COVID-19 Vaccination Policy

I. PURPOSE

Goucher College recognizes that COVID-19 vaccination is one of the most effective methods for creating a safe work environment and reducing the risk of COVID-19 infection. Effective August 16, 2021, all employees of Goucher College are required to be vaccinated against COVID-19 or have an approved medical or religious exemption. Further, effective January 26, 2022, all employees of Goucher College are required to receive the COVID-19 booster, as eligible, or have an approved medical or religious exemption. The purpose of this policy is to describe the procedures for documenting vaccination or requesting a medical or religious exemption from vaccination during the COVID-19 pandemic.

II. SCOPE

This policy applies to all on-campus faculty and staff.

III. DEFINITIONS

A. Boosted: An individual received the COVID-19 booster.

B. Medical Exemption: An approved exemption to the COVID-19 vaccination due to a documented medical condition or specific allergy that prevents the employee from receiving the vaccine.

C. On-campus Faculty and Staff: Employees who work in whole or part on the Goucher College campus or any satellite location. This includes employees who typically do not work on-campus, but may be required to attend on-campus events or meetings as part of their duties.

D. Religious Exemption: An approved exemption to the COVID-19 vaccination due to documented religious principles.

E. Vaccinated: An individual received both doses of a two-dose COVID-19 vaccine or one dose of a single-dose vaccine and at least 14 days have passed since the individual’s final dose of COVID-19 vaccine.

IV. DOCUMENTATION

A. Vaccination Documentation

Employees are required to show evidence of COVID-19 vaccination (i.e., vaccination card) by uploading valid documentation to covid@goucher.edu. Vaccination documentation is treated as confidential information and maintained by the Office of Human Resources.
B. Booster Documentation

Employees are required to show evidence of their COVID-19 booster (i.e., vaccination card) by uploading valid documentation to covid@goucher.edu. Booster documentation is treated as confidential information and maintained by the Office of Human Resources.

C. Medical or Religious Exemption Requests

Consistent with Title VII of the Civil Rights Act of 1964 and the Americans with Disabilities Act, exemption requests are considered for employees with medical conditions and/or religious beliefs which prohibit them from becoming vaccinated. Employees requesting medical or religious exemption from the COVID-19 vaccination must complete either the Medical Exemption Request form or the Religious Exemption Request form. The medical exemption request form requires certification by the medical provider. The religious exemption request form requires certification by the requesting employee.

The Office of Human Resources reviews exemption requests and may confidentially consult with other parties, as necessary. The review takes approximately two weeks and may result in approval, denial, or a request for additional information.

Employees may rescind their request for exemption at any time by providing notification and documentation of starting the vaccination or booster process via email to covid@goucher.edu or in-person at the Office of Human Resources.

   a. Pending Exemption Requests

      Exemptions may be conditionally approved while under review. Employees are notified if they are conditionally approved, allowing them to continue working while their request is being reviewed. Employees with pending exemption requests who are conditionally approved are subject to additional COVID-19 testing and/or other measures as outlined in Section V. A. and other campus communications.

   b. Approved Exemption Requests

      Employees with approved exemption requests are subject to additional COVID-19 testing and/or other measures as outlined in Section V.A. and other campus communications.

   c. Denied Exemption Requests

      Exemption denials are only reconsidered if new information supporting the request is provided. A denial of medical exemption does not preclude request of a religious exemption, and vice versa.
D. Reasonable Workplace Accommodations

Faculty and staff seeking workplace accommodations, due to a disability or medical condition, which would allow them to perform the essential functions of their jobs should consult the Reasonable Accommodations for Employees with Disabilities policy and complete the documentation of disability form and employee disability accommodation request form. Accommodations may include, but are not limited to, additional or enhanced protective measures, temporary schedule modifications, and revised office space. Accommodations generally do not include remote work for positions requiring an on-campus presence. Accommodations are only applicable to the employee requesting them.

Employees seeking workplace accommodations and a medical exemption from the vaccine requirement must complete and submit the medical exemption request form, the documentation of disability form, and the employee disability accommodation request form to the Office of Human Resources.

Employees seeking accommodations to care or provide support for family members should consult the Family & Medical Leave Act policy.

V. REPORTING REQUIREMENTS AND ENFORCEMENT

A. Employees in the process of becoming vaccinated (i.e., vaccination shot(s) scheduled and not yet received), boosted (i.e., booster shot scheduled and not yet received), or with a requested or approved medical or religious exemption are required to remain masked on-campus (indoors and outdoors) and submit to weekly off-site COVID-19 testing at a facility of their choice. Testing results must be sent to covid@goucher.edu or brought to the Office of Human Resources weekly by Friday at 4:00 p.m. Employees will be reimbursed for the expense they actually incurred for the test, reduced by any insurance payment made. To receive reimbursement, employees shall provide a receipt showing they have paid the balance due after properly providing to the testing provider the appropriate insurance and other pertinent information requested.

B. Employees should continue to report illnesses via https://www.goucher.edu/experience/living-well/student-healthcenter/coronavirus-information/report-an-illness. Name must be provided for employees reporting their own illness so the Office of Human Resources can respond.

C. Violations of these standards may result in personnel action/discipline up to and including termination of employment.

VI. RESPONSIBLE DEPARTMENT

Office of Human Resources

VII. QUESTIONS/RESPONSIBLE OFFICIAL

The Associate Vice President for Human Resources is responsible for questions regarding this recommendation.
VIII. RELATED POLICIES

- Family & Medical Leave Act Policy
- Quarantine & Return to Work Policy
- Reasonable Accommodations for Employees with Disabilities Policy

IX. HISTORY

Adopted/Created/Issued: July 19, 2021

Updated: February 8, 2022