



## COVID-19 VACCINATION REQUIREMENT AND INFECTION CONTROL PROTOCOL

(January 10, 2022 Update)

As Dillard University welcomes back to campus in the spring of 2022, we will continue to take precautions recommended by state, local and federal authorities to mitigate the risk of exposure to the novel coronavirus. While we can mitigate the risk to employees, we cannot eliminate it. Therefore, we have established

First and foremost, the University would like to extend its sincere thanks to its dedicated faculty and staff. You have gone above and beyond to continue to provide our students with a world-class education in the face of the COVID-19 pandemic. You have also answered the call when it came to vaccination, with over 95% of you fully vaccinated. Unfortunately, we now face a very uncertain spring with COVID-19 infection rates surging again due to variants of the COVID-19 virus. Additionally, the vast majority of deaths and hospitalizations related to COVID-19 are among the unvaccinated. With this factual backdrop, the University announced a vaccine requirement for all employees in the fall of 2021. Vaccination remains the most important tool to reduce the presence and severity of COVID-19 in the workplace and our community.

**Vaccine Information:** The U.S. Centers for Disease Control and Prevention (CDC) and the U.S. Food and Drug Administration (FDA) have approved vaccines that offer substantial protection against COVID-19. According to the [CDC](#), large-scale clinical trials found that COVID-19 vaccination prevented most people from getting COVID-19 and was also very effective at preventing severe illness and hospitalizations related to COVID-19. Reports of serious side effects from vaccinations are rare, but employees should consult with their medical provider prior scheduling a vaccination and review information on the CDC's website [here](#).

**Vaccine Requirement:** As you are aware, the University required all employees to produce evidence of COVID-19 vaccination to Human Resources no later than **October 1, 2021**. Acceptable proof of vaccination status is:

1. The record of immunization from a health care provider or pharmacy;
2. A copy of the COVID-19 Vaccination Record Card;
3. A copy of medical records documenting the vaccination;
4. A copy of immunization records from a public health, state, or tribal immunization information system; or

5. A copy of any other official documentation that contains the type of vaccine administered, date(s) of administration, and the name of the health care professional(s) or clinic site(s) administering the vaccine(s).

Proof of vaccination generally should include the employee's name, the type of vaccine administered, the date(s) of administration, and the name of the health care professional(s) or clinic site(s) that administered the vaccine. In some cases, state immunization records may not include one or more of these data fields, such as clinic site; in those circumstances the University will still accept the state immunization record as acceptable proof of vaccination.

To comply with this vaccine requirement, employees must have had at least two doses of the Pfizer or Moderna vaccine or one dose of the Johnson and Johnson vaccine.

Employees hired after October 1, 2021 must produce evidence that they are fully vaccinated within forty-five (45) days of their hire date.

**Booster Requirement:** Current guidance from the CDC (available [here](#)), indicates that fully vaccinated individuals benefit greatly from a booster shot. For the Moderna and Pfizer vaccines, the recommendation is that an individual receives a booster shot at least five (5) months after his/her second dose. For the Johnson & Johnson vaccine, the booster is recommended at least two (2) months after the first dose. The University appreciates that not all employees may be eligible for a COVID-19 vaccine booster at this time, but please bear in mind that we will be implementing a booster requirement for employees during the spring 2022 semester. Therefore, the University strongly encourages all employees who are eligible for a booster to receive one as soon as possible.

**Sick Leave Use for Vaccinations & Boosters:** An employee may take up to four hours of duty time per dose to travel to the vaccination site, receive a vaccination, and return to work. This would mean a maximum of eight hours of duty time for employees receiving two doses. If an employee spends less time getting the vaccine, only the necessary amount of duty time will be granted. Employees who take longer than four hours to get the vaccine must send their supervisor and Human Resources an email documenting the reason for the additional time (e.g., they may need to travel long distances to get the vaccine). Any additional time requested will be granted, if reasonable, but will not be paid; in that situation, the employee can elect to use accrued leave, e.g., sick leave, to cover the additional time. If an employee is vaccinated outside of their approved duty time they will not be compensated.

Employees may utilize up to two workdays of sick leave immediately following each dose if they have side effects from the COVID-19 vaccination that prevent them from working. Employees who have no sick leave will be granted up to two days of additional sick leave immediately following each dose if necessary.

Employees must contact Human Resources when requesting release time to obtain the COVID-19 vaccine or sick leave to recover from side effects.

**Sick Leave Use for COVID-19 Positive Test results or Close Contact:** Employees must follow the algorithms published by the University if they test positive for COVID-19 or have close contact with a COVID-19 positive individual.

**Next Steps:** The State of Louisiana has opened vaccination to all individuals aged 5 and older. Call 1-855-453-0774 to find a vaccination location near you or visit the Louisiana Department of Health's website [here](#). Please bear in mind that the two doses of the Pfizer vaccine are separated by three weeks and the two Moderna doses are separated by four weeks. The second shot will be scheduled when you get your first shot and will be administered at the same location. The Johnson & Johnson vaccine is one dose.

**Accommodations:** Employees may request an exemption from the vaccination requirement for medical or religious reasons. Employees must contact the University's General Counsel, Brendan Greene, at [bgreene@dillard.edu](mailto:bgreene@dillard.edu), to request an exemption. Employees seeking an exemption must complete all necessary forms prior to the University's consideration of his/her exemption request. Please bear in mind that, in the event of an outbreak on campus, the University reserves the right to exclude unvaccinated individuals from campus.

**COVID Testing:** Please be advised that, **effective immediately**, all unvaccinated employees must provide Human Resources with proof of a negative COVID-19 test twice per week. The tests must be separated by at least forty-eight hours. Please be advised that employees will be responsible for the scheduling and may also be responsible for the cost of COVID-19 testing depending upon availability. **At this time, home test results are not acceptable proof of a negative test.** Failure to produce a negative test result in a timely manner may result in discipline up to and including termination. Furthermore, employees who fail to produce a negative test may be prohibited from campus.

**Mask Requirement:** Finally, please note that the University has reinstated its mask requirement. All employees, students and visitors must wear a mask while indoors. Face coverings must: (i) completely cover the nose and mouth; (ii) be made with two or more layers of a breathable fabric that is tightly woven (i.e., fabrics that do not let light pass through when held up to a light source); (iii) be secured to the head with ties, ear loops, or elastic bands that go behind the head. If gaiters are worn, they should have two layers of fabric or be folded to make two layers; (iv) fit snugly over the nose, mouth, and chin with no large gaps on the outside of the face; and (v) be a solid piece of material without slits, exhalation valves, visible holes, punctures, or other openings. Acceptable face coverings include clear face coverings or cloth face coverings with a clear plastic panel that, despite the non-cloth material allowing light to pass through, otherwise meet these criteria and which may be used to facilitate communication with people who are deaf or hard-of-hearing or others who need to see a speaker's mouth or facial expressions to understand speech or sign language respectively.