

# COVID-19 Vaccination, Testing and Face Covering Policy

To comply with OSHA's Emergency Temporary Standard on Vaccination and Testing, Cedar Crest College will be implementing an updated COVID-19 Vaccination, Testing and Face Covering Policy. With this policy, any employee that is not fully vaccinated by **January 4, 2022**, will be required to provide proof of weekly COVID-19 testing. The College strongly encourages all employees to receive a COVID-19 vaccination to protect themselves and other members of our community. **What are my next steps if...**

## I am fully vaccinated against COVID-19

All vaccinated employees are required to provide proof of COVID-19 vaccination, regardless of where they received their vaccination. Proof of vaccination status can be submitted via email, presented in person or sent to Human Resources.

### Do I still need to wear a mask?

Yes. The College will continue to follow its policy on face coverings as defined in the [Health and Safety FAQ](#). This means all employees, *both vaccinated and unvaccinated*, must continue to wear a proper face covering while indoors at the workplace or outdoors when unable to maintain adequate distance.

## I am not fully vaccinated but plan to receive the COVID-19 vaccine

### I am partially vaccinated

Submit proof of vaccination that indicates when the first dose of vaccination was received, followed by proof of second dose when it is obtained.

### I have never received a COVID-19 vaccine

Submit a statement that you are unvaccinated but are planning to receive a vaccination.

To be fully vaccinated by January 4, 2022, an employee must have obtained the first dose of a two-dose vaccine no later than December 5, 2021; and the second dose no later than January 4, 2022; or obtain one dose of a single dose vaccine no later than January 4, 2022. However, employees will not be considered fully vaccinated and must comply with all requirements of the new policy until two weeks after the requisite number of doses of a COVID-19 vaccine.

### Will I have time off to receive the COVID-19 vaccine?

Yes. An employee may take up to four hours of work time per dose to travel to the vaccination site, receive a vaccination and return to work. Employees may utilize up to two workdays of accrued sick leave immediately following each dose if they have side effects from the COVID-19 vaccination that prevent them from working.

## I do not plan to receive the COVID-19 vaccine

Submit a statement that you are unvaccinated and not planning to receive a vaccination. *Effective January 4, 2022*, any employee who is not fully vaccinated will be required to undergo regular COVID-19 testing. Any costs associated with the testing will be the sole responsibility of the unvaccinated employee.

### What happens if I do not comply with the updated testing policy?

If an employee does not provide documentation of a COVID-19 test result as required by this policy, they will be removed from the workplace without pay until they provide a test result. Failure to provide documentation of a COVID-19 test result in the required time frames will lead to disciplinary action up to and including termination.