



### EMPLOYEE VACCINATION REQUIREMENT POLICY

#### Why Evergreen Requires Vaccination

The Evergreen State College has a legal and ethical obligation to serve the public good and promote the health and safety of the communities it serves. The COVID-19 vaccines, now widely available, have been shown to nearly eliminate the chances of death or serious illness related to a COVID-19 infection, and are critical elements in protecting public health locally and worldwide.

We know the best way to protect the Evergreen community from COVID-19 and safely resume more in-person activities is through vaccination. The vaccines currently available in the United States are highly effective at preventing COVID-19, as well as at preventing serious illness even in those who do get COVID-19.

Therefore, all Evergreen students, staff, faculty, and contractors will be required to be vaccinated against COVID-19 to attend in-person education on our campuses, and Evergreen associated in-person activities beginning in Fall 2021.

This policy is being announced well in advance of the fall quarter so that Evergreen students, staff, and members of the faculty can gather information, consult with their medical providers if they choose, and have ample time to receive vaccination and develop immunity. It is based on the latest guidance for higher education from the [CDC](#) and the [Washington State Department of Health](#).

#### Scope of This Policy

This policy details Evergreen faculty and staff requirements for vaccination, referred to as “employees” in this document. Evergreen students and contractors are also required to be vaccinated, which are detailed in separate policies.

This policy applies to all individuals employed either directly by The Evergreen State College, or in grant-funded programs managed by Evergreen who engage in, as a potential condition of their current or future employment during the 2021-2022 academic year, any activities including conducting any in-person teaching, research, governance duties, administration or support, whether on or off our campuses, on-site at any of Evergreen’s facilities or campuses, or in-person.

This requirement applies equally to those who have previously tested positive for COVID-19. Any vaccine authorized for use by the World Health Organization is acceptable to meet this

requirement including the Janssen/Johnson & Johnson vaccine, the Moderna vaccine and the Pfizer COVID-19 vaccine. For employees receiving a vaccine which requires two doses, both doses of vaccine must be received and recorded.

This policy, which covers Evergreen's fall operations, is effective immediately, continuing until rescinded by the college. Please read further to understand your deadlines for proof of vaccination.

## **Vaccination Requirement**

All employees are required to receive a complete course of COVID-19 vaccination ahead of their first day of in-person work for the 2021-2022 academic year unless a reasonable accommodation is approved through Evergreen Human Resources.

Employees not in compliance with this policy will be subject to increased health and safety measures. They may also be subject to progressive discipline, including unpaid leave until their employment status is determined by the college.

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### **For Staff:**

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Staff are required to be fully vaccinated by August 30, and all new staff are required to be fully vaccinated concurrent with their first day of employment unless a reasonable accommodation is approved through Evergreen Human Resources. This requirement means that it is necessary for all staff working in person, unless receiving an accommodation, must receive their final vaccination dose on, or prior to two weeks in advance of August 30, or their first day being employed by the college, whichever comes later.

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### **For Faculty:**

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For most Evergreen faculty, the first day on contract for the 2021-2022 academic year is September 13. In this case, the complete vaccine course should be received by August 30. Faculty who will be on campus earlier than September 13, either in a teaching or preparatory capacity, and after the last day of summer term, should receive their full vaccine course ending two weeks prior to the first day on campus.

All employees not in compliance with this policy through vaccination or exemption may be excluded from working on campus and may be placed on unpaid leave until their employment status is determined by Evergreen Human Resources.

## **Getting Your Vaccination**

If you still need a vaccination, please know that all three U.S. approved vaccines are free to the public, and no employee will be charged, nor their medical insurance billed for receiving a vaccine.

[COVID-19 vaccinations are widely available](#) in our local and surrounding communities. Employees are responsible for choosing and obtaining all recommended doses of a WHO-approved COVID-19 vaccine and [may use leave hours for this purpose](#).

In order to be fully vaccinated for COVID-19, an individual must:

Receive all recommended doses for the chosen vaccination course according to the time schedule recommended by the manufacturer.

Wait two weeks after the final dose for the body to build immunity.

Any employee who may have received a vaccine not approved by the World Health Organization should consult with their health-care provider for consultation prior to taking any action to attempt to comply with this policy. Evergreen Human Resources in consultation with the COVID Health and Safety Team will work with any employee in order to assure compliance with this policy.

### **Providing Your Documentation**

Employees must provide written documentation of vaccination via encrypted online web form (coming soon), or in-person to Evergreen Human Resources.

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To document your vaccination, you may use one of the following:

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- Your completed vaccination card
- Your attestation of vaccination in Washington state, and authorization for Evergreen to verify and confirm vaccination status through the Washington State Immunization Information System (WAIS)
- A verification of your vaccination through the Washington State Immunization Information System (WAIS)
- A record from your health-care provider that states your vaccination, type, and dates
- Other written proof of your vaccination from a vaccine administrator

Verification of vaccine completion may be checked against the WAIS.

Employees must sign the vaccine requirement policy. That can be done digitally as they upload their vaccine documentation, or in person at Evergreen Human Resources.

Employees who begin their employment without fully vaccinated and documented status, will be required to begin (or continue) their vaccination process or complete a vaccination exemption, and begin the reasonable accommodation process before they begin to work in-person.

Until the date when the employee is fully vaccinated, they may be subject to COVID-19 testing, masking and social distancing rules; exclusion from campus in the event of a change in operations/outbreak; restricted from certain classrooms, spaces or field activities that

could put them, attendees of a class or the community at risk; travel quarantines; and other requirements or restrictions to support community health.

### **Protecting your genetic information**

The Genetic Information Nondiscrimination Act of 2008 (GINA) prohibits employers and other entities covered by GINA Title II from requesting or requiring genetic information of an individual or family member of the individual, except as specifically allowed by this law. To comply with this law, the college requests that you do not include any genetic or health history with the vaccination documentation you submit.

"Genetic information," as defined by GINA, includes: an individual's family medical history, the results of an individual's or family member's genetic tests, genetic information of a fetus carried by an individual or an individual's family member, or an embryo lawfully held by an individual or family member receiving assistive reproductive services.

### **Applying for a vaccine exemption**

Evergreen employees may apply for an exemption for medical or religious reasons.

Employees who for medical reasons cannot be vaccinated for COVID-19 must submit a request for exemption including signature of the individual's health-care provider, reasoning for inability to receive the COVID-19 vaccine and an acknowledgement of risk.

Employees who have a deeply or sincerely held religious belief, observances or practices that conflict with getting vaccinated may apply to be exempt from this policy including providing reasoning to support the request and obtain a signature from the individual's health-care provider, attesting that the employee has been informed of the risks of declining vaccination.

Evergreen Human Resources together with the employee's supervisor will engage with the employee to determine whether an exemption is appropriate and can be granted without imposing an undue hardship on Evergreen or posing a direct threat to the employee or others in the workplace.

### **Requesting reasonable accommodation**

Employees who receive an approved exemption from this policy must then request reasonable accommodation from Evergreen Human Resources to begin the process as soon as possible and well in advance of their planned first day on campus. Accommodations will be granted where they do not cause The Evergreen State College undue hardship or pose a direct threat to the health and safety of others.

To determine appropriate reasonable accommodations, Evergreen Human Resources will engage in an interactive dialogue with 1) the employee, to determine the precise limitations in ability to comply with this mandatory vaccination policy and explore potential reasonable accommodations that could overcome those limitations, 2) the employee's supervisor, and 3) the reporting vice president to determine if there will be undue hardship to the college.

Reasonable accommodations may include but are not limited to: reduced in-person work; telework, alternate work schedules; and continuing masking and social distancing where those behaviors maintain the safety of all employees and campus and where they do not cause an undue burden to the school. Reasonable accommodation may also include appropriate adjustment or modifications of employer policies, including this vaccination policy.

As part of the interactive process, Evergreen encourages employees to suggest specific reasonable accommodations. However, the college is not required to make the specific accommodation requested and may provide an alternative effective accommodation, to the extent any reasonable accommodation can be made without imposing an undue hardship on Evergreen or posing a direct threat to the employee or others in the workplace. The employee is responsible for requesting a reasonable accommodation from Evergreen Human Resources if they believe they need an accommodation regarding this policy.

The college will work with employees who may have received a vaccine not approved by the World Health Organization to assure compliance with this policy as necessary. International or other faculty arriving from abroad who have received a vaccine not approved by the World Health Organization should consult their local health care provider, or Thurston County Public Health for consultation prior to taking any action to attempt to comply with this policy.

The process and resources for seeking an exemption and accommodation will be made available on the [myevergreen.edu](http://myevergreen.edu) webpage. Employees not in compliance with this policy (i.e., have not sought either exemption nor vaccination) may be excluded from campus and off-site school associated activities including attending classes, obtaining resources, working on campus and subject to progressive discipline or mediation.

### **Compliance with Existing Policy**

Employees should not use compliance with this policy as a substitute for future COVID-19 safe behaviors and protocols as designated by the college and the local health authority. These safe behaviors may include but are not limited to, masking, social distancing, cleaning, and compliance with future modified or suspended operations due to COVID-19 outbreaks or resurgence in the community if applicable.

This stated vaccine requirement policy does not also preclude or supersede other vaccination verification procedures which may be required for special events or activities supported by The Evergreen State College. On-site proof of vaccination for attendance or admission, may be necessary for event entry, even if vaccination records have been submitted with the school.

This COVID-19 vaccination requirement policy is a key part of Evergreen's overall strategy and commitment to maintaining a safe and healthy workplace during the COVID-19 pandemic for the academic year 2021-2022. This policy is designed for use together with, and not as a substitute for, other COVID-19 prevention measures in accordance with current Centers for Disease Control (CDC) and Thurston County Public Health, and Washington Office of the Governor guidance and mandates.

## **Collective Bargaining Agreements**

The employment terms set out in this policy work in conjunction with, and do not replace, amend, or supplement any terms or conditions of employment stated in any collective bargaining agreement that a union has with Evergreen. Employees should consult the terms of their collective bargaining agreement. Wherever employment terms in this policy differ from the terms expressed in the applicable collective bargaining agreement with Evergreen, employees should refer to the specific terms of the collective bargaining agreement, which will take precedence.

## **Related Policies and Agreements**

[United Faculty of Evergreen Collective Bargaining Agreement](#)

[Reasonable Accommodation in Employment Policy](#)

[Suspended Operations and Closure: Authority, Protocol, Leave Reporting and Pay](#)

COVID-19 Vaccine Medical/Religious Exemption Agreement\*

COVID-19 100% Remote Exemption Agreement\*

[COVID-19 Health and Safety Policy](#)

[Memorandum of Understanding Paid leave for COVID-19 vaccination during work hours](#)

## **Other Related Materials**

Request for Medical or Religious Exemption\*

Request for Reasonable Accommodation\*

Evergreen Vaccination Submission Web Form\*

[Evergreen explanation of reasonable accommodations policy](#)

Exemption and Accommodation Resources on evergreen.edu Webpage\*

COVID-19 Canvas Education Module\*

[Proclamation 20-12.3 concerning vaccination at Institutions of Higher Education](#)

\*In development

## Definitions

Evergreen student: An Evergreen student is defined as any individual who takes an academic class, workshop or enrolls in Evergreen's educational programming, or participates in grant-funded programming managed by the college. This includes, Evergreen full and part time students, exchange students, special students, Running Start students, undergraduate students, graduate students, and student employees, studying or working on the Olympia and Tacoma campuses or alternate sites, at Native Pathways Program sites, or remotely.

Evergreen employee: An Evergreen employee is defined by this policy as any individual currently employed directly by the college (i.e., is not working under a contract through a third-party employer). This includes all full-time and part-time employees, student employees, members of the faculty, adjunct faculty, visiting faculty, faculty emeritus, as well as contractually bound volunteers including members of the Evergreen Board of Trustees.

Appointing authority/reporting dean - Positions delegated with authority to hire, transfer, reassign, designate review periods, payroll deductions, grievances, and discipline up to and including reduction in pay, demotion and suspension.

Supervisor - An employee who is assigned responsibility by their appointing authority/reporting dean to participate in selecting staff, training and development, planning and assigning work, evaluating performance, taking corrective action, and imposing verbal and written reprimand disciplinary actions.

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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](mailto:COVID@evergreen.edu)

**Website:** [www.evergreen.edu/communityready](http://www.evergreen.edu/communityready)

**Follow us on Social Media:**

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