

SKIDMORE COLLEGE

VACCINATION POLICY FOR FACULTY AND STAFF

In accordance with Skidmore College's commitment to the health and safety of its community members and in order to prevent or significantly reduce the risk of COVID-19 transmission at the College and protect all members of the College community from infection, **all new and current faculty and staff (union and non-union) will be required to be fully vaccinated by Sept. 3, 2021** unless exempted from this requirement as a reasonable accommodation of a medical condition or sincerely-held religious belief.

By Aug. 13, all employees must:

- Provide proof of full vaccination; OR
- Provide proof of first shot and appointment for second shot; OR
- Apply for a medical or religious exemption with Human Resources; OR
- *For staff:* Apply for an unpaid leave of absence until vaccinated, and in any event no later than Jan. 3, 2022. *For faculty:* Apply for an unpaid leave of absence in accordance with the Faculty Handbook Part I.IX.C).

Please see below for instructions on submitting proof of vaccination status by Aug. 13.

Evidence of full vaccination, unless granted an exemption or leave of absence, must be submitted by Sept. 3, 2021.

Reasonable Accommodation

Employees in need of an exemption from this policy due to a medical reason, or because of a sincerely held religious belief, should contact Human Resources. When requested, the College will provide an exemption/accommodation for any known medical condition or disability, or sincerely held religious belief or practice, of a qualified individual which prevents an employee from receiving a COVID-19 vaccine, provided the requested accommodation is reasonable and does not create an undue hardship for the College or pose a direct threat to the health and/or safety of others in the workplace, educational environment and/or to the requesting employee.

Employees who receive a medical or religious exemption are required to wear appropriate face coverings and maintain social distancing at all times in indoor public spaces. In outdoor settings, unvaccinated individuals may unmask unless social distancing is not possible. Unvaccinated individuals are also required to submit to weekly surveillance testing together with any additional health and safety guidance required and communicated by the College. Failure to comply with required health and safety requirements violates this policy and will result in immediate corrective action.

Paid Time Off and Transportation for Vaccine Appointments

Employees who have not yet been vaccinated can schedule an appointment during work hours and, if needed, request transportation to and from the appointment by contacting Human Resources. Employees will receive paid time off for work time missed for participating in the vaccination process. Exempt and nonexempt employees should record any work time missed

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due to traveling to/from and receiving the vaccination as sick time. Union employees should record this time as College Emergency Leave. To be eligible for paid leave, employees must provide proof of their vaccination appointment to their supervisor or Human Resources.

Failure to Meet the Vaccination Requirement

Employees who have not received all doses by Sept. 3, 2021, and are not approved for an exemption or leave of absence, will not be permitted to work on campus after Sept. 3, 2021.

Non-Union Staff who choose not to comply with the College's vaccination requirement may resign or will be involuntarily separated from employment.

Union Staff who choose not to comply with the College's vaccination requirement will be subject to further action in accordance with the contract and other agreements reached with the applicable union.

Faculty Members will be subject to disciplinary action for professional misconduct in accordance with the Faculty Handbook procedures (Part I.XI).

Instructions for Submitting Proof of Vaccination

Employees are required to provide proof of at least one dose of the COVID-19 vaccination by Aug. 13, 2021. Any employee who requires assistance in submitting this information should contact Human Resources.

To document your vaccination status, please complete the [COVID-19 Vaccination Submission Form](#) by this deadline and following these instructions:

1. Log in to the [COVID-19 Vaccination Submission Form](#) using your Skidmore username and password.
2. Select one of the options listed.
3. If you are fully vaccinated, complete the additional information requested and upload digital proof of the COVID-19 vaccination. You may upload a photo of your vaccination card or a screenshot of your Excelsior Pass.
4. If you have received one dose of the COVID-19 vaccination and have an appointment for your second dose, please complete the information requested, including the date of the appointment for the second dose, and upload a photo of your vaccination card. Please note: Employees who select this option must complete this form a second time by Sept. 3, 2021, and upload a photo of their vaccination card or a screenshot of their Excelsior Pass to provide proof of full vaccination.
5. If you intend to apply or have applied for an exemption from the vaccination requirement, please select that option. Instructions for applying for a medical or religious exemption are set forth below.

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6. If you intend to apply or have applied for a leave of absence until you are vaccinated, please select that option. Instructions for applying for a leave of absence are set forth below.
7. When you have made your selection and submitted the requested information (as applicable), hit submit. Your response will be maintained confidentially by Human Resources. HR will review all submissions and validate employee responses. You may be contacted by HR if any clarification or additional information is needed in order to validate your response.

Please note: Those employees who have already submitted proof of vaccination to Human Resources are respectfully requested to complete the COVID-19 Vaccination Submission Form.

Instructions for Requesting a Medical or Religious Accommodation

The College is committed to providing equal employment opportunities without regard to any protected status. As such, the College is committed to complying with all laws protecting individuals with disabilities and sincerely held religious beliefs or practices. When requested, the College will provide reasonable accommodation, including exemption from the College's vaccination requirement, provided the requested accommodation is reasonable and does not create an undue hardship for the College or pose a direct threat to the health and/or safety of others in the workplace, educational environment, residential environment, and/or to the requesting employee.

To request a medical accommodation for the COVID-19 vaccine, please complete the [Reasonable Accommodation Form for Disability or Medical Condition](#).

To request a religious accommodation for the COVID-19 vaccine, please complete the [Reasonable Accommodation Form for Religious Belief or Practice](#).

These forms should be submitted either in person or by email to Human Resources at lgoodwin@skidmore.edu by Aug. 20, 2021, to allow time for review. You may be contacted if clarification or additional information is needed. You will receive a confirmation letter of the decision from Human Resources once your exemption request has been reviewed.

Instructions for Requesting a Leave of Absence

Staff may request a leave of absence until they are vaccinated, but no later than Jan. 3, 2022. To request a leave of absence to provide additional time to comply with the College's vaccination policy, please contact your supervisor. Supervisors will work with Human Resources and the appropriate vice president to evaluate requests for leave. Employees will receive a confirmation letter of the decision from Human Resources once their request for leave has been reviewed.

Faculty may request a leave of absence in accordance with Faculty Handbook provisions (Part I, IX, C). Leaves of absence are granted by the dean of the faculty/vice president for academic affairs upon recommendation of the department chair concerned. Employees will receive a

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confirmation letter of the decision from the Office of the Dean of Faculty once their request for leave has been reviewed.

Requests for leaves of absences must be submitted by Aug. 20, 2021, to allow time for review.

We're (Still) in this Together

Since the beginning of the pandemic, faculty, staff, and students have consistently demonstrated that our community is one that cares for each other and shares the responsibility for individual and community health and safety. As we prepare for a full return to on-campus work and learning in the coming weeks, it is our hope that the decision to require the COVID-19 vaccination for faculty, staff and students will help everyone in our community feel safer and more at ease.