



## **COVID-19 Vaccination Policy for Employees and Volunteers**

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Title: COVID-19 Vaccination Policy for Employees and Volunteers  
Policy Administrator: Chief Human Resources Officer  
Effective Date: July 12, 2021  
Last Updated: September 29, 2022  
Approved by: Alyssa Price, Public Health RN

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### **Purpose:**

The purpose of this policy is to set forth the College's COVID-19 vaccination policy. The College maintains this vaccination policy to reduce the transmission of the disease within our community and its impact on our community and operations.

### **Definitions:**

*Fully Vaccinated:* Individuals who receive a primary series of an approved COVID-19 vaccine and one booster dose, when eligible.

*Partially Vaccinated:* Individuals who have received one dose of a two dose primary series, or are within 2 weeks of their final dose of a primary series of an approved COVID-19 vaccine.

*Approved COVID-19 Vaccine:* A COVID-19 vaccine that has been granted final approval or Emergency Use Authorization from the U.S. Food and Drug Administration or final approval or emergency use authorization from the World Health Organization.

### **Scope:**

This policy applies to all employees and volunteers of the College.

### **Policy Statement:**

The College requires all employees and volunteers to be Fully Vaccinated with an Approved COVID-19 Vaccine and submit proof that they are Fully Vaccinated, unless they request, and the College approves an accommodation for a disability, qualifying medical condition, or sincerely held religious belief pursuant to the procedures set forth below.

### **Procedure:**

Employees and volunteers must upload their vaccination record in [HC Clear](#). Directions on how to access HC Clear are available on the [College's website](#).

Applicants for employment, employees, and volunteers with disabilities may request necessary reasonable accommodations in connection with the vaccination requirement pursuant to the College's [Reasonable Accommodations for Employees and Job Applicants with Disabilities](#) by completing the required forms and submitting required documentation. In addition, employees and applicants for employment may request necessary reasonable accommodations in connection with a sincerely held religious belief pursuant to the College's [Religious Accommodations Procedure](#). All accommodation requests will be considered on a case-by-case basis. The College is not required to waive essential functions of an employee's position. Further, accommodation requests that result in an undue hardship to the College or are not otherwise legally required may not be approved.

### **Compliance Deadline:**

Effective January 1, 2022, employees must receive their first booster dose of the COVID-19 vaccine when they become [eligible](#).

### **Consequences of Non-Compliance:**

If an employee is not Fully Vaccinated (and does not request and/or receive an accommodation) or is Partially Vaccinated with no intent to complete the vaccine series, or does not receive their first booster dose when eligible the following actions will be implemented by Human Resources:

- The employee will be placed on an unpaid Leave of Absence (LOA) for 90 days during which the employee will not be eligible for benefits except as required by law.
- The employee may return to work once Fully Vaccinated, but must return prior to the end of the LOA.
- If an employee is not Fully Vaccinated at the end of their 90-day LOA, it will be considered job abandonment and the College will terminate the employee.

### **Employees who are not Fully Vaccinated with Accommodations:**

Employees who are not Fully Vaccinated or boosted but have requested and received approved accommodations will be required to adhere to health and safety measures required by the College, including but not limited to reading the recommendations set forth by the Public Health RN.

Employees who work fully remotely will not be required to provide a record of their COVID-19 or booster dose. If an employee who works fully remotely must come to campus, they must follow any health or safety protocols in place at the time. If an employee's fully remote status changes in whole or in part (e.g., they begin to work on campus) they must upload a record of their vaccination card into [HC Clear](#), including booster dose(s) before arriving on campus. The employee must also notify the Human Resources Office Coordinator via email at [mcutroni@holycross.edu](mailto:mcutroni@holycross.edu) about the change in their remote status.

### **Employees who are Partially Vaccinated without Accommodations:**

Employees who are partially vaccinated are permitted to work on campus, adhering to health and safety measures required by the College, including but not limited to reading the recommendations set forth by the Public Health RN.

**Amendments.** This policy may be amended, modified, supplemented or replaced, in whole or in part, at any time and from time to time by the College.