Faculty and Staff COVID-19 Vaccination and Testing Policy

Policy

Faculty and staff, except those who have an exemption approved by Human Resources, are required to be fully up to date with their COVID-19 vaccinations by May 31, 2022, including boosters when eligible. This includes employees working remotely. Vaccination including the booster dose is a vital tool to reduce the presence and severity of COVID-19 cases in the workplace and in our communities as a whole. Effective February 14, 2022, employees who are unvaccinated or who have not provided proof of vaccination and are accessing campus will be required to test weekly for COVID-19 and submit test results via Workday. The University of San Francisco has adopted this policy to safeguard the health of our employees and students from the hazard of SARS-CoV-2, the virus which causes COVID-19.

Reason for Policy

The purpose of this policy is to set forth vaccination and booster requirements and testing protocols so that all staff and faculty including those working on campus and remotely are able to meet the University’s current vaccination requirement and thereby protect the university community from infection with SARS-CoV-2.

Who Should Read This Policy

This COVID-19 Vaccination and Testing Policy applies to all university staff and faculty including those working on campus and remotely.

Policy Text

POLICY DEFINITIONS

Fully Vaccinated: Individuals are considered fully vaccinated two weeks after completing vaccination with a COVID-19 vaccine series that is authorized or approved by the U.S. Food and Drug Administration (FDA) or listed for emergency use by World Health Organization (WHO). This includes any individual that received a heterologous (mixed) vaccination series.

Booster: Individuals are eligible for a booster five months after receiving the second dose of an mRNA vaccine (Pfizer or Moderna) or two months after receiving the Johnson & Johnson vaccine.

Vaccinated and up to date with Booster: An individual that completed the primary vaccination series as defined above and has received a booster dose.

Vaccinated but not Booster Eligible: An individual who has received the primary vaccination series, but is not yet eligible for a booster dose (ie it has not been five months from receiving an mRNA vaccine or two months from receiving a Johnson & Johnson vaccine).

Unvaccinated: A person who does not fit the definition of “fully vaccinated,” including people whose vaccination status is not known or who are only partially vaccinated (e.g., have only received a single dose in a two-dose series).
Exemption: An exception to the vaccine requirement for individuals with medical conditions that prevent them from being vaccinated or for individuals with sincerely held religious beliefs that prohibit them from being vaccinated. To initiate this process, please contact leaves@usfca.edu. Please note, exemptions may be subject to change.

VACCINATION STATUS AND ACCEPTABLE FORMS OF PROOF OF VACCINATION

All employees are required to provide proof of COVID-19 vaccination, including boosters when eligible. Proof of vaccination status must be submitted via Workday. If an employee is currently not fully vaccinated or has not received their booster, they must update their Workday vaccine record when they become fully vaccinated and/or when they receive a booster.

Acceptable proof of vaccination status is:

1. The record of immunization from a healthcare provider or pharmacy;
2. A copy of the CDC COVID-19 Vaccination Record Card (or similar documentation issued by a foreign jurisdiction);
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 healthcare professional(s) or clinic site(s) administering the vaccine(s).
6. California Digital Vaccine Record

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 healthcare professional(s) or clinic site(s) that administered the vaccine.

PROCESS TO UPLOAD PROOF OF VACCINATION

All employees must provide proof of their vaccination status. Proof of vaccination must be uploaded via Workday. The How to Upload Proof of Vaccination job aid should be referenced when completing this task.

SUPPORTING COVID-19 VACCINATION

An employee may use the California 2022 COVID-19 Supplemental Paid Sick Leave when receiving a vaccination. Review the policy here. Employees who are unable to work or telework due to one of the qualifying reasons provided in the policy can request time off using the CA COVID time off option in Workday.

If you are not vaccinated or are eligible to receive a booster:

- Schedule your appointment as soon as possible.
- Protect and duplicate vaccine documentation cards.
- Upload proof of vaccination upon being fully vaccinated or when you receive your booster.
Here are resources for securing a vaccination appointment:

- **Anthem Members**
- **Kaiser Members**
- Visit [VaccineFinder.org](https://www.vaccinefinder.org) to find vaccination providers near you.
- Check your local pharmacy’s website to see if vaccination appointments are available. Find out which pharmacies are participating in the [Federal Retail Pharmacy Program](https://www.cms.gov/medicare/medicare-coverage-database/apps/federal-retail-pharmacy-program.html).
- Contact your state health department to find additional vaccination locations in your area.

### TESTING PROTOCOL

Effective February 14, 2022, if an employee is not fully vaccinated (even if they are granted an exemption from the vaccination requirement) or has not provided proof of vaccination in Workday, they will be required to complete weekly testing if coming to any USF campus. Once you upload proof that you are fully vaccinated you will not be required to test weekly.

Unvaccinated employees who come to campus are required to complete a COVID-19 test weekly:

- A. Go Health provides on-campus testing on select days.
- B. Employees on additional campuses should contact Maggie Karaman for assistance.
- C. COVID-19 test results must be uploaded to Workday weekly.

Testing is available on campus by appointment through Go Health on Mondays 1pm-3pm, McLaren 250, Wednesdays 1pm-3pm, McLaren 250, and Thursdays 9:30am-11:30am, McLaren 250. To register for free testing, please complete this form.

**Failure to complete the testing requirement or upload proof of vaccination may result in disciplinary action, up to and including termination of employment.**

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.

If you test positive, please ensure that you report your test results to the contact tracing team at covidtracing@usfca.edu.

### NEW HIRES

All new employees are required to comply with the vaccination requirements outlined in this policy as soon as practicable and as a condition of employment.

### VISITORS, CONTRACTORS AND CONTINGENT WORKERS

If outside community members are visiting campus, the group that is sponsoring a visitor or event (e.g. academic departments, admissions, athletics, development events, student housing, etc.) is responsible for ensuring that their visitors understand the University’s expectations related to COVID-19. This also applies to departments with contingent workers contracted through HR Options as well as any contractor entities such as Bon Appetit and Able. All visitors, contractors and contingent workers are expected to follow our community guidelines.
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 with respect to confidentiality and privacy.

QUESTIONS: Please direct any questions regarding this policy to humanresources@usfca.edu.