



Interim Vaccinated Policy

June 14–August 30, 2021

This document provides new interim guidance for fully vaccinated Evergreen students, employees, contractors, and campus guests to work or study in person without masks and social distancing. It applies to Evergreen's campuses and off-site Evergreen-managed activities, work units and personnel, and is effective immediately until August 30.

This new guidance is based on [CDC guidance for institutions of higher education](#) and guidance from the [Washington Department of Labor & Industries](#). The L&I guidance is especially worth reviewing in order to understand how Evergreen's new interim guidance works.

Evergreen students, employees, contractors, and campus guests may voluntarily show proof of their vaccination status to their designated supervisor, faculty member or activity coordinator and be allowed to forgo masking and social distancing during that activity.

Everyone in the group must be vaccinated and willing to be documented in order for the group to work without masks and distancing. The supervisor, faculty member or activity coordinator will be responsible for maintaining a simple log described later in this document.

The college is obligated to provide L&I with evidence of verification upon request.

DO's AND DON'Ts FOR DOCUMENTING VACCINATION

Supervisors and staff:

The relevant vice president will delegate specific unit supervisors to collect the voluntarily offered vaccination status of their work unit employees, or for Evergreen guests.

While supervisors can ask members of the work unit or guests about their vaccine status, the disclosure process should be asynchronous and private.

Supervisors can visually inspect completed vaccination cards of employees, if voluntarily offered. Only one supervisor per work unit, as appointed by the college division's vice president, should collect this information about each employee.

Each work unit will have a separate record. Student employees may need to submit documents to both their faculty and supervisor.

Summer Classes and Summer Institutes:

Faculty may present their students with an option to voluntarily disclose their vaccination status. Summer institute conveners may also present their participants with an option to voluntarily disclose their vaccination status.

While the announcement may be issued publicly to the group, the disclosure process should be asynchronous and private.

Faculty/conveners may ask for, accept, and document vaccination status of students/participants enrolled in their hybrid classes, institute activities or other activities already approved for Summer 2021. Faculty/conveners can visually inspect students'/participants completed vaccination cards, if voluntarily offered. **This policy should not be used to expand remote-only programs or activities to a hybrid format.**

If all faculty, staff, students and participants in a group are fully vaccinated and documented, they can conduct course content in person without masks or social distancing, as directed by the COVID-19 Health and Safety Team and the interim vice provost.

Each class or institute will have a separate record. Students and other participants should re-submit for each academic offering or activity.

Contractors:

Contracted service providers may provide vaccination status of their employees for inspection by the Evergreen contracting authority. All employees must be fully vaccinated and documented in order to have the option to not mask and socially distance indoors and outdoors for Evergreen contracted work*. The contracting individual overseeing the contract or project must document vaccination status and be able to provide Evergreen that status upon request.

Work areas hosting guests:

Work-area leaders or coordinators should request a COVID-19 safety plan for guests, tours, inspections from [COVID@evergreen.edu \(if they don't already have one\)](mailto:COVID@evergreen.edu), then ask for, and record the vaccination status of guests if voluntarily offered. A single log should be kept by a member of the work area, as defined in the safety plan.

Employees responsible for hosting guests may ask the delegated keeper of the vaccine log whether the guest has submitted their vaccine status. This information should otherwise be kept private.

**Exceptions to unmasked work include working in low-confidence conditions where the status of significant numbers of people in the work area have unknown vaccination status. Please check with the COVID Health and Safety Team for assessment of working under these conditions.*

CONDITIONS FOR SHARING VACCINATION STATUS

A supervisor/faculty may ask if an individual would like to provide documentation of being fully vaccinated but may not inquire about any reasons for their vaccination status. The disclosure of vaccination status is voluntary for the employee and student, but supervisors/faculty are required to follow the defined recording process.

LIMITS ON NON-MASKED ACTIVITY

Verification of vaccination status by every member of a defined group through an activity leader (such as a supervisor or faculty) will allow that group to engage in un-masked and non-socially distanced activities **within that group** and bound by the activity. Masks must continue to be worn in indoor common spaces such as hallways and bathrooms.

There are areas on campus when or where masks are mandatory regardless of vaccination status or completion of documentation. These areas will be marked at their entrances with clear signage. Employees and students should still always carry a mask when engaging in Evergreen-related activities, even if they have been fully vaccinated, in the event they need to enter a mask-only space, and when using spaces outside the activity.

RECORDING VACCINATION STATUS

Supervisors, faculty and activity supervisors should keep a [simple log](#) to show they have verified the vaccination of everyone in their group. This record remains with the supervisor in case requested by the head of the college division or L&I. It should be kept private, in password-protected systems and without permissions to others.

All communications should be specifically addressed as 'voluntary disclosure of fully vaccinated status;' recorded information will simply be "yes" or "no."

No documents should be kept along with the information; visual verification of one of the following is all that is required:

- The employee or student's CDC-issued vaccination card
- A digital image or screen shot of the vaccination card.
- Screenshot of state database verification of vaccination.

No health records should be shared or submitted as part of this process. Documents just need to be viewed for completeness and recorded in the provided spreadsheet. Vaccination status should only be recorded with non-personally identifiable information and kept in password-protected files on without permissions to other employees or supervisors.

To qualify an employee as "fully vaccinated," the employee must have received a full course of COVID-19 vaccination, with the final dose occurring at least 14 days from the day of record.

This policy does not change the overall level of operations at Evergreen, which remains in limited hybrid operations until August 30.

Please note that masks and social distancing are still required for those who are not fully vaccinated or have not yet documented proof of vaccination with their faculty or supervisor, and in designated areas. Masks and social distancing are also still required for class cohorts where all members have not submitted proof that they are fully vaccinated.

Work units may operate unmasked as a group only when all group members are documented to be vaccinated, and individuals may perform independent work unmasked if they have documented vaccination outside of common public indoor spaces.

Documented vaccination may confer relative benefits to the individual which cannot be afforded to unvaccinated individuals due to risks to their personal safety. This interim policy does not affect employment, employee promotion, or access to spaces based on vaccination status, and it is not a requirement for work or to attend a class for the summer term.

Individuals who have questions about discrimination in the workplace should contact: humanresources@evergreen.edu.

FREQUENTLY ASKED QUESTIONS

If some of us are not fully vaccinated in our group, do we all have to wear masks?

Yes. This interim policy follows state guidelines, which require that everyone in the group be vaccinated and voluntarily documented in order to operate without masks and social distance.

Does this new policy mean we can change our remote programs to in-person?

No. This policy does not enable that big change. It does enable faculty and students to conduct previously distanced and masked activities without those conditions, if the rules here are followed.

Does this policy allow for moving classes indoors or to alternate locations that may be unfeasible with social distancing?

Yes, it may be possible to offer an existing hybrid class in a different location, or with expanded in-person content within the existing course schedule as defined by the catalog. This would need to be coordinated through the interim vice-provost.

Will these vaccine verifications also be valid this fall?

No. For this interim period, just a simple check as described above is sufficient. For Fall 2021, students, staff and faculty will need to be fully vaccinated and upload the actual proof to a protected database that will be

maintained by Evergreen Health and Wellness staff. Links to that system will be available soon.

Thanks for your help in keeping our community safe! Please continue to take care of yourself and others.

COVID-19 Communications and Promoting Safe Behaviors Team

Contact: COVID@evergreen.edu

Website: www.evergreen.edu/communityready

Follow us on Social Media:

[Facebook](#), [Instagram](#), and [Twitter](#)

