

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”) is implementing 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 of Fair Employment and Housing, and local public health officials and is designed to comply with all applicable federal, state, and local laws

VACCINATION REQUIREMENT

As a reminder, we require all faculty, staff, and students to be vaccinated for COVID-19, beginning **August 1, 2021**.

As a condition of physical presence at KGI, all students and employees must submit proof of their COVID-19 vaccination or an Institute approved Exception or Deferral by providing: (i) in the case of one who has been Fully Vaccinated, a copy of their CDC vaccination card (or foreign equivalent in the case of Individuals who received their vaccinations abroad); official documentation issued by a state vaccine registry; or an official medical record; or (ii) in the case of one who has received an Exception or Deferral, documentation that the Exception or Deferral has been granted.

Proof of vaccination may be subject to audit.

VACCINE ADMINISTRATION

Employees are responsible for scheduling and obtaining all recommended doses of an FDA-approved/authorized COVID-19 vaccine.

The COVID-19 vaccine is available free of charge to all KGI benefits-eligible faculty and staff through their medical provider.

Kaiser:

Information for Kaiser members on vaccine eligibility, phases of vaccination, and scheduling vaccine appointments can be found here: <https://healthy.kaiserpermanente.org/southern-california/health-wellness/coronavirus-information/covid-vaccine>.



Anthem:

Information for Anthem members on coverage, cost-share, availability, and where to get the vaccine can be found here: <https://www.anthem.com/coronavirus/blog/well-being-and-community/vaccine-eligibility/>

Employees who cannot schedule a vaccination outside of regular work hours will be granted up to four hours off with pay per dose to obtain a vaccination. The employee's supervisor must approve requests for time off. To the fullest extent possible, vaccination 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 must provide proof of vaccination or submit a request for an exemption or accommodation in a manner acceptable to KGI no later than July 23, 2021. Students, faculty, and staff whose employment begins after the referenced date must provide proof of vaccination or receive an approved exemption or accommodation before they are permitted access to campus or training sites.

Once you have been fully vaccinated, please format and save your proof of vaccination as "Last Name, First Name, COVID-19 Documentation," and [Upload COVID-19 Verification Documentation here](#). Please submit the requested documentation by Friday, July 23.

Human Resources will keep any vaccination information provided confidentially and only share such information with those with a business need to know.

ACCOMMODATION AND EXEMPTION REQUESTS

Individuals covered by this policy who seek an exception (on medical, religious, or philosophical grounds) or deferral (during pregnancy) must complete the [COVID-19 Vaccination Exemption Form](#) and submit it to Human Resources. 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 inform you after deciding.

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

Effective Date: August 1, 2021
Administrator: Human Resources
Approved by: Cabinet



KGI will keep confidential information obtained in connection with a request for reasonable accommodation or exemption and only share such information with those with 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 in compliance with this policy.

DEFINITIONS:

Fully Vaccinated: A person is considered “fully” vaccinated when two weeks have passed since they completed a COVID-19 Vaccine series (for example, one dose of the Janssen/J&J vaccine or two doses within no more than 12 weeks of the Moderna or Pfizer vaccine); as well as any boosters consistent with manufacturer instructions and applicable agency approval, authorization, or listing.

Exception: An approved exception to COVID-19 vaccination based on a Medical Exemption, Religious or Philosophical Objection. For purposes of this policy, a person who is pregnant is not eligible on that basis alone for an Exception but is eligible for a Deferral for the duration of pregnancy.

Religious Objection: An individual’s objection to receiving the COVID-19 vaccine is based on that person’s sincerely held religious belief, practice, or observance.

Deferral: An approved deferral of vaccination based on pregnancy. Pregnancy Deferral will extend throughout the term of the pregnancy and until the individual returns to work or instruction, as applicable.

Reasonable Accommodation: An adjustment made to the COVID- 19 Vaccination requirement for individuals who received an approved Exception or Deferral to allow them to physically access KGI locations without impairing the health and safety objectives of this policy. Individuals who are granted exceptions or deferrals will be required to submit to KGI provided COVID-19 testing and may be required to use additional personal protective equipment as a condition of physical presence.

RELATED INFORMATION ABOUT COVID-19 VACCINES

More information about COVID-19 vaccines and the vaccine approval/authorization process can be viewed by clicking the links below.

- [CDC COVID-19 Vaccination](#)
- California Department of Public Health, [Licensees Authorized to Administer Vaccine in California](#)
- [American College Health Association Recommends COVID-19 Vaccination Requirements for All On-Campus College Students in Fall 2021](#)
- [FDA Janssen COVID-19 Vaccine](#) (includes a fact sheet and translations)

Effective Date: August 1, 2021
Administrator: Human Resources
Approved by: Cabinet



- [FDA Pfizer-BioNTech COVID-19 Vaccine](#) (includes a fact sheet and translations)
- [FDA Moderna COVID-19 Vaccine](#) (includes a fact sheet and translations)

CONTINUED APPLICABILITY OF OTHER INFECTION CONTROL POLICIES AND PROTOCOLS

This policy is a vital 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 Return to Campus Protocols- [here](#) including but limited to;

- Symptom Monitoring and Temperature Check
- Face Covering Policy
- Cleaning and Sanitation
- 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

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, please get in touch with Human Resources at hr@kgi.edu.

Employee Name (Print)

Date

Employee Signature

Effective Date: August 1, 2021
Administrator: Human Resources
Approved by: Cabinet