

**HARTWICK COLLEGE**  
**COVID-19 VACCINATION POLICY**  
**Effective October 10, 2022**

In support of Hartwick College's ongoing commitment to health and safety for all members of our community, the College will, with limited exceptions set forth in this policy, require all students, faculty and staff who will live, study or work (as applicable) on campus during the 2022-23 academic year to be fully vaccinated with an approved COVID-19 vaccine as described below. Full vaccination, for purposes of this policy, will include at least a full course of primary vaccination plus at least one vaccination booster shot.

There is no waiting period for faculty and staff - once fully vaccinated, they are considered to be compliant with this policy.

Vaccinations for contractors and campus visitors are not required but strongly encouraged.

Students who are actively in the process of meeting the vaccine requirement will be allowed on campus under temporary accommodation. Temporary accommodation will be granted to those waiting between dose 1 and dose 2 or those waiting in the 14-day period following dose 2.

Broad vaccination is critical to help protect individuals and our community. Continued benefits specific to the Hartwick College community include:

- In-person course offerings and academic experiences.
- Opportunities for a wider range of events and activities offered at the College.
- Greater interpersonal collaboration among faculty, students, and staff.

***Vaccination Record and Health Requirements***

Proof of completed and current COVID-19 vaccination, including at least one booster for those who are eligible, will be required for (a) all students who will live on campus and/or participate in on campus classes, studies, research, or activities at any time during the 2022-23 academic year, and (b) all faculty and staff who will work on campus at any time during the 2022-23 academic year, in each case unless a reasonable accommodation for medical, pregnancy, or religious reasons is approved as described below. Vaccination for contractors and campus visitors is not required but strongly encouraged.

Individuals not in compliance with this policy will be precluded from being present on campus during the 2022-23 academic year. Students not in compliance with this policy will be unable to participate in classes, studies, research or activities that require on-campus participation. Employees not in compliance with this policy may be precluded from working in-person on site, may be required to take unpaid leave of absence, or may be subject to other appropriate action as determined by the College.

Any vaccine approved by the FDA or authorized by the FDA for emergency use in the U.S. (currently Moderna, Pfizer, and Johnson & Johnson) is acceptable for purposes of this policy. **For purposes of this policy, "completed COVID-19 vaccination" means that two or more weeks have passed since the individual received the final primary vaccination dose (e.g., first for Janssen/Johnson & Johnson, second for Pfizer and Moderna) of the vaccine approved by the FDA or authorized by the FDA for use, plus the receipt of at least one vaccine booster shot. Individuals will be expected to**

**obtain and provide documentation of receipt of the booster dose within 2 weeks of becoming eligible.** At this time, the College is not requiring additional booster shots, though they are recommended for those who are eligible. We will continue to monitor the evolving scientific understanding and policy guidance from health authorities, and may require additional vaccinations in the future if there is sufficient evidence of their importance for the community.

International students, faculty or staff who have received COVID-19 vaccines not authorized for use in the United States will be addressed on a case-by-case basis. Individuals arriving in the United States will be granted temporary accommodations, until they can provide documentation of at least completion of the primary series. temporary accommodations at this point for these individuals, but due to prior travel restrictions most have documentation of at least completion of the primary series.

### ***Documentation Requirements***

Acceptable documents serving as evidence of COVID-19 vaccination may include:

1. A completed CDC COVID-19 Vaccination Record Card or other official documentation authorized by a governmental authority of competent jurisdiction; or
2. Medical records signed by a licensed health care provider indicating vaccine name and dates of administration.

Evidence of vaccination(s) and booster shots must be submitted by employees to [Employee Vaccination Cards](#) and by students to [healthcenter@hartwick.edu](mailto:healthcenter@hartwick.edu). in each case by no later than the date of arrival on the Hartwick campus, and not later than 30 days after booster vaccination eligibility.

### ***Paid Leave for Vaccinations***

New York State law currently entitles employees up to four hours of paid leave per COVID-19 vaccine injection for their own receipt of the vaccine. This will be paid at an employee's regular rate of pay. This is additional paid time and has no impact on other accrued time.

Employees are required to:

- Provide their supervisor with a scheduled date/time of vaccination(s), when possible at least 24 hours in advance
- For hourly employees, list this time off on their time cards as excused time off (E/COVID-19 Vaccination). All employees will include this time off on the Monthly Absence Report under "excused" with the date, number of hours taken off, and annotation that the time off was for receiving their COVID-19 vaccination.
- Submit proof of vaccination within 24 hours of receipt of vaccination to Human Resources as described above. Please do not provide any other medical information.

### ***Potential Accommodations:***

This policy applies to all students, faculty and staff who will live, study or work on campus at any time during the 2022-23 academic year. Individual students, faculty and staff may request reasonable accommodations to excuse compliance with the policy, in whole or in part, as follows:

1. Students, faculty or staff may be accommodated including possibly exempted from the COVID 19 vaccination record requirement if they have a short- or long-term medical condition that would prevent them from receiving the COVID-19 vaccination. Such individuals must provide a written statement from a healthcare provider licensed to practice medicine in the United States or other country of the individual's residence stating that the COVID-19 vaccination would be medically harmful, which provides the reasons for and duration for the exemption request. If the medical condition no longer exists, the individual must then comply with the vaccination record requirement of this policy.

The College will evaluate accommodation requests in accordance with guidance from public health authorities, College policy and applicable law. Harwick will provide reasonable accommodations to those individuals whose medical condition currently does not allow for the COVID-19 vaccination so long as the failure to be immunized (a) will not prevent the individual from fulfilling the essential functions and/or curricular requirements of his/her/their academic program or position, (b) does not cause the College undue hardship, and (c) does not pose a direct threat to the health and safety of others. Accommodations are evaluated on a case by case basis based on interactive discussions among the parties. Requests for accommodations on medical grounds should be made by completing [the form](#) and submitting to [studentaccommodations@hartwick.edu](mailto:studentaccommodations@hartwick.edu) for students and [humres@hartwick.edu](mailto:humres@hartwick.edu) for employees.

2. Students, faculty or staff may be accommodated including possibly exempted from the COVID-19 vaccination record requirement if they provide a written signed statement explaining how COVID-19 vaccination conflicts with their bona fide religious beliefs or practices. A general philosophical or moral objection to vaccination shall not suffice as the basis for exemption on religious grounds. The individual shall be required to acknowledge in writing that the individual was informed of the value of vaccination and has knowingly declined to have COVID-19 vaccination for religious reasons.

The College will evaluate accommodation requests in accordance with guidance from public health authorities, College policy and applicable law. The College will provide reasonable accommodations to those individuals whose religious beliefs bar COVID-19 vaccination so long as the failure to be immunized (a) will not prevent the individual from fulfilling the essential functions and/or curricular requirements of his/her/their academic program or position, (b) does not cause the College undue hardship, and (c) does not pose a direct threat to the health and safety of others. Accommodations are evaluated on a case by case basis based on interactive discussions among the parties. Requests for accommodations on medical grounds should be made by completing [the form](#) and submitting to [studentaccommodations@hartwick.edu](mailto:studentaccommodations@hartwick.edu) for students and [humres@hartwick.edu](mailto:humres@hartwick.edu) for employees.

This policy is subject to change based on factors such as the progress of the COVID-19 pandemic, guidance from local, state and federal agencies, and changes in applicable law. Such changes will apply prospectively immediately upon being approved by the College.