

Office of Finance and Administration
Office of Human Resources
June 4, 2021



Dear UNE Employees

In a message earlier this month, President Herbert announced that UNE would be work towards resuming normal operations beginning with the fall 2021 semester. To protect the health and safety of our community, UNE will require all students enrolled in classes on our campuses and all on-campus employees to be fully vaccinated for COVID-19 by **August 16, 2021**.

The attached policy and FAQs provide more details regarding this requirement. Human Resources will be sending out a communication to all benefit-eligible employees with instructions on how to upload the relevant COVID-19 vaccine documentation. Additionally, those employees who are non-benefit eligible (adjuncts, temporary employees, volunteers) will receive a communication from their college/unit with instructions for providing the relevant COVID-19 documentation.

If you believe you are eligible for a medical exemption or an exemption based upon a sincerely held religious belief, please contact Human Resources by **July 1, 2021**, at HR-Covid19Questions@une.edu.

We want to thank each of you for your work this past year, adjusting to the pandemic and different work challenges. We look forward to moving toward re-engaging on campus.

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Senior Vice President of Finance and Administration

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UNE COVID-19 VACCINATION POLICY STATEMENTS

Purpose

Consistent with its duty to provide and maintain a workplace that is free of recognized hazards, UNE has adopted this policy to safeguard the health and well-being of employees and their families, UNE students and visitors, others who spend time in our facilities, and the surrounding communities from infectious conditions that may be mitigated through an effective vaccination program. This policy is intended to comply with all applicable federal, state, and local laws. It is informed by guidance provided by the Equal Employment Opportunities Commission, 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 vendors or visitors.

Policy

UNE requires all employees who are not otherwise exempt under this policy to be vaccinated against COVID-19. To establish that they have received a vaccination, employees must present written evidence of immunization from the designated site or from another authorized health care provider. Employees who are not exempt from this policy and who decline to be vaccinated will not be permitted to work and will face additional consequences, up to and including termination of employment.

Vaccine Administration

Employees are responsible for scheduling and obtaining all recommended doses of an FDA-approved COVID-19 vaccine or a COVID-19 vaccine granted Emergency Use Authorization by the FDA. You may get the vaccine during your regularly scheduled work hours contingent on supervisor approval. Your supervisor must approve your leave to receive the vaccine during working hours to minimize business interruptions.

Request for Exemptions

- **Medical Condition/Disability Accommodation**

In accordance with UNE'S Disability Accommodations Policy, UNE 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 Office of Human Resources.

- **Religious Accommodation**

UNE 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, observance, or practice, you are responsible for requesting a reasonable accommodation from the Office of Human Resources.

Policy Modification

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

UNE prohibits any form of discipline, reprisal, intimidation, or retaliation for reporting a violation of this policy or any other health and safety concern.

UNE EMPLOYEE COVID-19 VACCINATION REQUIREMENT FAQ

Which COVID-19 vaccines qualify to meet the vaccination requirement?

You must receive one of the following vaccines:

- Pfizer–BioNTech COVID-19 vaccine
- Moderna COVID-19 vaccine
- Janssen/Johnson & Johnson COVID-19 vaccine

When do employees need to be fully vaccinated?

To ensure the health and safety of community before the beginning of the fall semester, UNE is requiring all employees to be fully vaccinated for COVID-19 by August 16, 2021.

What does it mean to be “fully” vaccinated?

The CDC states that individuals are fully vaccinated two weeks after their final dose of a COVID-19 vaccine, so the dates vary depending on the vaccine. To meet UNE’s deadline of August 16, 2021 for employees, an initial dose of vaccine will have to be received by:

- July 4, 2021: Moderna COVID-19 vaccine (two doses, four weeks apart)
- July 11, 2021: Pfizer-BioNTech COVID-19 vaccine (two doses, three weeks apart)
- August 1, 2021: Janssen/Johnson & Johnson COVID-19 vaccine (a single dose)

Do I need to be vaccinated if I have already had COVID-19?

Yes. Anyone who previously had COVID-19 will still be required to be vaccinated. Employees who have already had COVID-19 should consult with their medical providers and vaccination sites to determine the appropriate timing for their vaccinations.

What happens if I refuse to be fully vaccinated?

To protect the health and safety of the UNE community, we are requiring that all UNE students and employees be vaccinated prior to the fall semester. It is our hope that everyone will do so. Unvaccinated employees and employees who do not have an approved accommodation will not be permitted to work and will face additional consequences, up to and including termination of employment. If any employee has any questions or concerns about the vaccination requirement they should contact the Office of Human Resources at HR-Covid19Questions@une.edu.

Will UNE be requiring other vaccinations for faculty and staff?

No. The only vaccination that the University is requiring of employees is the COVID-19 vaccine.

Will there be any exemptions to the vaccination requirement?

There will be two permitted exemptions to UNE's vaccination requirement:

- **Medical Condition/Disability:** A medical condition/disability accommodation will be made for students and employees for whom receiving the COVID-19 vaccination is medically inadvisable. In order to qualify for a medical condition/disability accommodation, employees must contact the Office of Human Resources at HR-Covid19Questions@une.edu to engage in the interactive process of assessing their request.

What if I am pregnant or may become pregnant or am breastfeeding? If you are pregnant or may become pregnant or are breastfeeding you should contact your medical provider to determine if COVID-19 vaccination is medically advisable. If the determination is made by your medical provider that receiving a COVID-19 vaccine is inadvisable, then you may follow the process to request a medical exception

- **Religious:** A religious accommodation will be made for employees who hold a sincere religious belief that is contrary to the vaccination requirement. Employees seeking a religious accommodation must contact the Office of Human Resources at HR-Covid19Questions@une.edu to engage in the interactive process of assessing their request.

How do I prove I have been vaccinated?

- Benefit-eligible employees must enter their vaccination information and upload a photo of their vaccination card in PeopleAdmin, the system established by UNE to track vaccine information for employees. Instructions for completing this step were emailed to benefit-eligible faculty and professional staff and can be found on the Human Resources website.
- New hires will be provided instructions with their new hire paperwork.
- Adjuncts, temporary employees, and volunteers will be provided information by their college or unit.