

## Employee COVID-19 Immunization Policy and Exemption Request Information

It is the policy of the College that all employees must be vaccinated against COVID-19. Employees must submit documentation of their vaccination status to the office of Human Resources. **All new hires must submit proof of full vaccination or submit exemption paperwork and receive an approved exemption prior to their first day of work.**

If an employee's religious beliefs or medical conditions preclude vaccination, the employee must submit the appropriate exemption form as described below.

- **Religious Exemption** Employees requesting religious exemptions must complete the form below attesting that the administration of immunizing agents contradicts their religious tenets or practices, and submit a notarized copy to Nickcole Maynard-Errami in Human Resources. All new hires wishing to request a religious exemption must submit a request prior to their hire date.
- **Medical Exemption:** Employees requesting medical exemptions must present a statement from a licensed medical provider attesting their physical condition is such that administration of one or more of the required immunizing agents would be detrimental to their health. Please use the form below. The form must be submitted to Nickcole Maynard-Errami in Human Resources. All new hires wishing to request a medical exemption must submit a request prior to their hire date.

All exemption requests will be evaluated for compliance with the College's vaccination policy. Employees will receive notification of exemption approval, request for further information if necessary, or notification that their exemption request has been denied.

In the event an employee does not provide documentation of appropriate vaccination or appropriate exemption request, the College reserves the right to place the employee on an unpaid leave of absence and/or to terminate employment.

It is the policy of the College that in the event of an outbreak of or other suspected exposure to COVID-19, unvaccinated employees may be excluded from campus. This follows the recommendation of the local and state Health Departments. This is for the safety and protection of the affected employee as well as the community at large.

Employees may be subject to regular mandatory testing, masking and distancing regulations, symptom screening, quarantine in the case of close contact with an infected person, or isolation in the case of infection, in accordance with applicable regulations and guidelines. Failure to fully and honestly comply with these policies or any of the College's safety requirements may result in removal of the employee from campus and/or termination of employment at the College.

If an employee has questions, the employee should immediately reach out to Nickcole Maynard-Errami by emailing [nmaynard@randolphcollege.edu](mailto:nmaynard@randolphcollege.edu).

**Randolph College Employee Religious Exemption Request**

**Employee Name:** \_\_\_\_\_ **Date of Birth:** \_\_\_\_\_

The administration of immunizing agents conflicts with my religious tenets or practices. I understand, that in the occurrence of an outbreak, potential epidemic or epidemic of a vaccine-preventable disease, Randolph College may order my exclusion from campus until the danger has passed.

\_\_\_\_\_  
**Signature of Employee**

\_\_\_\_\_  
**Date**

Employees may be subject to regular mandatory testing, masking and distancing regulations, symptom screening, quarantine in the case of close contact with an infected person, or isolation in the case of infection, in accordance with applicable regulations and guidelines. Failure to fully and honestly comply with these policies or any of the College’s safety requirements may result in removal of the employee from campus and/or termination of employment at the College. In the case of an outbreak of a specific disease, it is plausible that public health officials could mandate a quarantine, thereby preventing non-immunized employees access to any part of the campus.

I assume full personal responsibility for, and will hold the College harmless from, any and all personal health consequences of my waiving or delaying required immunizations.

\_\_\_\_\_  
**Signature of Employee**

\_\_\_\_\_  
**Date**

**I hereby affirm that this affidavit was signed in my presence on**

**This** \_\_\_\_\_ **Day of** \_\_\_\_\_

**Notary Public Seal**

**Randolph College Employee Medical Exemption Request**

**Employee Name:** \_\_\_\_\_

**Date of Birth:** \_\_\_\_\_

**Department/Office:** \_\_\_\_\_

**Supervisor:** \_\_\_\_\_

***To be Completed by Licensed Medical Provider***

**Medical Exemption**

The physical condition of the above-named individual is such that immunizations would endanger life or physical health.

**Health Condition Precluding Immunization (please describe):**

\_\_\_\_\_  
**Name (please print)**

\_\_\_\_\_  
**Signature**

\_\_\_\_\_  
**Date**

\_\_\_\_\_  
**Phone #**

***To be Completed by Employee***

Employees may be subject to regular mandatory testing, masking and distancing regulations, symptom screening, quarantine in the case of close contact with an infected person, or isolation in the case of infection, in accordance with applicable regulations and guidelines. Failure to fully and honestly comply with these requirements may result in removal of the employee from campus and/or termination of employment at the College.

In the case of an outbreak of a specific disease, it is plausible that public health officials could mandate a quarantine, thereby preventing non-immunized employees access to any part of the campus.

I assume full personal responsibility for, and will hold the College harmless from, any and all personal health consequences of my waiving or delaying required immunizations.

\_\_\_\_\_  
**Employee Signature**

\_\_\_\_\_  
**Date**