



**Area:** Human Resources

**Policy Name:** COVID-19 Vaccination

**Policy Statement:** As an institution of higher education, and in compliance with local, state, and federal regulations and laws, the College shall not require students, vendors, or employees to be vaccinated against COVID-19 as a condition of admission, enrollment, or employment. However, the College shall implement all required mandates issued by external agencies with authority over the College, or over a College program of study, subject to any applicable exemptions afforded by law.

**Procedures:** All employees or students who, as a condition of working or learning within an external facility partnering with the college to teach students, shall adhere to the external agency's policy on vaccination against COVID-19. This policy provides for exemptions based upon recognized medical conditions (including disability) or religious beliefs, observances, or practices, as follows.

**Medical Condition or Disability Exemption:**

Employees or students may seek a legal exception to the vaccination requirement of the College or the external agency due to a medical condition or disability by completing the form "Request for a Medical or Disability Exemption from the COVID-19 Vaccination Requirement." The form is available by contacting the Human Resources Coordinator. Requests for medical or disability accommodations will be treated as requests for a disability accommodation and evaluated and decided under applicable legal standards for reasonable accommodation absent undue hardship to the College. An employee or student may request a delay for complying with the vaccination requirement based upon certain medical considerations that may not justify an exception under applicable law.

Along with the completed form for medical exemption, employees or students are required to include documentation of recognized clinical contraindications to COVID-19 vaccinations signed and dated by a licensed practitioner (who is not the individual requesting the exemptions and is acting within the practitioner's scope of practice based on applicable state and local laws). The documentation must contain all information specifying which of the authorized COVID-19 vaccines are clinically contraindicated for the employee or student to receive, and the recognized clinical reasons for the contraindication. This document must contain a physician statement recommending that the employee or student be exempted from the facility's COVID-19 vaccination requirements.

**Religious Exemption:**

In certain circumstances, an employee or student who has a religious objection to the COVID-19 vaccination requirement is entitled to an exception from the requirement, in which the employee or student would instead comply with alternative health and safety protocols. The College is committed to respecting the important legal protections for religious liberty.



To request a religious exemption, an employee or student must complete the “Request for a Religious Exception from the COVID-19 Vaccination Requirement.” The form is available by contacting the Human Resources Coordinator. The purpose for this form is to allow the College to determine if a person is eligible for an exception under applicable law. Requests for exemption based upon non-religious reasons, including personal preferences or non-religious concerns about the vaccine, do not qualify for a religious exemption.

In the case of programs where federal regulations mandate vaccines, the federal regulations allow for religious exemptions based upon sincerely held religious beliefs, including whether the employee or student has acted in a manner inconsistent with their professed belief. The regulations provide that no one factor is determinative. An individual’s beliefs (or degree of adherence) may change over time and therefore, an employee’s newly adopted or inconsistently observed practices may nevertheless be based on a sincerely held religious belief. All requests for a religious exemption will be evaluated by a college committee in compliance with the federal requirement, applicable law, and on an individual basis.

The College committee shall make a final determination of a Medical Condition, Disability, or Religious exemption, the employee or student must adhere to the committee decision in order to continue to work or learn in the external agency’s facility. If an employee does not adhere to the decision, then the vice president of instruction shall determine if alternative working arrangements can be made. If no alternative arrangements can be made, then employment decisions shall be determined as outlined in the faculty negotiated agreement. If a student does not adhere to the decision, then the vice president of student services shall determine if alternative learning arrangements can be made. If no alternative arrangements can be made, then the student enrollment decisions shall be determined as outlined in the student handbook.

**Contact:** Human Resources Coordinator

**Related:** Medical Condition, Disability, Religious Exemption Form

**Adopted:** January 24, 2022

**Updated:**