

**College Procedure: 403.9 – Covid-19 Vaccination,
Testing and Face Coverings**

Policy Reference: 403 – Workplace Safety
Responsible Department: Human Resources
Approval Authority: Cabinet
Procedure Owner: Vice President, Human Resources
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Legal Counsel Reviewed (yes/no): Yes
Scope: College-wide

Reason for Procedure

Vaccination is a vital tool to reduce the presence and severity of COVID-19 cases in the workplace, in communities, and in the nation as a whole. Kirkwood Community College encourages all employees to receive a COVID-19 vaccination to protect themselves and other employees. However, should an employee choose not to be vaccinated, this procedure's sections on testing and face coverings will apply. This procedure complies with OSHA's Emergency Temporary Standard on Vaccination and Testing (29 CFR 1910.501).

Scope

This COVID-19 Procedure on vaccination, testing, and face covering use applies to all employees of Kirkwood Community College, except for employees who do not report to a workplace where other individuals (such as coworkers, students, or customers) are present; employees while working entirely from home; and employees who work exclusively outdoors.

All employees are encouraged to be fully vaccinated. Employees are considered fully vaccinated two weeks after completing primary vaccination with a COVID-19 vaccine with, if applicable, at least the minimum recommended interval between doses. For example, this includes two weeks after a second dose in a two-dose series, such as the Pfizer or Moderna vaccines, two weeks after a single-dose vaccine, such as Johnson & Johnson's vaccine, or two weeks after the second dose of any combination of two doses of different COVID-19 vaccines as part of one primary vaccination series. Employees who are not fully vaccinated will be required to provide proof of weekly COVID-19 testing and wear a face covering at the workplace.

All employees are required to report their vaccination status and, if vaccinated, provide proof of vaccination. Employees must provide truthful and accurate information about their COVID-19 vaccination status, and, if not fully vaccinated, their testing results on a weekly basis. Employees not in compliance with this procedure will be subject to discipline.

Employees may request an exception from vaccination requirements (if applicable) if the vaccine is medically contraindicated for them or medical necessity requires a delay in vaccination. Employees also may be legally entitled to a reasonable accommodation if they cannot be vaccinated and/or wear a face covering (as otherwise required by this procedure) because of a disability, or if the provisions in this procedure for vaccination, and/or testing for COVID-19, and/or wearing a face covering conflict with a sincerely held religious belief, practice, or observance. Requests for exceptions and reasonable accommodations must be initiated by submitting a request for accommodation through Kirkwood Human Resources. All such requests will be handled in accordance with applicable laws and regulations.

The Procedure

Overview and General Information

Vaccination

Any Kirkwood employee that chooses to or is required to be vaccinated against COVID-19 must be fully vaccinated no later than February 9, 2022. Any employee not fully vaccinated by February 9, 2022 will be subject to the regular testing and face covering requirements of the procedure.

To be fully vaccinated by February 9, 2021, an employee must:

- Obtain the second dose of a two-dose vaccine, or obtain one dose of a single dose vaccine, no later than January 26, 2022.

Employees will be considered fully vaccinated two weeks after receiving the requisite number of doses of a COVID-19 vaccine as stated above. An employee will be considered partially vaccinated if they have received only one dose of a two-dose vaccine. Vaccines are widely available through pharmacies, appropriate medical facilities, and public health agencies.

Testing and Face Coverings

All employees who are not fully vaccinated as of February 9, 2022, will be required to undergo regular COVID-19 testing and wear a face covering when in the workplace and in vehicles when with another person for work purposes. Policies and procedures for testing and face coverings are described in the relevant sections of this procedure.

Vaccination Status and Acceptable Forms of Proof of Vaccination

Vaccinated Employees

All vaccinated employees are required to provide proof of COVID-19 vaccination, regardless of where they received vaccination. Proof of vaccination status can be submitted via the Kirkwood vaccination survey. Employees who are unable to access the survey or have questions should contact Kirkwood Human Resources for further guidance.

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 Kirkwood will still accept the state immunization record as acceptable proof of vaccination.

If an employee is unable to produce one of these acceptable forms of proof of vaccination, despite attempts to do so (e.g., by trying to contact the vaccine administrator or state health department), the employee can provide a signed and dated statement attesting to their vaccination status (fully vaccinated or partially vaccinated); attesting that they have lost and are otherwise unable to produce one of the other forms of acceptable proof; and including the following language:

"I declare (or certify, verify, or state) that this statement about my vaccination status is true and accurate. I understand that knowingly providing false information regarding my vaccination status on this form may subject me to criminal penalties."

An employee who attests to their vaccination status in this way should to the best of their recollection, include in their attestation the type of vaccine administered, the date(s) of administration, and the name of the health care professional(s) or clinic site(s) administering the vaccine.

All Employees

All employees, both vaccinated and unvaccinated, must inform Kirkwood H.R. of their vaccination status through the provided survey tool no later than January 4, 2022.

Supporting COVID-19 Vaccination

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 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 should follow normal Kirkwood leave request procedures for requesting time to obtain the COVID-19 vaccine or sick leave to recover from side effects:

Employee Notification of COVID-19 and Removal from the Workplace

Kirkwood will require employees to promptly notify their supervisor and the Kirkwood Covid Hotline when they have tested positive for COVID-19, have been diagnosed with COVID-19 by a licensed healthcare provider, or are experiencing COVID-19 related symptoms.

Medical Removal from the Workplace

Kirkwood has also implemented a procedure for keeping COVID-19 positive employees from the workplace in certain circumstances. Kirkwood will immediately remove an employee from the workplace if they have received a positive COVID-19 test or have been diagnosed with COVID-19 by a licensed healthcare provider (i.e., immediately send them home or to seek medical care, as appropriate). Where appropriate, employees may be granted permission to work remotely while in isolation. In the event remote work is not possible or impracticable, as determined by the immediate supervisor and Kirkwood H.R., employees are authorized to use accrued sick leave or vacation/personal leave while in an isolation status. Employees who do not have accrued sick leave may use unpaid leave during their isolation period.

Return to Work Criteria

For any employee removed because they are COVID-19 positive, Kirkwood will keep them removed from the workplace until the employee receives a negative result on a COVID-19 nucleic acid amplification test (NAAT) following a positive result on a COVID-19 antigen test if the employee chooses to seek a NAAT test for confirmatory testing; meets the return-to-work criteria in CDC's "Isolation Guidance"; or receives a recommendation to return to work from a licensed healthcare provider.

Under CDC's "Isolation Guidance," asymptomatic employees may return to work once 10 days have passed since the positive test, and symptomatic employees may return to work after all the following are true:

- At least 10 days have passed since symptoms first appeared, and
- At least 24 hours have passed with no fever without fever-reducing medication, and
- Other symptoms of COVID-19 are improving (loss of taste and smell may persist for weeks or months and need not delay the end of isolation).

In all situations, employees in isolation may not return to work until cleared to do so by a member of the Kirkwood Covid Hotline.

If an employee has severe COVID-19 or an immune disease, Kirkwood will follow the guidance of a licensed healthcare provider regarding return to work.

COVID-19 Testing

All employees who are not fully vaccinated will be required to comply with this procedure for testing. Employees who report to the workplace at least once every seven days:

- A. must be tested for COVID-19 at least once every seven days; and
- B. must provide documentation of the most recent COVID-19 test result to Kirkwood H.R. no later than the seventh day following the date on which the employee last provided a test result.

Any employee who does not report to the workplace during a period of seven or more days (e.g., if they were teleworking for two weeks prior to reporting to the workplace):

- A. must be tested for COVID-19 within seven days prior to returning to the workplace; and
- B. must provide documentation of that test result to [the supervisor] upon return to the workplace.

If an employee does not provide documentation of a COVID-19 test result as required by this procedure, they will be removed from the workplace until they provide a test result.

Employees who have received a positive COVID-19 test, or have been diagnosed with COVID-19 by a licensed healthcare provider, are not required to undergo COVID-19 testing for 90 days following the date of their positive test or diagnosis.

Face Coverings

Kirkwood will require all employees who are not fully vaccinated to wear a face covering starting January 10th, 2022. 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.

Employees who are not fully vaccinated must wear face coverings over the nose and mouth when indoors and when occupying a vehicle with another person for work purposes. Policies and procedures for face coverings will be implemented, along with the other provisions required by OSHA's COVID-19 Vaccination and Testing ETS, as part of a multi-layered infection control approach for unvaccinated workers.

Employees are generally responsible for providing their own face covering, however in the event an employee who requires a face covering does not have an appropriate covering, temporary masks are available in all Kirkwood building entryways.

The following are exceptions to Kirkwood's requirements for face coverings:

1. When an employee is alone in a room with floor to ceiling walls and a closed door.
2. For a limited time, while an employee is eating or drinking at the workplace or for identification purposes in compliance with safety and security requirements.
3. When an employee is wearing a respirator or facemask.
4. Where Kirkwood has determined that the use of face coverings is infeasible or creates a greater hazard (e.g., when it is important to see the employee's mouth for reasons related to their job duties, when the work requires the use of the employee's uncovered mouth, or when the use of a face covering presents a risk of serious injury or death to the employee).

New Hires

All new employees are required to comply with the requirements outlined in this procedure as soon as practicable and as a condition of employment. Potential candidates for employment will be notified of the requirements of this policy prior to the start of employment during the employee onboarding process.

Confidentiality and Privacy

All medical information collected from individuals, including vaccination information, test results, and any other information obtained as a result of testing, will be treated in accordance with applicable laws and policies on confidentiality and privacy.

Questions

Please direct any questions regarding this procedure to the Kirkwood Human Resources Department.

References

OSHA EMERGENCY TEMPORARY STANDARD ON VACCINATION AND TESTING (29 CFR 1910.501).

Revision Log

Table 1 Revision Log

Version Number	Date Approved	Approved by	Description of Change
1	12/21/2021	Cabinet	New procedure