**COVID-19 Vaccination Policy**

**THE PEOPLE CENTER**

**POLICY STATEMENT**

Vaccination is a vital tool to reduce the presence and severity of COVID-19 cases in the workplace, in communities, and in the nation as a whole. Champlain College (the college) has adopted this policy on mandatory vaccination to safeguard the health of our employees from the hazard of COVID-19.

**SCOPE**

The mandatory COVID-19 Vaccination Policy was implemented November 18, 2021 and has been revised as of December 20, 2021. This policy applies to all employees (faculty, staff and adjuncts) of Champlain College that utilize our Burlington, VT campus for employment.

NOTE: Employees of the Dublin, Ireland and Montreal, Quebec campus will receive separate, country specific vaccination information.

All employees are required to be fully vaccinated as a term and condition of employment at the College no later than January 4, 2022. Employees are considered fully vaccinated two weeks after completing primary vaccination with a COVID-19 vaccine, with, if applicable, at least the minimum recommended interval between doses. For example, this includes two weeks after a second dose in a two-dose series, such as the Pfizer or Moderna vaccines, two weeks after a single-dose vaccine, such as the Johnson & Johnson vaccine, or two weeks after the second dose of any combination of two doses of different COVID-19 vaccines as part of one primary vaccination series.

**Booster Requirement**

As of December 20, 2021, fully vaccinated will also include receiving the Booster vaccine.  All Champlain on-campus employees are required to receive a COVID-19 booster shot when eligible. Eligibility for the Pfizer or Moderna series is six months after the second vaccination and Johnson & Johnson is two months after the initial vaccination. You are required to get a booster vaccination within four weeks of your eligibility.

All employees are required to report their vaccination status and to provide proof of vaccination. Champlain has partnered with **Sentry MD**, a company that specializes in managing organizational health records, to create a confidential, secure system for collecting and recording COVID-19 vaccination information. All employees will receive an email from Sentry MD shortly after the break providing instructions on how to access your account and submit COVID-19 documents. The email will come from [champlaincollege@sentrymd.com](mailto:champlaincollege@sentrymd.com). Proof of your first series of vaccinations must be provided by Monday, January 17. You must submit booster information within four weeks of eligibility.

 Employees must provide truthful and accurate information about their COVID-19 vaccination status, and, if applicable, their testing results. Employees not in compliance with this policy may be subject to discipline up to and including termination as of January 4, 2022.

Employees may request an exception from this mandatory vaccination policy if the vaccine is medically contraindicated for them or medical necessity requires a delay in vaccination. Employees also may be legally entitled to reasonable accommodations if they cannot be vaccinated (as otherwise required by this policy) because of a disability, or if the provisions in this policy for vaccination conflict with a sincerely held religious belief, practice, or observance.

To make a request for exceptions and reasonable accommodations employees must submit a written request on a form provided by the college explaining their religious objection or medical need for a reasonable accommodation. Forms must be submitted to peoplecenter@champlain.edu on or before December 15, 2021. All such requests will be handled in accordance with applicable laws, regulations, and the college policies.

**CONTACT**

For questions about this policy contact [peoplecenter@champlain.edu](mailto:peoplecenter@champlain.edu). To apply for an Exemption, complete a COVID-19 Vaccine Exemption form, to access the form email [peoplecenter@champlain.edu](mailto:peoplecenter@champlain.edu), once the form is completed return the completed form to the People Center.

*The above is a summary only. Always refer to the applicable plan documents, policies or guides before making final decisions. The People Center policies and procedures are updated on an as-needed basis. As such, the College reserves the right to alter, amend or suspend the terms of this policy at its sole discretion; please refer to the policies posted on The People Center intranet site for the most current version. This policy does not constitute an employment contract.*

*Revision 12/20/21*