

COVID-19 Vaccination Policy **Effective June 2021**

Columbia Theological Seminary takes seriously its responsibility and duty to provide a safe place for working and learning. The adoption of this vaccination policy is intended to enhance a safe working environment. Our goal is to protect our employees, their families, and the broader community from COVID-19 infection to the greatest extent possible.

This policy requires vaccination for all employees, regardless of whether the person has previously been infected with COVID-19. This policy also applies to on-site contractors and vendors with regular access to and presence in seminary facilities.

This policy is intended to comply with all federal, state, and local laws and is based upon guidance provided by the Centers for Disease Control and Prevention (CDC), the Department of Health and Human Services, the Equal Employment Opportunity Commission, and public health and licensing authorities as applicable. However, this policy does not assume any legal duty not mandated by law.

Policy:

All employees and regular contractors/vendors must be fully vaccinated by *July 26, 2021*. **Employees must submit a copy of their COVID-19 Vaccination Record Card to the Director of Human Resources by July 30, 2021**, unless an exemption (see below) has been granted in writing by the Seminary.

Employees who do not fulfill one of these two requirements (listed above) by the deadline may be placed on unpaid leave. If applicable, the employee's status will be evaluated periodically to determine when it may be safe to return to work. Employees also may be disciplined, including discharged, depending on the circumstances, especially if they intentionally violate this policy, wrongfully refuse to get vaccinated or provide false or misleading information to support an exemption request.

Exemptions:

Employees may apply for an exemption of the vaccine requirement for a medical or religious reason (MRE) or conscientious objection (COE) and receive accommodation pending application approval.

Safety protocols will be required or recommended, as appropriate, for those exempted from the vaccination requirement as part of an MRE or COE. These protocols may result in additional face-covering and social-distancing requirements, teleworking, transfer to a different office location, or a leave of absence until vaccination is possible.

1. Medical or Religious (MRE)

For an MRE, an employee should contact the Director of Human Resources to identify possible accommodations under the American with Disabilities Act (ADA). The employee should complete the [Reasonable Accommodation Request Form](#) and may be asked to provide additional information supporting the accommodation request. Alternative accommodations may be given to maximize

safety despite the employee's inability to get vaccinated, depending on the circumstances. For more information, see our [ADA Policy](#).

2. Conscientious Objection (COE)

For a COE, an employee should complete a [COVID-19 Vaccination Exemption Request Form](#) and submit it to their supervisor and the Director of Human Resources (HR) by June 30, 2021.

After applying for a COE, HR may grant provisional COE approval to an employee. Final COE approval will be contingent on a feasibility conversation with the employee, direct supervisor, and HR. A modified work plan will be created and signed by all parties. In some cases, COE employees may be permitted temporary or intermediate access to campus. In such cases, both supervisor and vice president approval are required, and the employee will be required to undergo a mandatory quarantine period and receive a negative COVID19 test result no more than 48 hours before returning to campus. Test results and confirmation of quarantine must be submitted to HR before returning to campus.

Confidentiality:

The Seminary will keep all employees' vaccination statuses and underlying medical conditions confidential, per the Americans with Disabilities Act (ADA) and any other applicable law or regulation.

Worker's Compensation:

If an employee suffers any side effects, illness, or injury caused by the vaccination, any lost wages or permanent impairment caused by those side effects may be covered by workers' compensation.