

COVID-19 VACCINATION POLICY FOR EMPLOYEES

I. Purpose

Ramapo College has adopted this policy to safeguard the health and well-being of faculty, staff and students and others who spend time in our facilities. The American College Health Association (ACHA) advised in April 2020 that comprehensive COVID-19 vaccination is the most effective way to foster a safe, robust on-campus experience.

II. Policy

RAMAPO COLLEGE strongly encourages all employees to receive the Covid-19 vaccine.* Those who are vaccinated must provide documentation of vaccination status to rcnjcovidvax@ramapo.edu by February 28, 2022.

Those who are not vaccinated must submit to weekly COVID-19 testing as mandated by College protocol.

Also of note is that the College is now booster friendly. **Effective June 8, the College will suspend its requirement for a COVID-19 booster. However, [we continue to encourage receipt of the booster and require proof of vaccination.](#)**

III. Vaccine Administration

Following supervisor approval, employees may receive the vaccine during regularly scheduled work hours to minimize impact to operations. Employees are encouraged to schedule appointments at the beginning or end of the day. Employees are entitled to one day of Covid-19 sick leave to receive a Covid-19 vaccination or if they are unable to work or telework due to an adverse reaction due to a Covid-19 vaccination. Paid Covid-19 sick leave for vaccinations is limited to one day and may be divided between multiple days for administering of the vaccination or reaction to the vaccination. Proof of appointment and proof of vaccination must be submitted to the Benefits office.

IV. Booster Administration

While the College does not require boosters, we are booster friendly. The Governor's Office has directed that employees be allowed to use an additional 7 hours of COVID Sick Leave for booster shots or their side effects separate and apart from the 7 hours afforded to employees to receive a primary series COVID-19 vaccination or its side effects. It has also directed that any employees who did not utilize COVID Sick Leave for their booster shot or its side effects may submit proof to the Benefits Office that they utilized accrued leave time on the same day they received the booster, or for the day immediately after. If the employee demonstrates this, the College will change up to 7 hours of that time from accrued leave to COVID Sick Leave.

V. Vaccination/Booster Documentation

Employees are required to provide proof of vaccination and may also provide proof of booster to rcnjcovidvax@ramapo.edu. Individuals may demonstrate proof of full vaccination status by presenting the following documents if they list COVID-19 vaccines authorized for Emergency Use ("EUA") in the United States and/or the World Health Organization ("WHO"), along with an administration date for each dose:

- The CDC COVID-19 Vaccination Card issued to the vaccine recipient by the vaccination site, or an electronic or physical copy of the same;
- Official record from the New Jersey Immunization Information System (“NJIS”) or other State immunization registry;
- A record from a healthcare provider’s portal/medical record system on official letterhead signed by a licensed physician, nurse practitioner, physician’s assistant, registered nurse or pharmacist;
- A military immunization or health record from the United States Armed Forces; or
- Docket mobile phone application record or any state specific application that produces a digital health record.

VI. Weekly Testing-

Employees who have not provided proof that they have been fully vaccinated, are mandated to test weekly. Weekly testing is held on campus on designated days to accommodate most employee schedules. Testing information is available at the following link:

<https://www.ramapo.edu/hr/news-hot-topics/#s2>

If an employee work schedule does not coincide with testing times they may reach out to Human Resources to determine if an alternate schedule can be arranged. Employees are exempt from testing if they have a scheduled vacation for the entire week, however, employees are strongly encouraged to follow CDC guidelines concerning travel upon their return. Remote work operations do not exempt employees from testing as they may be called to the office on an as needed basis. Time spent testing on campus will not be charged against an employee’s leave balance but should be scheduled to be least disruptive to departmental operations. Employees who are required to test weekly and test positive for Covid-19 will be exempt from weekly testing for 90 days following the date symptoms began or from the date of positive test if asymptomatic.

VI. Request for Exemption

A. Disability Accommodation

In accordance with RAMAPO COLLEGE’S Disability Accommodations Policy, RAMAPO COLLEGE provides reasonable accommodations, absent undue hardship, to qualified individuals with disabilities that enable them to perform their job duties. If you believe you need an accommodation regarding this policy because of a disability, you are responsible for requesting a reasonable accommodation from the Human Resources Department.

B. Religious Accommodation

RAMAPO COLLEGE provides reasonable accommodations, absent undue hardship, to employees 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 requesting a reasonable accommodation from the Human Resources Department.

C. Exemption for Other Medical Reasons

Exemptions for other medical reasons may be available on a case-by-case basis. RAMAPO COLLEGE will engage in an interactive dialogue with you to determine whether an exemption is appropriate and can be granted without imposing an undue hardship on RAMAPO COLLEGE.

Any employee requesting exemption should complete the exemption request form at the following link: [https://www.ramapo.edu/er/files/2022/01/COVID-19 Immunization Exemption or Extension Form-updated-1-4-2022.pdf](https://www.ramapo.edu/er/files/2022/01/COVID-19%20Immunization%20Exemption%20or%20Extension%20Form-updated-1-4-2022.pdf)

VII. Non-Compliance

Employees who do not comply with vaccine certification requirements or weekly testing will be subject to discipline. Prior to the imposition of discipline, the employee will be given a counseling memo which provides counseling resources by a healthcare professional who will attempt to address the employee's questions or concerns regarding the COVID-19 vaccine. If after counseling or refusal of counseling, the employee will be subject to the following for non-compliance.

Continued non-compliance:	Employee will be sent home and permitted to use their vacation and administrative leave not to exceed 10 working days
Continued non-compliance:	3 day unpaid suspension
Continued non-compliance	10 day unpaid suspension
Continued non-compliance	45 day unpaid suspension
Continued non-compliance	termination

RAMAPO COLLEGE reserves the right to modify this policy at any time in its sole discretion to adapt to changing safety protocol and business needs, consistent with its commitment to maintaining a safe and healthy workplace.

RAMAPO COLLEGE 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 RAMAPO COLLEGE will not discharge or discriminate or otherwise retaliate against employees for reporting work-related injuries or illnesses or good faith health and safety concerns.

* Those employees who are covered under a Collective Bargaining Unit and have a Memorandum of Agreement (MOA) in place regarding Covid-19 vaccinations are subject to the terms of the applicable MOA.

June 7, 2022