

PURPOSE of POLICY

The purpose of the COVID-19 Vaccination program is to protect the health and safety of the Woodbury community, including students, staff, faculty and others who work or visit any of our campuses. This policy will comply with all applicable laws and is based on guidance from the Centers for Disease Control and Prevention, state, and local health authorities as applicable.

Compliance with this policy is a condition of enrollment and employment.

POLICY

Beginning August 23 (i.e., the first day of the fall 2021 term), only those students, staff (including contract workers) and faculty who are up to date with their COVID-19 vaccinations will be permitted to be present on any of our campuses and/or to participate in any University sponsored in-person events or activities.

Being up to date with your COVID-19 vaccines indicates that you have received all doses in the primary series and all boosters recommended for you, when eligible. The recommendation for booster doses will vary based on your age, health status, what vaccine you first received, and when you first got vaccinated. Visit the CDC interactive [Getting your COVID-19 Booster](#) tool to help determine if you are due for any boosters.

New: Any student, staff (including contract workers) and faculty who are unvaccinated will be required to participate in the University's weekly viral testing program. You must register with the Health Center for the COVID-19 testing program by completing the Student Medical Exemption Request or Religious Exemption Request form and the COVID-19 Testing Program Request form. If participants choose to test outside the university, all tests must come from a lab, home tests are not accepted. Testing costs are the individual's responsibility, anyone experiencing financial difficulty should contact the Health Center.

VACCINE ADMINISTRATION

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

All employees will be granted paid time to receive vaccinations. Requests for time off must be approved by the employee's supervisor and, to the fullest extent possible, vaccination appointments should be scheduled at times that will least impact university operations.

For information about COVID-19 vaccinations, as well as how to schedule an appointment please visit <https://myturn.ca.gov/>

POLICIES & PROCEDURES

COVID-19 Vaccination Policy

COVID-19 Response Team

Policy Number: 601-01-001

First Issued: August 2, 2021

Revised: August 8, 2022

Department: Office of Human Resources

Approved By: VP Administrative Services &
Human Resources

PROOF OF VACCINATION

All persons covered under this policy must provide proof of vaccination no later the first day or the Fall or Spring semester or whichever is applicable based on employment status, as follow:

Students, Faculty and Staff: Must submit poof of vaccination by uploading their CDC vaccine card to <https://cleartogo.com> If unable to complete verification, additional information maybe request by the Health Center. For questions, please contact healthcenter@woodbury.edu.

Students, faculty and staff whose employment or on campus studies begin after the referenced date, must provide proof of vaccination or receive an approved exemption or accommodation before they will be permitted access to campus.

TRACKING AND REPORTING

Data concerning vaccination status will be recorded and tracked by the Health Center professional staff and kept with confidential health records. Information concerning vaccination status will only be shared with those with a strict business reason need to know.

REASONABLE ACCOMMODATIONS

This policy allows for exceptions to COVID-19 vaccination requirement based on a medical exemption, disability accommodation, or religious objection (based on an individual's sincerely held religious belief, practice, or observance); pregnant individuals may also request a deferral if they wish for the duration of the pregnancy.

Requests for exemption, accommodations or deferral should be submitted in writing. Staff and faculty requests should be submitted to Office of Human Resources at hr@woodbury.edu. Student requests should be submitted to Covid19Exempt@woodbury.edu. The university reserves the right to request additional information/documentation supporting or request for exemption, accommodation or deferral.

The university will engage in an interactive process to determine whether an exemption, accommodation or deferral is appropriate and can be granted without posing an undue hardship on the university, or a direct threat to the health or safety of the person

making the request or others, that cannot be eliminated or reduced by reasonable accommodations.

The university makes determinations about requested exemptions, accommodations and deferrals on a case-by-case basis considering various factors and based on an individualized assessment in each situation.

The university will keep confidential any information obtained in connection with a request for an exemption, accommodation or deferral and only share such information with those who have a business need to know. Please do 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.

Accommodations for non-vaccinated students, faculty and staff will include testing at least once a week in order to access campus. Failure to adhere to testing protocols will result in no access to campus.

REQUIRED TRAINING

All students, staff and faculty are required to view a training video titled ***Staying Healthy in a Changing Environment for All Employees*** which explains what COVID-19 is, how it is transmitted, the steps to reduce potential exposure, and how you can protect yourself and others. Training is required by Cal/OSHA and the California Department of Public Health. This training is required even for those who will continue to work and learn remotely. Training notification will be sent to staff and faculty by the Office of Human Resources and by the Office of Student Affairs to students.

COMPLIANCE

Failure to comply with this policy may result in discipline, up to and including termination of employment or dismissal as a student.

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. 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 living, learning and working environment.

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ADDITIONAL INFORMATION

Please direct any questions regarding this policy to the Office of Human Resources or by emailing hr@woodbury.edu.