

 <b>Touro University Nevada</b>	<b>Page No.</b> 1 of 2	<b>Number:</b> 40-046
	<b>Effective Date:</b> 8/12/2021	
<b>POLICY &amp; PROCEDURE MANUAL</b>		
<b>Required Review:</b>		
<b>Reviewed:</b>		
<b>Revised:</b>		
<b>Policy [ X ]      Procedure [ X ]</b>		
<b>Title: COVID-19 Employee Vaccination Policy</b>		
<b>Responsible Position: Provost</b>		
<b>Approval Requirements: Executive Council</b>		

**PURPOSE:**

It is the purpose of this policy to define the Touro University Nevada employee protocol for the COVID-19 vaccination, and consequences in the event of noncompliance during the COVID-19 pandemic.

**SCOPE:**

This policy applies to all employees of Touro University Nevada for any on-campus work or in-person use of university services or facilities.

**POLICY:**

It is the policy of the University that all employees of Touro University Nevada for any on-campus work or in-person use of university services or facilities must be fully vaccinated against SARS-CoV-2 unless the employee has been granted an exemption for vaccination. Please note that TUN students and visitors are subject to a similar policy.

**II. DEFINITIONS:**

- A. Fully Vaccinated: 2 or more weeks after the second dose of a COVID-19 vaccine that is a two dose vaccine, or 2 weeks after a COVID-19 vaccine that is a single dose vaccine. The vaccine must be a COVID-19 vaccine that is approved for use or has received an emergency use authorization, or permanent use authorization by the US Food and Drug Administration.

**III. BACKGROUND**

- COVID-19 vaccination is highly efficacious in preventing symptomatic COVID-19 infection and is very safe.
- A single case of SARS-CoV-2 infection at the University has broad ramifications for the infected individual who must isolate for 14 days post infection, as well as anyone living in the same domicile, and contacts of the infected person who may be required to quarantine.
- As a university educating and training future health care professionals, Touro University Nevada has an obligation to ensure that employees do not pose a risk of infection to their colleagues and patients in addition to the University community at large.

- COVID-19 vaccines are widely available and easily accessible in Henderson, Las Vegas, and the greater Clark County area.

#### IV. PROCEDURES

- A. All employees who come to the University for in-person work or for in-person access to any University facilities are required to provide proof of full vaccination, or receive an approval for a vaccine exemption by the following deadline:
- July 1, 2021**
  - Employees who are fully vaccinated will receive a “C-19” sticker that will be attached to the back of their TUN ID card. This sticker lets TUN Security staff know that the individual is authorized to enter campus based on this policy. Unvaccinated employees without an exemption will not be allowed to enter campus.
- B. Proof of vaccination must be provided as a .pdf or .jpeg file sent to the Department of Human Resources at: [rbailey2@touro.edu](mailto:rbailey2@touro.edu)
- Proof of vaccination is a completed CDC vaccination card or a medical document specifying receipt of vaccination with vaccine manufacturer, date(s) of vaccination and lot number.
- C. Employees requesting an exemption from the COVID-19 vaccine requirement are to proceed as follows:
- Complete the applicable request for exemption form with all the required documentation. To request an exemption form please contact the Department of Human Resources at: [rbailey2@touro.edu](mailto:rbailey2@touro.edu).
  - Submit the completed exemption request form with all required documentation to the Department of Human Resources at: [rbailey2@touro.edu](mailto:rbailey2@touro.edu).
  - All exemption requests will be reviewed by the Department of Human Resources based on Touro Compliance Office guidelines. Employees will be contacted if additional information is required to process the request.
  - Employees will be notified of the exemption request determination by return email from the Department of Human Resources.
  - In the event an exemption request is denied, employees will be provided an appropriate deadline to become fully vaccinated.
  - Approved exemptions are subject to revision based on changing circumstances.
  - Employees with approved exemptions may be subject to certain health and safety requirements or accommodations while on campus that are not applicable to vaccinated individuals (such as regular Covid-19 testing, mask-wearing, etc.). Note that additional safety requirements such as face coverings may be applied to all persons on campus regardless of vaccination status, as local conditions require.
  - Questions? Contact the Department of Human Resources at: [rbailey2@touro.edu](mailto:rbailey2@touro.edu) or (702) 777-3855
- D. *Unvaccinated employees without an exemption: Employees who decline the vaccination, and employees who are denied an exemption request and then choose to decline vaccination.*
- Effective **November 1, 2021**, *unvaccinated employees without an exemption may not access campus, and will be placed on administrative leave.*
    - Effective **January 1, 2022**, *unvaccinated employees without an exemption will receive termination notices.*