believe you need an accommodation regarding this policy because of your sincerely held religious belief, you are responsible for submitting an [Accommodation or Exemption Request Form](#).

## **VACCINATION STATUS & WORKING ONSITE**

While we are requiring COVID vaccination + booster for all employees, we will have members of our community who cannot or choose not to be vaccinated and/or boosted.

**Until further notice, the University will require unvaccinated and unboosted individuals to take actions intended to mitigate risk whenever they are on-campus.**

For more guidance on what to expect in terms of health and safety requirements when returning to our campuses, please refer to the [Interim COVID Policy for All Employees](#) and visit the [Employee FAQ](#).

### ***Unvaccinated and Booster-Eligible but Unboosted Employees and Weekly Testing Requirement***

Weekly surveillance test dates will need to be recorded using the UR Ready app and **proof of each weekly test must be shared with the employee's supervisor**. Failure to comply with the weekly testing requirement while it is in place and/or falsely reporting a test taken will result in disciplinary action up to and including termination. Individuals who are not yet booster-eligible do not need to test weekly.

### ***Note on Testing Requirements***

If there is evidence of substantial or high transmission in the community, or if there are circulating COVID-19 variants that escape the effect of the vaccine, then testing requirements may be changed accordingly.

## NON-RETALIATION, PRIVACY, & EQUITY

The 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 have the right to report work-related injuries and illnesses, and the University will not discharge or discriminate or otherwise retaliate against employees for reporting work-related injuries or illnesses or good faith health and safety concerns.

In addition, one's vaccination status is private health information, and the University will handle vaccination records and declination forms with the same care it does for other personal medical information. Requesting (via Human Resources) proof of COVID-19 vaccination, in and of itself, is not a protected inquiry. Nor is asking a colleague if they are vaccinated. Both the [Equal Employment Opportunity Commission](#) and [California Department of Fair Employment and Housing](#) have indicated that asking whether an employee is vaccinated is permissible as long as the question is limited solely to vaccination status. However, follow-up questions to colleagues such as to why someone did not receive the vaccine may elicit information that is considered protected medical information. Employees do not need to disclose their exemption reason to anyone other than Human Resources.

The University of Redlands is committed to creating and maintaining a community free of all forms of discrimination, harassment, and retaliation. Thus, the University prohibits discrimination and harassment of employees based on their COVID-19 immunization status. Our post-pandemic campuses will be different from our pre-pandemic environments, and we recognize the potential for new forms of discrimination and harassment based on vaccination status.

The University can only act to remedy and prevent specific acts of discrimination, harassment, or retaliation from reoccurring if it is made aware of such conduct. If you believe you are experiencing any of these acts based on your vaccination status, you can contact the [Director of Equity and Title IX Coordinator](#) and/or report an incident using the [online form](#). Behaving in a harassing and/or discriminating manner could result in disciplinary action, up to and including termination.

## POLICY MODIFICATION

Government and public health guidelines and restrictions, as well as best practices within business and industry regarding COVID-19 and COVID-19 vaccines, are changing rapidly as new information becomes available, further research is conducted, and as additional vaccines are approved and distributed. **The 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.**