

3.3.27 COVID-19 Vaccination Policy

COVID-19 VACCINATION POLICY	
Effective Date:	October 4, 2021
Policy Number:	III – 3.3.27
Issuing Authority:	President
Responsible Officer:	Associate Vice President for Human Resources & Compliance
Applicability:	All Canisius College employees.

PURPOSE

The purpose of this policy is to provide and maintain a workplace that is free of recognized hazards associated with Covid-19 and outline procedures for employees to receive the COVID-19 vaccination, or to request an exemption.

POLICY

As a condition of employment at Canisius College, all Canisius College employees are required to be fully vaccinated against COVID-19, unless an exemption is approved as provided in this policy. (See Procedures/Guidelines below for requesting an exemption.)

Current employees must report their vaccine status and provide approved documentation as proof of vaccination to the College's secure recordkeeping site no later than November 22, 2021. All new employees will be required to provide proof of vaccination status prior to the start of their employment. All records of approved exemptions will be maintained by Human Resources. Failure to comply with this policy or providing any false or misleading information about vaccination status may result in discipline up to and including dismissal from employment, as applicable.

DEFINITIONS

Fully vaccinated means having received a dose of a single-dose vaccine or the second dose of a two-dose vaccine.

PROCEDURES/GUIDELINES

Vaccine Administration

Employees are responsible for scheduling and obtaining all necessary doses of an FDA-approved COVID-19 vaccine. Employees scheduling their injections during work time must coordinate their vaccination times with their supervisor to schedule an appropriate time and must schedule their injections at a site that minimizes their time away from work. All hourly

employees will be paid for time taken during the work day necessary to receive each vaccination injection, up to four (4) hours per injection. Employees needing more than one (1) hour to receive an injection will be required to submit a written statement explaining the reason for having to use more time and provide substantiating documentation where available.

Request for Exemptions

Employees may request an exemption from this policy due to a medical reason or because of a sincerely held religious belief. An exemption may be requested by submitting a completed Medical or Religious Accommodation form to the Human Resources Department. . (Form are available from the Human Resources Department.) The form should be submitted as soon as possible. Accommodations will be granted where they do not cause the College undue hardship or pose a direct threat to the health and safety of others.

Non-Retaliation

Any form of discipline, reprisal, intimidation, or retaliation for reporting a violation of this policy or any other health and safety concern is prohibited by the college. Employees also have the right to report work-related injuries and illnesses, and the college will not discharge or discriminate or otherwise retaliate against employees for reporting work-related injuries or illnesses or good faith health and safety concerns.

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 and distributed. The college 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 workplace.

RELATED POLICIES

Employee Accessibility Policy

Please direct any questions regarding this policy to the Human Resources Department.