

3130 COVID-19 Vaccination Policy

SECTION: HUMAN RESOURCES

EFFECTIVE: June 28, 2021

REVISED: August 20, 2021

RESPONSIBLE OFFICE: HUMAN RESOURCES

APPROVAL: CFO

Consistent with its duty to provide and maintain a workplace that is free of recognized hazards and to safeguard the health and well-being of employees and their families, our students and visitors and the community at large from infectious conditions that may be mitigated through an effective vaccination program, GTU will require all employees who plan to enter a GTU facility to be fully vaccinated for COVID-19 or to obtain an approved accommodation or exemption. This policy is intended to comply with all state and local laws. It is based upon guidance provided by the Centers for Disease Control and Prevention (CDC) and public health and licensing authorities, as applicable.

Scope/Applicability

This policy applies to all employees. It does not apply to students, vendors or visitors.

All individuals, regardless of vaccination status, will be required at all times to comply with then-current GTU health and safety guidelines, which may include wearing face coverings.

Effective Date

Effective September 20, 2021, all employees entering a GTU facility are required to be fully vaccinated for COVID-19 or have an approved disability/medical or religious based exemption. You are considered fully vaccinated after two weeks have passed following a second dose of a two-dose series (such as the Pfizer-BioNTech or Moderna vaccines) or a single-dose series (such as the Johnson & Johnson vaccine).

Vaccination Status

Before the stated deadline to be vaccinated has expired, employees will be required to provide either proof of vaccination or have obtained an approved exemption from the requirement.

Employees will be required to submit proof of vaccination to Human Resources. Proof of vaccination can be sent confidentially via email to hr@gtu.edu

All information collected by Human Resources will be kept confidential and used on a need-to-know basis only. Such information will only be provided to third parties or government agencies as permitted or required by applicable law.

Vaccine Administration

Employees are responsible for scheduling and obtaining all recommended doses of the COVID-19 vaccine. Vaccination is generally available at no cost, but in the event there is a fee, GTU will pay for it.

Employees will also be paid for time taken to receive a vaccination. Employees are to work with their supervisor to schedule a convenient time to obtain their vaccination in compliance with this policy.

Reasonable Accommodations

GTU will provide reasonable accommodations for employees who, because of a qualified disability/medical condition or a sincerely held religious belief, practice, or observance, do not get vaccinated for COVID-19, unless providing an accommodation would pose an undue hardship on GTU. Employees in need of an exemption from this policy due to a disability/medical or religious related reason are requested to contact Human Resources to begin the interactive accommodation process as soon as possible.

Policy Modification

Government and public health guidelines and restrictions and business and industry best practices regarding COVID-19 and COVID-19 vaccines are changing rapidly as new information becomes available, further research is conducted, and additional vaccines are approved and distributed. GTU 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 a safe and healthy workplace.

Non-Retaliation

GTU prohibits any form of discipline, reprisal, intimidation, or retaliation for reporting a violation of this policy or any other health and safety concern. Employees also have the right to report work-related injuries and illnesses, and GTU will not discharge or discriminate or otherwise retaliate against employees for reporting work-related injuries or illnesses or good faith health and safety concerns.