

## Vaccination Policy

### Purpose

In accordance with Heritage University's duty to provide and maintain a workplace that is free of known hazards, we are adopting this policy to safeguard the health of our employees and their families; our customers and visitors; and the community at large from infectious diseases, such as COVID-19 or influenza, that may be reduced by vaccinations. This policy will comply with all applicable laws and is based on guidance from the Centers for Disease Control and Prevention and local health authorities, as applicable.

### Scope

All employees are required to receive vaccinations as determined by President and the Safe Open Committee unless a reasonable accommodation is approved.

### Procedures

Employees who have already been vaccinated with the COVID19 Vaccine will provide a copy of their vaccine card via secured [Dynamic form link](#).

Heritage University will provide either onsite access to the vaccines or a list of locations to assist employees and their family members in receiving the vaccine on their own.

All employees will be paid for time taken to receive vaccinations, to include time off needed should side effects arise from receiving the vaccine. For offsite vaccinations, employees are to work with their managers to schedule appropriate time to comply with this policy.

Before the stated deadlines to be vaccinated have expired, employees will be required to provide either proof of vaccination or an approved reasonable accommodation to be exempted from the requirements.

### Reasonable Accommodation

Employees in need of an [exemption](#) from this policy due to a medical reason, or because of a sincerely held religious belief must submit their request via a secure upload link attached to "exemption" or a completed Request for Accommodation forms located on *myheritage.edu > staff tab > human resources > coronavirus information* to the human resources department to begin the interactive accommodation process as soon as possible after vaccination deadlines have been announced. Accommodations will be granted where they do not cause Heritage University undue hardship or pose a direct threat to the health and safety of others.

Human Resources Office in conjunction with the immediate supervisor and the employee will work together to determine whether a reasonable accommodation can be made by evaluating the following:

- The employee's job functions.
- Whether there is an alternative job that the employee could do that would make vaccination less critical.
- How important it is to the employer's operations that the employee be vaccinated.

Please direct any questions regarding this policy to the human resources department.