

COVID-19 Employee Vaccination Requirement

August 31, 2021

Revised November 18, 2021

I. Context: Global Pandemic

The novel coronavirus, COVID-19, is a highly infectious, life-threatening disease declared by the World Health Organization to be a global pandemic. COVID-19 is highly contagious and contact with others may lead to infection, illness, permanent disability, and death. Approved vaccines are widely available and provide excellent protection against COVID-19.

II. Vaccination Requirement

A. Overview

1. All current employees must have completed their COVID-19 vaccine series (i.e., two doses of the Pfizer or Moderna vaccine or one dose of Johnson & Johnson vaccine) and enter their vaccination information into Workday on or before October 11, 2021.
2. As previously announced, employees hired after July 14, 2021 must be fully vaccinated prior to their first day of work at WPI.
3. Employees classified as fully remote must also be fully vaccinated on or before January 18, 2022.
4. WPI may issue further vaccination requirements if booster or additional COVID-19 vaccinations are recommended by the CDC or the Massachusetts Department of Public Health.

The term “employees” includes all WPI employees and all other individuals in WPI’s COVID-19 testing protocol (i.e. everyone who is expected to come to campus at any time during the 2021-2022 academic year, including employees of Chartwells and Dunkin’ Donuts, research affiliates, visiting scholars, etc.).

The term “fully vaccinated” means that the individual has received two doses of the Pfizer or Moderna vaccine or one dose of the Johnson & Johnson vaccine AND that the individual has waited the required two weeks following the final dose of the vaccine.

Accommodations will be provided only for disability/medical or religious reasons as described in Section C below.

B. Entering COVID-19 Vaccination Information into Workday

Employees are required to enter their COVID-19 vaccination information, including a copy of their

vaccination card, into Workday following the process detailed here:

<https://hub.wpi.edu/article/895/enter-covid19-vaccine-info>.

Current employees must upload a copy of their vaccination card no later than **January 18, 2022**; new employees hired after January 22, 2022 must upload a copy of their vaccination card no later than their first day of work at WPI.

Vaccination information in Workday, including copies of vaccination cards, will be kept confidential and will be shared only on a need-to-know basis.

COVID-19 vaccination information entered into Workday, including copies of vaccination cards, is subject to verification. Failure to provide truthful and accurate vaccination information will subject the employee to disciplinary action.

C. Requesting a Disability/Medical or Religious Accommodation

Requests for a disability/medical or a religious accommodation will be processed pursuant to WPI's policy on [employee accommodation requests](#).

Accommodation requests must be submitted through the Division of Talent & Inclusion [by completing this form](#). Please note, requests for disability/medical accommodations also require medical documentation.

The Division of Talent & Inclusion will review all accommodation requests and may request additional information from the employee and/or their manager(s).

If an accommodation request is approved, the employee and their manager(s) will be notified by Talent & Inclusion and advised of next steps, including additional WPI COVID-19 public health safety measures (e.g., additional mask wearing requirements, additional testing, social distancing, etc.) that may be required to protect the health and safety of the WPI community.

Employees of Chartwells and Dunkin' Donuts requesting accommodations should consult their manager about the appropriate process.

D. Consequences of Non-Compliance

After the deadline for vaccination, unvaccinated employees without an approved vaccination accommodation will be placed on unpaid leave for six (6) weeks. Employees who fail to come into compliance by the end of this six-week unpaid leave may be subject to termination.

Employees of Chartwells and Dunkin' Donuts should consult their manager about the consequences of non-compliance.

III. Questions

Questions should be directed to the Division of Talent & Inclusion at: talent@wpi.edu.

* * *