



**Policy Title:** Student COVID-19 Vaccination Policy for: *School of Business & Society, School of Education, Graduate School of Theology, School of Continuing Studies, and College of Arts & Sciences (Graduate Students)*

**Responsible Executives:** Vice President for Administration

**Adopted by Authority of:** The President’s Cabinet

**Original Adoption Date:** June 15, 2021

**Revision Date, if applicable:** February 24, 2023

**Available at:** <https://www.redlands.edu/urready/info-for-students-and-families/graduate-student-vaccination-policy/>

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## PURPOSE

Consistent with guidance for colleges and universities provided by the state of California and the U.S. Center for Disease Control and Prevention (CDC), and in alignment with its duty to provide and maintain a workplace free of recognized hazards, the University has adopted this policy to safeguard the health and well-being of our community, including our students and visitors; employees and their families; others who spend time in our facilities; and those living and working in and around campus. An effective vaccination program can mitigate conditions that promote COVID-19 infection.

## SCOPE/APPLICABILITY

**This policy applies to all full and part-time students in the following schools:**

- College of Arts & Sciences/School of Performing Arts – Graduate Students
- School of Business & Society
- School of Education
- Graduate School of Theology
- School of Continuing Studies

It does ***not*** apply to those students exclusively enrolled in **online classes/programs** who have no plans to visit any U of R campus during their tenure as a student. However, any student who plans to take in-person courses as part of their program plan, or attend on-campus activities, must comply with the policy. **Proof of vaccination will be required to attend in-person classes and use campus facilities.**

Effective July 1, 2021, a SARS-CoV-2 virus (COVID-19) **primary series** vaccination will be required to attend in-person classes and use campus facilities.

Those who have contracted COVID-19 are ***not*** exempt from this vaccination requirement, as illness does not assure immunity.

## POLICY

It is with these considerations and the general availability of COVID-19 vaccines and boosters approved by the U.S. Food and Drug Administration for anyone 5-years of age or older that the University will require the COVID-19 vaccination of all employees and students learning and/or living on-site. Those who do not receive a vaccine must obtain an approved exemption from the requirement by submitting a COVID-19 vaccine [Exemption Request Form](#).

The University is committed to ensuring the health and safety of all students, employees, campus guests, and the greater communities in which our campuses are located. This policy is based on guidance from the Centers for Disease Control and Prevention (CDC), the Equal Employment Opportunity Commission, the California Department of Fair Employment and Housing, American College Health Association, and local public health officials and is designed to comply with all applicable federal, state, and local laws.

In making this decision, we once again turn to our core guiding principles that have consistently anchored our decision-making since the outset of the COVID-19 pandemic: (1) protect the health and safety of our students, employees, families, and guests and (2) offer a rigorous, experiential education for all our students. Requiring vaccines is an important aspect of our return to campus and is critical to reducing the spread of the virus. Vaccinations offer an added measure of safety, especially in congregant residential communities and classroom settings.

## **VACCINATION ADMINISTRATION**

### ***Full Vaccination per the CDC - Primary Series***

An individual being **fully** vaccinated under this policy is defined as receiving **all** required doses of an FDA (or like non-US entity) authorized SARS-COV-2 (COVID-19) vaccination. Students requesting a disability accommodation or a medical exemption are required to submit a request using the COVID-19 [Accommodation or Exemption Request Form](#) (see “Qualifying Exemptions & Requests for Exemptions”).

*You are considered fully vaccinated by the CDC:*

- 2 weeks after your second dose in a 2-dose series (primary series), such as the Pfizer or Moderna vaccines.
- 2 weeks after a single-dose vaccine (primary series), such as Johnson & Johnson’s Janssen vaccine.

### ***Booster Vaccination Recommendation***

You are considered fully vaccinated by the University once you receive the required primary series identified above. However, we encourage individuals to get a booster when eligible. Boosters are an important part of protecting yourself and others from getting seriously ill or dying from COVID-19. People ages 6 months and older should receive one updated (bivalent) booster, if they are eligible, including those who are moderately or severely immunocompromised. For more information on how to stay up-to-date with COVID-19 vaccines and boosters, [visit the CDC webpage](#) for details

## VACCINATION DOCUMENTATION & PROCESS FOR REPORTING

Students will be required to submit proof of primary series vaccination unless an exemption from this policy has been granted.

### **Vaccination Documentation**

**Acceptable** documentation **must show the vaccination brand, date of vaccination, and your name**, and includes the following options:

- CDC or similar non-US entity immunization card
- Healthcare provider immunization record
- Digital vaccine passport (for US residents only)

### **Vaccination Reporting Process**

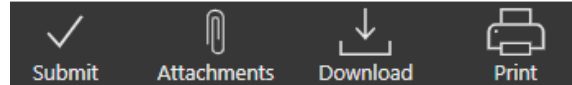
Once you are fully vaccinated, you will need to upload your documentation per the instructions listed in the table below. Your vaccination card will become part of your protected and confidential education record.

<b>School</b>	<b>Submission</b>
<b>College of Arts &amp; Sciences – Graduate</b>	Upload your documentation via the <a href="#">Online Vaccine Documentation Form</a> . If you have questions, please contact: <b>Department of Communication Sciences and Disorders</b> Cindy Pike at <a href="mailto:Cindy_Pike@redlands.edu">Cindy_Pike@redlands.edu</a> <b>School of Performing Arts – Conservatory of Music</b> Irma Oropeza at <a href="mailto:Irma_Oropeza@redlands.edu">Irma_Oropeza@redlands.edu</a> <b>Geographic Information Systems</b> Ruijin Ma at <a href="mailto:Ruijin_Ma@redlands.edu">Ruijin_Ma@redlands.edu</a>
<b>School of Business &amp; Society</b> <i>In-person</i> (Graduate & Undergraduate)	Upload your documentation via the <a href="#">Online Vaccine Documentation Form</a> . If you have questions, please contact Autumn McKiernan at <a href="mailto:Autumn_Mckiernan@redlands.edu">Autumn_Mckiernan@redlands.edu</a> .
<b>School of Education</b> <i>In-person</i>	Upload your documentation via the <a href="#">Online Vaccine Documentation Form</a> . If you have questions, please contact the Dean’s office at <a href="mailto:soe_dean@redlands.edu">soe_dean@redlands.edu</a> .
<b>Graduate School of Theology</b> <i>In-person/In-residence</i>	Upload your documentation via the <a href="#">Online Vaccine Documentation Form</a> . If you have questions, please contact Christine Chutkowski at <a href="mailto:christine_chutkowski@redlands.edu">christine_chutkowski@redlands.edu</a> .
<b>School of Continuing Studies</b> <i>In-person</i>	Upload your documentation via the <a href="#">Online Vaccine Documentation Form</a> . If you have questions, please contact Sue Hanson at <a href="mailto:su_hanson@redlands.edu">su_hanson@redlands.edu</a> .

## QUALIFYING EXEMPTIONS & REQUEST FOR EXEMPTIONS

Students requesting an accommodation or exemption are required to submit a request using the COVID-19 [Exemption Request Form](#). When submitting the form via the online process, students *may* be prompted to enter their U of R credentials to access the form. To complete the form:

1. Enter personal information (if it did not pre-populate).
2. Select one of the two reasons (as listed below).
3. Type your name in the signature box to confirm information entered is true and accurate.
4. Click the Submit button shown here (located at the bottom of the screen on the left side) to complete the transaction.



### **1 - Disability Accommodations and Medical Reasons**

Exemptions are available for disability accommodations or medical reasons that make receipt of the vaccine dangerous or otherwise inappropriate. This may also include conditions such as history of certain allergic reactions and any other medical condition that is a contraindication to the COVID-19 vaccine even if they do not qualify as a disability under federal, state, or local law. If you believe you need an accommodation regarding this policy for medical reasons, you are responsible for requesting a reasonable accommodation by submitting an [Exemption Request Form](#). Like other required vaccinations, medical exemptions for the COVID-19 vaccination requirement will be considered if accompanied by a request from a family physician trained in the relevant specialty that informs the basis for the exemption. Supporting documentation **will** be required. Your form and documentation will be reviewed by the designated party, and you will be notified as to the outcome of your request.

### **2 - Religious Accommodation**

The University provides reasonable accommodations, absent undue hardship, to students with sincerely held religious beliefs, observances, or practices that conflict with getting vaccinated. If you believe you need an accommodation regarding this policy because of your sincerely held religious belief, you are responsible for submitting an [Exemption Request Form](#).

## NON-RETALIATION & PRIVACY

The University prohibits any form of discipline, reprisal, intimidation, or retaliation for reporting a violation of this policy or any other health and safety concern. In addition, one's vaccination status is private health information, and the University will handle vaccination records and declination forms with the same care it does for other personal medical information. Requesting (via the College and the Schools) proof of COVID-19 vaccination, in and of itself, is not a protected inquiry. Nor is asking an individual if they are vaccinated as long as the question is limited solely to vaccination status. However, follow-up questions to individuals such as to why someone did not receive the vaccine may

elicit information that is considered protected medical information. Students do not need to disclose their exemption reason to anyone other than to the designated department handling exemption requests.

The University of Redlands is committed to creating and maintaining a community free of all forms of discrimination, harassment, and retaliation. Thus, the University prohibits discrimination and harassment of students based on their COVID-19 immunization status. Our post-pandemic campuses will be different from our pre-pandemic environments, and we recognize the potential for new forms of discrimination and harassment based on vaccination status.

The University can only act to remedy and prevent specific acts of discrimination, harassment, or retaliation from reoccurring if it is made aware of such conduct. If you believe you are experiencing any of these acts based on your vaccination status, you can contact the [Director of Equity and Title IX Coordinator](#) and/or report an incident using the [online form](#). Behaving in a harassing and/or discriminating manner could result in disciplinary action.

### **POLICY MODIFICATION**

The University reserves the right to modify this policy at any time in its sole discretion to adapt to changing circumstances and business needs, consistent with its commitment to maintaining safe and healthy living, learning, and workplace environments.