

Frostburg State University Vaccination Requirement: Coronavirus (SARS-CoV-2) or (COVID-19)

Effective: August 1, 2021

Policy:

In accordance with the mandate from USM Chancellor Jay Perman (April 23, 2021), Frostburg State University, along with all USM member institutions, shall require all employees to be vaccinated against the novel SARS-CoV-2 virus. This decision supports public health recommendations from the Centers for Disease Control and Prevention (CDC) and is an important strategy in offering on-campus classes, residential living environments, and co-curricular activities.

The parties agree to closely collaborate to identify suitable locations for vaccination clinics around campus, and to raise awareness about the benefits of vaccination.

Implementation:

Upon receiving the full-dose vaccination, faculty and staff shall upload vaccination documentation on the secure online [FSU COVID-19 Check-In Portal](#) managed by the Office of Information Technology at Frostburg State University. Employee vaccination records shall be maintained by the HIPAA certified administrator in the FSU Office of Human Resources.

Beginning August 2, 2021, the University will hold a total of twenty-five (25) raffle drawings, in each of which one (1) name shall be drawn. Twenty (20) such drawings shall be for free parking for fiscal year 2022, and the other five (5) drawings shall be for a \$100 gift card. In order to be eligible, employees must either have been approved for an exemption or have uploaded approved vaccination documentation on the secure FSU COVID-19 Check-In Portal.

Exemptions:

Medical conditions and/or conditions covered under the Americans with Disabilities Act (1990): employees must provide documentation of the medical or mental health condition/concern. Completion of the *Medical Exemption from COVID-19 Vaccination* form, a similar form from a healthcare provider, or a signed letter or document on official letterhead from one's licensed healthcare provider indicating the reason for the exemption will suffice. Employee healthcare provider documentation shall be uploaded on the secure [FSU COVID-19 Check-In Portal](#) for review by the Human Resources Department. Response and documentation will be provided by FSU Human Resources (employees).

Religious Beliefs covered under Title VII of the Civil Rights Act (1964): student, faculty, or staff must access, review, sign, and date the *Religious Exemption from COVID-19 Vaccination* form. Response and documentation will be provided by FSU Human Resources (employees).

Unvaccinated employees are expected to wear a mask indoors on campus when social distancing is not possible as well as participate in up to twice-weekly antigen COVID-19 testing until such

time the policy is rescinded, or national, state, and local conditions are significantly diminished in accordance with viral indicator monitoring.

Confidentiality of Documents Provided

Documents proving the employee has been vaccinated and written requests for medical and religious exemptions will be kept confidential and shared only with designated HR or Health representatives on campus.

Failure to Comply with Vaccination Requirement

Employees who are not granted an exemption and who remain unvaccinated for more than two (2) weeks after the effective date of this policy will be placed on leave until such time as they either apply for an exemption or receive their first vaccination shot. During such leave, the employee may use accrued, unused personal or annual leave; after such leave is exhausted, the leave will be unpaid. In the event an employee is on such leave for six (6) months, the University shall have the right to engage a temporary or permanent replacement to fill the open position. In the alternative, the University may consider noncompliant employees for telework.

Within two (2) weeks of the Food and Drug Administration's full use approval of any COVID-19 vaccine, any employees who remain unvaccinated or have not applied for an exemption, including employees who have been placed on leave in accordance with this paragraph, will be subject to the disciplinary procedures in the Memorandum of Understanding (MOU) between FSU and AFSCME. As such, employees refusing to vaccinate will first receive a counseling discussion and additional education on the risks assumed by remaining unvaccinated.