



**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:** February 24, 2023  
**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 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.

### *Booster Vaccination Recommendation*

You are considered fully vaccinated by the University once you receive the required primary series identified above. However, we encourage individuals to get a booster when eligible. Boosters are an important part of protecting yourself and others from getting seriously ill or dying from COVID-19. People ages 6 months and older should receive one updated (bivalent) booster, if they are eligible, including those who are moderately or severely immunocompromised. For more information on how to stay up-to-date with COVID-19 vaccines and boosters, [visit the CDC webpage](#) for details.

## 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*

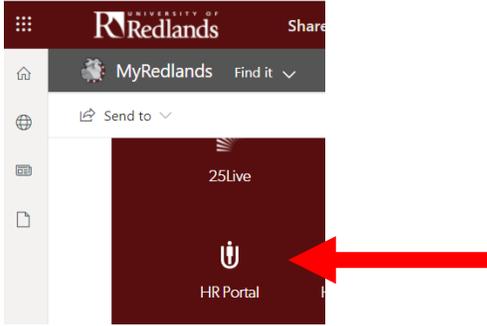
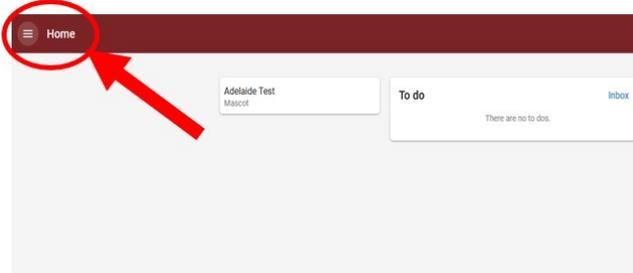
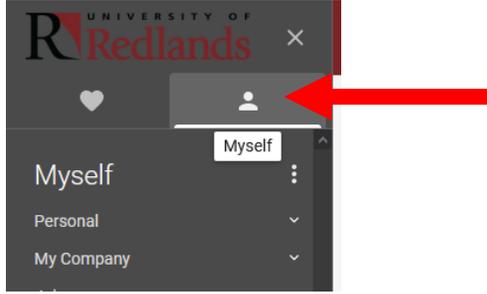
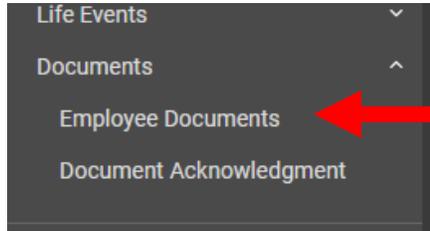
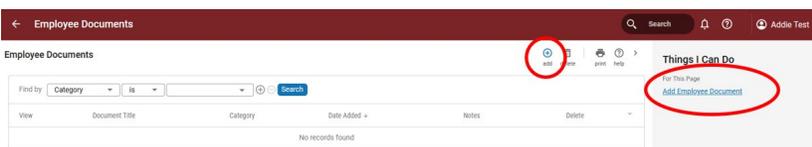
**Acceptable** documentation **must show the vaccination brand for initial dose(s), date of initial vaccination(s), and your name**, and includes the following options:

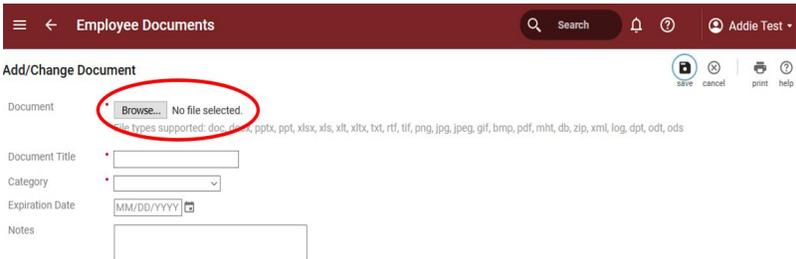
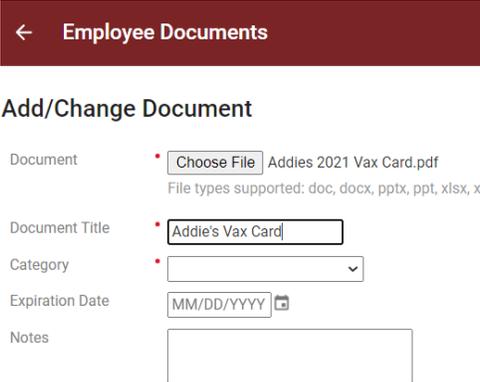
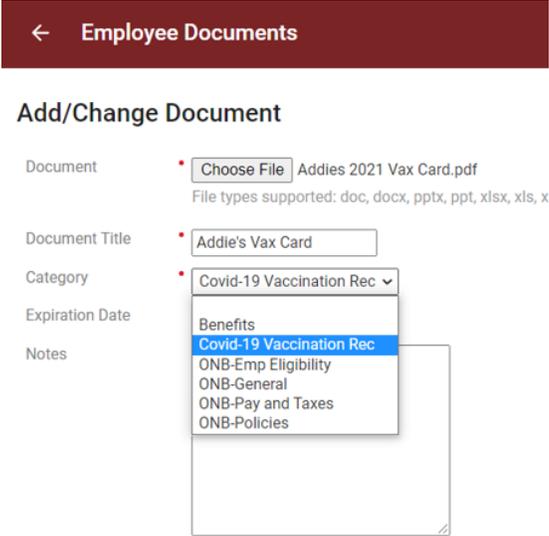
- CDC or similar non-US entity immunization card
- Healthcare provider immunization record
- Digital vaccine passport (for US residents only)

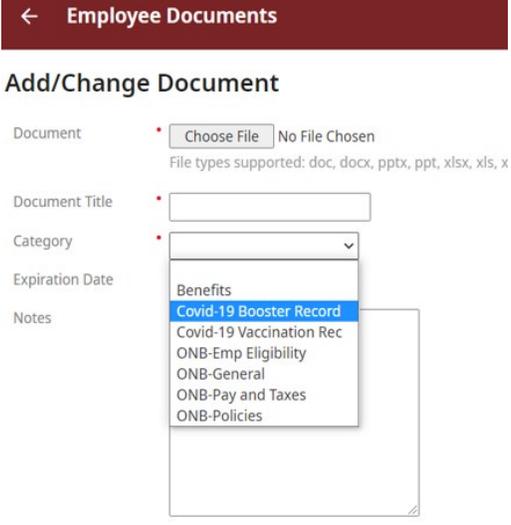
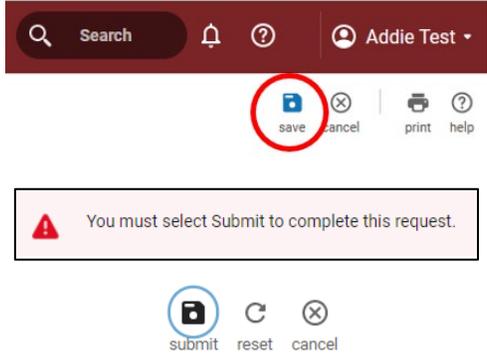
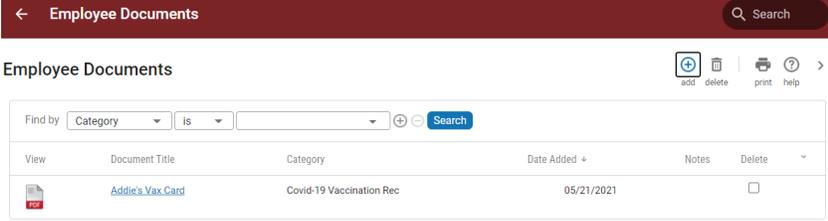
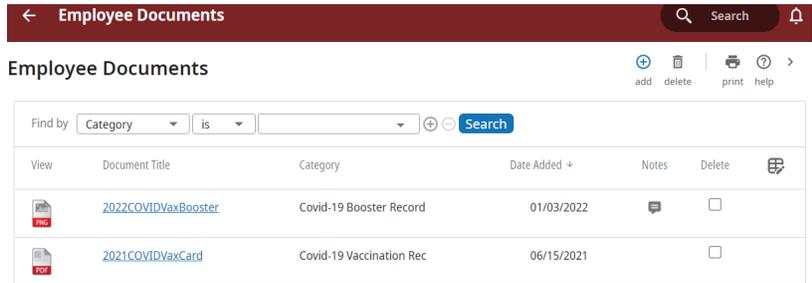
### *Completed Vaccination – Uploading Vaccination Card (Primary Series)*

Employees need to upload their completed primary series vaccination card (once they are fully vaccinated) 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 become 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
<p><b>STEP 1:</b></p> <p>Login to UltiPro through My.Redlands or login directly at:  <a href="http://uredlands.ultipro.com">http://uredlands.ultipro.com</a></p>	
<p><b>STEP 2:</b></p> <p>Click on to the three-line icon in the upper left corner to display the pop-out menu (if it isn't already visible).</p>	
<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>	

STEPS	UKG PRO
<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>	
<p><b>STEP 8:</b></p> <p><b>Primary Series:</b></p> <p>Select the “COVID-19 Vaccination Record” category from the Category dropdown list.</p> <p><b>If you <i>elect</i> to have a booster, you can also upload that information if you choose to do so.</b></p> <p><b>Booster Vaccination:</b></p> <p>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>	<p style="text-align: center;"><b>Primary Series COVID-19 Vaccination</b></p>  <p style="text-align: center;"><b>Booster Dose</b></p>

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> 

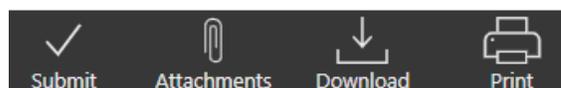
### **Completed Vaccination – Who Knows My Status?**

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.

#### **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](#).

## **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.**