

## Bard College at Simon's Rock

### **COVID-19 Vaccination Policy**

Policy: All employees of Bard College at Simon's Rock must be vaccinated and remain up-to-date with boosters for COVID-19.

Scope: This policy covers all full-time, part-time, exempt, non-exempt, short-term, commissioned, per diem, temporary employees, as well as contract employees who regularly work on campus.

Recordkeeping: Simon's Rock will maintain a roster of employees with their vaccination status and, if unvaccinated, the reason. Vaccination status and documentation will be kept confidential and maintained separately from personnel files.

#### **Vaccination Documentation**

All employees must submit COVID-19 vaccination documentation. The documentation can be submitted one of two ways:

- Submit the COVID-19 Vaccination & Booster Documentation form with a scan/photo of your documentation
- Submit a hard copy of your documentation to Diane Rhoades, Payroll & Benefits Manager

Timing of documentation submission:

- Current employees have already submitted their vaccination documentation per the earlier version of this Policy;
- Current employees who are receiving the initial doses of vaccination should submit the documentation upon completion;
- Employees may update their documentation at any time (such as when boosters are received);
- New employees will submit their vaccination documentation as part of the hiring process.

#### **Acceptable Forms of Documentation**

- A record of immunization from a health care provider or pharmacy;
- A copy of the U.S. COVID-19 Vaccination Record Card;
- A copy of medical records documenting the vaccination;
- A copy of immunization records from a public health, state, or tribal immunization information system; or
- A copy of any other official documentation that contains the type of vaccine administered, date(s) of administration, and the name of the health care professional(s) or clinic site(s) administering the vaccine(s).

#### **Paid Leave for Vaccination Appointments & Recovery**

Employees may use up to two hours of regularly scheduled work time to receive the vaccination. Up to two consecutive regularly scheduled work days of paid sick time will be available to recover from vaccine side effects for each dose or booster received. These days must be from the employee's paid sick time benefit, unless that benefit has been exhausted.

**Reasonable Accommodation**

Employees in need of an exemption from this policy due to a medical reason, pregnancy, or because of a sincerely held cultural or religious belief, must request an accommodation. Simon's Rock will then engage in an interactive process to determine if a reasonable accommodation can be provided; so long as it does not create an undue hardship for Simon's Rock and/or does not pose a direct threat to the health or safety of others in the workplace and/or to the employee.

To request an accommodation for one of the above reasons, please notify the Director of Finance and Administration in writing of your accommodation request.

**Positive Test Result**

Any employee who tests positive for COVID-19 will not be permitted on campus and will need to isolate until they are cleared to return into the workplace. An employee with a positive test result should email the Preparedness Committee at [preparedness@simons-rock.edu](mailto:preparedness@simons-rock.edu).

**Retaliation**

Simon's Rock will not tolerate retaliation of any employee by other co-workers for any reason related to this policy. If you believe that you have been treated in a manner not in accordance with this policy, please notify the Director of Finance and Administration immediately. You may request an accommodation without fear of retaliation.

All employees must comply with this policy. Failure to comply will result in disciplinary action, up to and including the possibility of termination of employment. This policy is in effect until otherwise notified.

Please direct any questions regarding this policy to the Director of Finance and Administration.

*Policy updated 6/2/2022*