



COVID-19 VACCINATION POLICY

To support the health and well-being of students, faculty, staff, and the community at large, Keck Graduate Institute of Applied Life Sciences (“KGI”) has adopted a COVID-19 vaccination policy.

Vaccines are a vital part of ending the pandemic and getting back to the in-person activities and events highlighted by KGI. Vaccines will not only protect you from illness, but you will also be helping to protect your community, which may include individuals more susceptible to illness and severe disease.

This policy is based on guidance from the Centers for Disease Control and Prevention (CDC), the Equal Employment Opportunity Commission, the California Department Fair Employment and Housing and local public health officials and is designed to comply with all applicable federal, state, and local laws.

VACCINATION REQUIREMENT

All students, faculty and staff (including contract workers) who are enrolled/employed at KGI and for whom the COVID-19 vaccine is approved/authorized by the FDA must be fully vaccinated against COVID-19 and show proof of an FDA-approved/authorized COVID-19 vaccination, unless an exemption from this policy has been granted as an accommodation or otherwise.

In addition, students, faculty, and staff who are eligible (six months past completing their initial Moderna or Pfizer vaccination; two months past the Johnson & Johnson vaccination) must receive and submit proof of a COVID-19 booster shot by Monday, January 17, 2022.

Persons who as of January 17, 2022, are not yet eligible for a booster shot must receive and submit proof of a booster shot within one week of becoming eligible.

Persons who were vaccinated outside of the United States and received a WHO-authorized COVID-19 vaccine that was not also approved or authorized by the FDA will also be required to receive a booster shot no later than recommended per applicable CCD guidance.

Individuals who have already received an approved exemption under this Policy will continue to be exempt from the vaccination and booster requirement.

VACCINE ADMINISTRATION

Employees are responsible for scheduling and obtaining all required COVID-19 vaccinations and booster shots.

Employees who are unable to schedule an appointment outside of regular work hours, will be



granted up to four hours off with pay, per dose, to obtain required vaccinations/boosters. Requests for time off must be approved by the employee's supervisor and, to the fullest extent possible, vaccination/booster appointments should be scheduled at times that will least impact KGI operations (preferably at the beginning or end of the work shift).

VERIFICATION OF VACCINATION

All persons covered under this policy were required to provide proof of vaccination, or submit a request for an exemption or accommodation, in a manner acceptable to KGI, no later than August 1, 2021 or the date on which they became a student or employee. Verification of booster shots for current students, faculty and staff shall be as provided in this Policy. Students faculty and staff whose enrollment/employment begins on or after December 15, 2021, must have received and submit proof that they are fully vaccinated against COVID-19 and have had a booster shot before they will be permitted access to campus or training sites.

A provider certification or CDC-issued vaccination card, which include the vaccination/booster date(s) and vaccine name, are acceptable forms of proof and must be submitted to Human Resources for employees and Student Affairs for students.

Proof of COVID-19 primary vaccination and booster shot here;

[COVID-19 Proof of Vaccination](#)

[Booster Shot Proof](#)

Human Resources and Student Affairs will keep any vaccination/booster shot information provided confidential and only share such information with those who have a business need to know.

ACCOMMODATION AND EXEMPTION REQUESTS

Requests for an accommodation or an exemption (e.g. medical; religious based on an individual's sincerely held religious belief, practice, or observance; or philosophical objection) should be submitted in writing, submitting the [COVID-19 Vaccination Exemption Form](#) to Human Resources for employees and Student Affairs for Students. KGI reserves the right to request additional information/documentation supporting the need for an accommodation or request for exemption.

KGI makes determinations about requested accommodations and exemptions on a case-by-case basis considering various factors and based on an individualized assessment in each situation. KGI strives to make these determinations expeditiously and in a fair and nondiscriminatory manner and will inform you after we make a determination.

Any person granted an accommodation or exemption under this policy will be required to submit to KGI provided COVID-19 testing at least twice a week, and may be required to use additional personal protective equipment, or take other actions as directed by KGI to mitigate risk to students, faculty and staff, whenever they are on-campus.

Effective Date: August 1, 2021 revised December 15, 2021

Administrator: Human Resources

Approved by: Cabinet

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KGI will keep confidential any information obtained in connection with a request for reasonable accommodation or exemption and only share such information with those who have a business need to know. However, KGI asks that you not provide any genetic information when making a request, responding to a request for additional information, or providing proof of vaccination/boosters in compliance with this policy.

INFORMATION ABOUT COVID-19 VACCINES

The CDC has promoted the benefits and safety of approved/authorized COVID-19 vaccines. According to the CDC:

- COVID-19 vaccines currently approved/authorized or in development in the US do not contain the COVID-19 virus and will not make you sick with COVID-19.
- Getting the COVID-19 vaccine will not make you test positive for COVID-19.
- COVID-19 vaccinations have been shown to be highly effective at preventing you from getting sick with COVID-19 and may prevent you from experiencing the most severe consequence of the disease and spreading the virus to others.
- COVID-19 vaccines do not change your DNA.
- COVID-19 vaccinations are an important tool in helping to stop the pandemic.
- COVID-19 vaccines are free, though some charges may be billed to your insurance company.
- The recent emergence of the Omicron variant (B.1.1.529) further emphasizes the importance of vaccination, boosters, and prevention efforts needed to protect against COVID-19. Early data from South Africa suggest increased transmissibility of the Omicron variant and the potential for immune evasion.

More information about COVID-19 vaccines and the vaccine approval/authorization process is available and frequently updated on the CDC's website at <https://www.cdc.gov/coronavirus/2019-ncov/vaccines/> and https://www.cdc.gov/coronavirus/2019-ncov/vaccines/booster-shot.html?s_cid=11706:mix%20and%20match%20vaccines:sem.ga:p:RG:GM:gen:PTN:FY22

CONTINUED APPLICABILITY OF OTHER INFECTION CONTROL POLICIES AND PROTOCOLS

This policy is a key part of our overall strategy and commitment to maintaining a safe and healthy living, learning and working environment in light of the COVID-19 pandemic. This policy is designed for use together with, and not as a substitute for, other COVID-19 prevention measures outlined in KGI's [COVID-19 Protocols for Returning to Campus](#) including but limited to;

- Symptom Monitoring and Temperature Check
- Face Covering Policy
- Physical (Social) Distancing Policy
- Cleaning and Sanitation

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- Building Entry and Exit Control Measures

We need your full cooperation and compliance with this and other health and safety workplace policies to make them effective and to protect our community by preventing the spread of COVID-19.

POLICY MODIFICATION

Government and public health guidelines and restrictions and business and industry best practices regarding COVID-19 and COVID-19 vaccines are changing rapidly as new information becomes available, further research is conducted, and additional vaccines are approved/authorized and distributed. KGI 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 working environment.

POLICY ADMINISTRATION AND QUESTIONS

If you have any questions about this policy or about health and safety issues that are not addressed in this policy, please contact Human Resources at hr@kgi.edu.

Employee Name (Print)

Date

Employee Signature

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