

## Mandatory COVID-19 Vaccination Policy

### Policy Statement

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Based upon input from university leadership, students, faculty and staff, and in accordance with Alliant International University's duty to provide and maintain a safe and healthful workplace and learning environment and to protect our employees and their families, our students and visitors, and the community at large from COVID-19, it is the policy of the University to require proof of full vaccination or approved exemption for anyone with a physical presence on any University campus.

### Purpose of the Policy

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The purpose of this policy is to protect the Alliant community by complying with all applicable laws, rules, regulations, guidance and recommendations from public health agencies including the [Occupational and Safety Health Administration\(OSHA\) including Cal/OSHA](#) and the Centers for Disease Control and Prevention (CDC). More restrictive directives from state, county, and local health authorities will supersede this policy.

### Policy Details

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- I. General Principles –
  - A. As a condition of physical presence at any university facilities, including in on-ground classes and any events conducted on university property, all students, faculty, and staff must provide proof of full vaccination or be approved for an Exemption.
- II. Policy Details
  - A. Proof of Vaccination - The University will adhere to the [California Department of Health Guidelines for Vaccination Records](#) and will accept the following documents as proof of vaccination status:
    1. Covid-19 Vaccination Record Card (issued by the Department of Health and Human Services Centers for Disease Control & Prevention or WHO Yellow Card<sup>1</sup>) which includes name of person vaccinated, type of vaccine provided and date last dose administered); OR
    2. A photo of a vaccination card as a separate document; or
    3. A photo of your vaccine card stored on a phone or electronic device; or
    4. Documentation of vaccination from a healthcare provider; or
    5. Digital record that includes a QR code that when scanned by a SMART Health Card reader displays to the reader your name, date of birth, vaccine dates and vaccine type; or
    6. Documentation of vaccination from other contracted employers who follow these vaccination records guidelines and standards.
  - B. Vaccines will be accepted as proof of vaccination –
    1. The following FDA-approved vaccines are accepted for meeting COVID-19 vaccine requirements:
      - a. Pfizer
      - b. Moderna
      - c. Johnson & Johnson/Janssen

2. The following [WHO-approved](#) (emergency use listing, EUL) vaccines are accepted for meeting COVID-19 vaccine requirements:
    - a. AstraZeneca
    - b. Covishield
    - c. Sinovac
    - d. Sinopharm/BIBP
  - C. Vaccination Status - In accordance with [California Department of Public Health](#), a person is considered fully vaccinated when two weeks have passed since they completed a COVID-19 vaccine series (including any future required booster).
- III. Exemption Requests - Faculty, staff, and students covered by this policy who seek an exemption (on medical, disability, or religious grounds) must complete the applicable request form and engage in the interactive process as applicable. Waiver or deferral requests that do not satisfy the criteria for exemption will not be approved.
- A. Faculty and staff submit to Human Resources at [hrstaff@alliant.edu](mailto:hrstaff@alliant.edu).
    1. The Human Resources Department will review all requests by employees, though approval is not guaranteed. After each individual request has been reviewed, granted, or denied, each individual will be notified of the decision and its basis, verbally and in writing.
  - B. Students submit to the Office of Accessibility at [accessibility@alliant.edu](mailto:accessibility@alliant.edu).
    1. The Office of Student Affairs will review all requests by students, though approval is not guaranteed. After each individual request has been reviewed, granted, or denied, each individual will be notified of the decision and its basis, verbally and in writing.
- IV. Compliance with Policy
- A. Currently enrolled students (as of December 1, 2021), and currently employed faculty or staff (as of December 1, 2021) who do not submit proof of vaccination or submit a request for exemption by December 17, 2021, will be considered out of compliance with this policy.
  - B. Non-represented employees and faculty will be subject to consequences for noncompliance with this policy.
    1. For example, if an employee/faculty is required to be physically present at a university facility as a condition of their employment and they are not in compliance with this policy, after notice to the employee/faculty, the employee/faculty may be placed on leave until their employment status is determined by the Human Resources department. The employee/faculty may use accrued applicable PTO pending status determination. Alternatively, employee/faculty may use any unpaid leave permitted by law.
    2. Where the employee's/faculty member's non-compliance is the result of COVID-19 related extenuating circumstances beyond the control of the employee/faculty, such as caring for a family member with a disability or other medical condition, a leave of absence may be requested under FMLA and/or other applicable regulations.
  - C. Any disciplinary action against represented employees/faculty will be pursuant to negotiated agreement with respective union representatives.

- D. Students not in compliance with this policy will not be permitted to have physical presence on university facilities, in physical classrooms, or attend events conducted on the campus or any university facility. If a student is required to be physically present at a campus or affiliation location as a condition of participation in their academic program, and they are not in compliance with this policy, the student may not be permitted to register for future academic sessions and may receive a referral to the student disciplinary process.
    - 1. Where a student's non-compliance is the result of COVID-19 related extenuating circumstances beyond the control of the student, such as caring for a family member with a disability or other medical condition, an academic leave of absence may be requested.
  - E. This policy is subject to change at any time based on the needs of the University, and/or recommendations from the Centers for Disease Control and Prevention (CDC) and directives from state, county, and local health authorities, or as circumstances dictate.
- V. Discrimination and Retaliation
- A. Alliant International University will not discriminate against anyone exercising their rights under this policy or under any applicable laws.
  - B. Alliant International University will not punish or otherwise retaliate against anyone exercising their rights under this policy or under any applicable laws.

## Procedure

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- I. Basic Procedure
  - A. Starting November 1, 2021, students, faculty and staff will upload their vaccination records to the University's COVID-19 portal, which may be accessed at <https://portal.castlebranch.com/VG86>.
  - B. All current students, faculty, and staff must provide proof of full vaccination or submit a request for Exemption or Deferral no later than December 17, 2021.
- II. Students
  - A. Currently enrolled students as of December 1, 2021, who have an on-ground requirement at an affiliated location in a state that mandates proof of vaccination or testing must provide proof of full vaccination or submit a request for Exemption or Deferral no later than two weeks before the start of the academic term in which their practicum/ internship/clinical placement/clinical experience begins.
  - B. As a condition of enrollment, new students matriculating on or after January 10, 2022 who have an on-ground requirement at an affiliated location in the state of California, or have an on ground requirement at an affiliated location in a state that mandates proof of vaccination or testing, must provide proof of full vaccination or submit a request for Exemption or Deferral no later than two weeks before the start of the academic term in which their practicum/ internship/clinical placement/clinical experience begins.
  - C. As a condition of enrollment, all new students matriculating on or after January 10, 2022, to an academic program that requires physical presence at any university facilities, including in on-ground classes and any events conducted on university property, must provide proof of full vaccination or submit a request for Exemption or Deferral by the first date of the academic term in which they are matriculating.
- III. Employees

- A. All new employees starting employment after December 1, 2021, who will have physical presence at a University campus or facility must provide proof of full vaccination or have an approved Exemption or Deferral by the employees first date of employment.
- B. To protect privacy and maintain confidentiality, the university will utilize secure third-party software (HIPAA compliant) to receive and store records associated with this policy.
- C. For non-exempt employees, time associated with completing a COVID-19 vaccine, including travel time to and from a vaccination location (e.g., mileage or public transportation), and waiting for the vaccination to be performed, is considered time worked and will be paid. Employees should obtain vaccine at their closest vaccine location.
- D. All necessary and reasonable expenses incurred with obtaining a COVID-19 vaccine will be reimbursed.
- E. Employees must coordinate any time off to receive vaccinations during regular work hours with their manager. Employees should notify their manager regarding minor illnesses or may contact Human Resources regarding any significant issues.
- F. In cases of approved exemptions for employees, time associated with completing testing, including travel time to and from a test location (e.g., mileage or public transportation), and waiting for the test to be performed, is considered time worked and will be paid. All necessary and reasonable cost of testing will be reimbursed.

#### IV. Procedures for Requesting Records

- A. The University utilizes a secure 3rd party software (HIPAA compliant) to store records associated with this policy. This secure, third-party software allows the University to ensure that members of our community are either vaccinated against or have tested negative for the COVID-19 virus. It allows us to do so without violating the privacy of our community members. In this process the University is only alerted that members have uploaded required documents. We do not receive or access the information that employees or students upload.
- B. Persons may contact Castle Branch directly at 888.723.4263 or email [servicedesk.cu@castlebranch.com](mailto:servicedesk.cu@castlebranch.com) to request copies of their records in Castle Branch.

#### V. Notification of Positive Test Results

- A. Any member of the campus community who is or believes they are positive for COVID-19 should self-quarantine, contact their health care professional, and contact the Alliant Behavioral Intervention Team (BIT) to complete the COVID-19 specific reporting form (accessible at <https://www.alliant.edu/campus-safety> ). Alternatively, they can call the BIT at 858-635-4014.
- B. The BIT will immediately consult with the Department of Public Health and follow specific guidance based on the report. Depending upon circumstances, a specific follow-up communication will occur with the reporting individual and a general communication will be sent to the campus community.

- C. If the University receives confirmation from the Department of Public Health that a student, faculty, or staff has tested positive for COVID-19, a contact tracing investigation will be conducted by the Behavioral Intervention Team (BIT) to determine any students or employee who may have had close contact with the confirmed-positive individual in the prior 14 days.
- D. The exposure notification process is timely, respectful, and private; the name of the individual who tested positive will not be disclosed. Close contacts are not informed of the identity of the person who tested positive. They are informed that they have been in contact with someone who tested positive in a certain location and timeframe. Due to other regulations, the Human Resources Department will also be informed, and details may be reported to our Worker's Compensation provider if applicable.

## VI. Removal from Campus

- A. If an employee or student exhibits COVID-19 symptoms, the employee or student must notify the BIT and then:
    - i. If at home, remain at home until they are symptom free for 3 days, without the use of fever-reducing or other symptom-altering medicines (e.g., cough suppressants).
    - ii. If at campus, return home until they are symptom free for 3 days, without the use of fever-reducing or other symptom-altering medicines (e.g., cough suppressants).
    - iii. If the exposure is found to be work related, the Human Resources department will start the process for worker's compensation claim, following the appropriate state guidelines.
  - B. If an employee or student tests positive for COVID-19, the employee or student must notify BIT
    - i. Any employee or student who tests positive for COVID-19 will be directed to self-quarantine away from campus.
    - ii. Employees or students who test positive and are symptom-free may return to campus when at least 7 days have passed since the date of their first positive test and have not had a subsequent illness.
    - iii. Employees or students who test positive and are directed to care for themselves at home and may return to campus when:
      - At least 3 days have passed since their recovery: and
      - At least 10 days have passed since the first symptoms appeared.
      - Employees or students who test positive and were hospitalized, may return to campus when under direction of their medical care provider.
    - iv. If the exposure is found to be work related, the Human Resources department will start the process for worker's compensation claim, following the appropriate state guidelines.
- If an employee or student has tested positive:
- v. An investigation will be conducted by the BIT to determine any co-workers or students who may have had close contact with the confirmed-positive employee or student in the prior 14 days. Those employees or employees will be instructed to self-quarantine for 14 days from the last date of close contact with the employee or student.
  - vi. Clean and disinfecting procedures will be triggered, all affected work areas and surfaces will be sanitized following the current CDC guidelines.

- vii. If applicable, we will also notify any students, employees or visitors who may have had close contact with the confirmed-positive employee or student.
- viii. If the exposure is found to be work related, the Human Resources department will start the process for worker’s compensation claim, following the appropriate state guidelines.

## Responsibilities

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Position or Office	Responsibilities
HR Department	Monitor employee compliance with policy and engage employee disciplinary process if necessary Review and approve/deny employee exemption forms
Student Services/Accessibility Department	Monitor student compliance with policy and refer to student disciplinary process if necessary Review and approve/deny student exemption forms
Compliance	Ensure policy and procedure is compliant with applicable city/county/state/federal regulations

## Resources

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[California Department of Health Guidelines for Vaccination Records](#)

[California Department of Public Health](#)

Request for Accommodation – Medical Exemption from Vaccination ( [Employee COVID-19 Resource](#), [Student Hub COVID-19](#) )

Request for Accommodation – Religious Exemption from Vaccination ( [Employee COVID-19 Resource](#), [Student Hub COVID-19](#) )