



## COVID-19 Employee Vaccination Requirement

August 31, 2021

Last Revision: June 17, 2022

### 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 and boosters are widely available, recommended by the Centers for Disease Control and Prevention (CDC), and provide excellent protection against COVID-19.

### II. Vaccination Requirement

#### A. Overview

**Primary COVID-19 Vaccination Series** (i.e., two doses of the Pfizer or Moderna vaccine or one dose of Johnson & Johnson vaccine)

1. All current employees must have completed their primary COVID-19 vaccination series and entered their vaccination information into Workday on or before October 11, 2021.
2. Employees hired after July 14, 2021, must be fully vaccinated prior to their first day of work at WPI and enter their vaccination information into Workday.
3. Employees classified as fully remote may request an exemption if they do not physically come to campus for any reason by completing the *Employee Vaccine Accommodation/ Exemption Request Form*.

The term “fully vaccinated” currently means that the individual has completed their primary COVID-19 vaccination series (i.e., 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 primary COVID-19 vaccination series.

**COVID-19 Booster Shot** (i.e., a booster shot of the Pfizer, Moderna, or Johnson & Johnson vaccine received at least 5 months after completing the primary COVID-19 vaccination series with Pfizer or Moderna or at least 2 months after completing the primary COVID-19 vaccination series with Johnson & Johnson)

1. All current employees must have completed their COVID-19 booster shot and entered their booster information into Workday on or before January 18, 2022, or within 30 days of eligibility for their booster shot.
2. Employees hired after January 18, 2022, must have completed their COVID-19 booster shot and entered their information into Workday prior to their first day of work or within 30 days of eligibility for their booster shot, whichever is earlier.

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 academic year, including employees of Chartwells and Dunkin’ Donuts, research affiliates, visiting scholars, etc.).

Accommodations for both the primary COVID-19 vaccine series and the vaccine booster 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 or Exemption**

Requests for a disability/medical or a religious accommodation to the vaccination requirement, including for the primary COVID-19 vaccination series and the COVID-19 booster, will be processed pursuant to WPI’s policy on employee accommodation requests.

Accommodation requests and any requests for an exemption because an employee does not physically come to campus for any reason must be submitted through the Division of Talent & Inclusion by completing the *Employee Vaccine Accommodation/Exemption Request Form*. Please note, requests for disability/medical accommodations also require supporting medical documentation and requests for an exemption due to remote work status also require a copy of the employee’s *FlexWork Agreement*.

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

If an accommodation or exemption 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 the primary COVID-19 vaccination series and/or the deadline for the COVID-19 booster shot (as applicable), employees without an approved vaccination accommodation and who have not received the required vaccination or booster (as applicable) 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](mailto:talent@wpi.edu)

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