

Policy Title:	COVID-19 Vaccination
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Governing Body:	SOU	Policy Number:	GEN.010
Policy Contact:	General Counsel	Date Revised:	June 2022
Custodial Office:	Office of the President	Date Approved:	July 2022
Approved By:	President Bailey	Next Review:	
Related Policy:			

### Revision History

Revision Number:	Change:	Date:
0	Initial version	July 2021
1	Revised	January 2022
2	Revised to comply with regulations	July 2022

### A. Purpose

Pursuant to the recommendations of the Oregon Governor’s Office, Oregon Health Authority, and Jackson County Public Health, Southern Oregon University will implement a vaccine requirement for on-campus employees, students, volunteers and affiliates beginning with the fall 2021 term and thereafter. This policy is intended to assist public health authorities and SOU in decreasing the prevalence of COVID-19 as well as protecting employees and students while engaged in on-campus activities.

### B. Definition

**Affiliate:** An individual formally associated with the university who is not considered an employee or volunteer and includes but is not limited to: Aladdin (SOU Dining), Barnes & Noble (SOU Bookstore), Board of Trustees, Emeritus Faculty, JPR, OHSU, ROTC, Rogue Credit Union, Saint Mary’s, SOU Foundation and SOUF Affiliate representatives, etc.

**Attest:** Declaration of being a Fully Vaccinated Individual by an FDA approved (EUA or full authorization) COVID-19 vaccine, including current boosters when eligible.

**Employee:** Any part-time or full-time employed individual working at SOU, including but not limited to:

- Faculty (includes adjuncts/instructors/affiliated)
- Staff (unclassified administrators and classified)
- Student employee

**Fully Vaccinated Campus:** Institutions of higher education where all students, faculty, and staff have completed their vaccination series to protect against COVID-19 prior to coming to campus except those people who are unable to get the COVID-19 vaccine due to medical or other nonmedical reasons.

**Fully Vaccinated Individual:** Student, employee, volunteer, or affiliate who has completed the primary series of a Covid-19 vaccine **and** has kept their vaccine status up to date by receiving the respective booster doses at regular time points established by the CDC. Students, employees, volunteers, and affiliates shall be required to receive their booster doses within 30 days of becoming eligible for such boosters to maintain their status as Fully Vaccinated Individuals under this policy.

**File an Exemption:** Indication of either a medical or non-medical exemption to the vaccines.

**Guest:** Anyone other than an employee, student, volunteer and affiliate; typically, a short-term visitor to campus.

**On-campus:** Employees, students, and affiliates who participate in any SOU sponsored activity while on SOU owned property. All others (e.g. subcontractors, vendors, parents, or guests are subject to the [SOU Face Covering Policy](#) and/or physical distancing requirements (if any).

**Student:** Any undergraduate, graduate, and non-admitted individual registered (both in person and online) or any individual otherwise taking workshops/symposiums/other educational activities (whether credit or non-credit) that includes their physical presence on any SOU campus, SOU-sponsored fieldwork, and SOU-sponsored practice/internship activities.

**Travel and Off-campus activities:** This vaccine policy will apply to group travel and participation in SOU-sponsored off-campus activities.

**Vaccine:** Approved vaccines are those that have received Emergency Use Authorization or full use authorization from the Federal Food and Drug Administration (FDA). For international students, approved vaccines are those that have received Emergency Use Listing or full use listing by the World Health Organization (WHO).

**Volunteer:** Is not an employee of the university and performs services at their own free will, without remuneration of any kind, for an ongoing basis or for a short-term event and without entitlement, right or privilege.

### C. Policy Statement

Southern Oregon University requires employees, students, volunteers, and affiliates to certify one of the following with respect to US Food and Drug Administration (FDA) or World Health Organization (WHO) approved COVID-19 vaccines:

1. Attest that they are a Fully Vaccinated Individual (as defined in this policy) who has been vaccinated by an FDA or WHO approved COVID-19 vaccine or are in the process of receiving the full vaccine and/or waiting period; or
2. Exemption for a medical or non-medical reason to the vaccine requirement.

Employees, students, volunteers, and affiliates attesting to receiving the vaccine will be subject to random audits of the Oregon Health Authority database for Oregon residents who have received the vaccine. In addition, all employees, students, volunteers, and affiliates may be required to provide an updated attestation or proof of full vaccination upon request of the university as stipulated by the University President.

Employee, volunteer and affiliate proof will be accessed by HR personnel only and will be stored separate from the official personnel file.

Upon reasonable notice by university, students, employees, volunteers, and affiliates may be required to update their attestation or provide evidence that their vaccination status is up to date.

In addition, upon the decision of the university president or the president's designee, the university reserves the right to require short term guests or visitors to provide proof of vaccination or a recent negative test that is less than 48 hours old, depending on the circumstances and conditions under which they are visiting the campus. For example, guests are generally not required to be vaccinated or tested to walk across our outdoor campus spaces. However, guests may be expected to provide proof of vaccination or a recent negative test less than 48 hours old as a condition of entry to certain indoor spaces or attendance to many of our events, including but not limited to concerts, theatrical performances, athletic events (indoor and outdoor), speakers, lectures, public meetings, and other events where people gather. If an indoor space requires proof of vaccination or a recent negative test, entryways to the building will post signs indicating the requirement. Guests may contact the building manager or department hosting the event in advance to learn whether there is a proof of vaccination or recent negative test requirement applicable to guests for that event.

**Process For Students:** For each new and continuing student the SHWC will provide a mandatory form asking students to attest they are vaccinated or select an exemption. Quarterly audits will be conducted to verify completion of the attestation process. Students who do not attest or select an exemption may be subject to a registration hold until the attestation form is received by the SHWC. Students who have received a vaccine or booster may upload a picture of their vaccination card to a secure site administered by the SHWC.

For international students whose home country is not providing vaccines, the SHWC will offer vaccines to these students. In the interim period before international students are fully vaccinated, SOU will provide quarantine housing (pursuant to the current housing rates for room and board) until fully vaccinated.

Students shall attest, update attestations, or select an exemption on or before a date(s) announced by the university which shall provide no less than 30 days to get fully vaccinated as defined above. As defined above, the definition of "Fully Vaccinated Individual" under this policy requires and allows individuals not yet eligible for a booster to get fully vaccinated within 30 days of becoming eligible for a booster. After this date, students may be subject to a registration hold. Specific programs (e.g. athletics, housing, etc.) may ask students to attest or be approved for an exemption, depending on program requirements.

Students who receive a booster within 30 days of becoming eligible for a booster dose, may provide evidence to the SHWC that they have received a booster dose.

**Process For Employees:** A mandatory digital COVID-19 Vaccination Attestation Form will be available to each employee, volunteer, and affiliate to confirm work location and if on-campus or hybrid (working both on-campus and remote) will attest to receiving the vaccine or be approved for an exemption (which must be reviewed and approved). [[HR Attestation Form Link](#)] Employees who do not attest or get approved for an exemption, may be subject to discipline related to failure to comply with University policy. Employees who have received a vaccine may upload a picture of their vaccination card to a secure site administered by Human Resources. Supervisors and managers should verbally instruct their employees to complete the attestation form.

**Effective date:** Employees shall attest, update attestations, provide proof of vaccination, or be approved for an exemption on or before a date(s) announced by the university which shall provide no less than 30 days to get fully vaccinated as defined above. As defined above, the definition of “Fully Vaccinated Individual” under this policy requires and allows individuals not yet eligible for a booster to get fully vaccinated within 30 days of becoming eligible for a booster. For new employees hired thereafter, they will confirm work location and if on-campus or hybrid (working both on-campus and remote) will attest for an exemption within 5 business days of their employment start date.

Employees who receive a booster within 30 days of becoming eligible for a booster dose, may provide evidence to the [HR Secure In box](#) that they have received a booster dose.

This policy may be revised at any time without notice. All revisions supersede prior policy and are effective immediately upon approval.

#### D. Policy Consultation

Consultation on original policy with Policy Council, and the SOU COVID Reopening Committee. Revision 1 was discussed with Policy Council and Cabinet and Executive Council in January 2022. Revision 2 was discussed with Policy Council and Cabinet in June 2022. Original policy and all revisions posted for community comment.

#### E. Other Information

**Additional COVID-Related Measures:** The university reserves the right to implement appropriate safety protocols where safety and operational needs require it, including but not limited to masking, social distancing, testing, quarantine requirements, and other reasonable measures. Such measures may be imposed on unvaccinated persons, vaccinated persons, or both, depending on the circumstances and the recommendations of university or governmental health experts. For example, if there is an outbreak within a particular group or location on campus, the university retains the right to require masks and social distancing (or impose any other restrictions during an outbreak) as a condition of continued participation in the activity. That said, in absence of an immediate health and safety need, such measures will typically not be required to participate in campus activities.

It is important to respect the decisions of all members of our campus community regarding both vaccination status and the use or non-use of face coverings. Employees, students and volunteers are discouraged from discussing who has or has not been vaccinated. Supervisors are directed not to ask employees whether they have been or plan to be vaccinated. SOU employees may not ask students whether they have been or plan to be vaccinated, or implement added proof of vaccination processes or policies within their units or programs.

## Frequently Asked Questions

**Q:** I'm vaccinated but I'm not sure if my roommate in University Housing is, how can I find out? Will you assign me to an unvaccinated roommate?

**A:** During the roommate selection process, students are afforded the opportunity to indicate roommate preferences. One such preference could be vaccine status. If you have concerns or questions about your assigned roommate, contact University Housing for a different roommate assignment.

**Q:** Are faculty required to be vaccinated in order to teach on campus?

**A:** Faculty are subject to the same requirements that students and other staff will be. All are required to attest that they have been vaccinated or file and get approved for an exemption.

**Q:** Are volunteers coming to campus required to be vaccinated?

**A:** Yes, volunteers are subject to the vaccine requirement policy. The program under which the volunteer is serving will communicate how the volunteer can comply with the policy.

**Q:** Are guests or visitors subject to the vaccine requirement?

**A:** The university reserves the right to apply vaccination or testing requirements to short term guests or visitors depending on the circumstances and conditions under which they are visiting the campus. For example, guests are generally not required to be vaccinated or tested to walk across our outdoor campus spaces. However, guests may be expected to provide proof of vaccination or a recent test less than 48 hours old as a condition of attendance to our events, including but not limited to concerts, theatrical performances, athletic events (indoor and outdoor), speakers, lectures, public meetings, and other events where people gather. Contact the department hosting the event you wish to attend to learn whether there is a proof of vaccination or recent negative test requirement applicable to guests for that event.

**Q:** If I'm an online student, do I have to be vaccinated?

**A:** Yes, all students are required to follow the vaccine policy and complete a vaccination attestation or request and exemption.

**Q:** What if I take some online classes and some in-person classes and those classes only require me to come to campus occasionally?

**A:** You are subject to the vaccination requirement policy. Because you come to campus as part of your class (even if it's for a short period) you will be required to follow the vaccine requirement policy.

**Q:** I take online only courses but want to participate in student activities (e.g. athletics, student clubs, student events), do I have to be vaccinated?

**A:** If you are a registered student and participate in any in-person SOU sponsored activities and/or events, you are subject to the vaccine requirement policy.

**Q:** Will the Student Health and Wellness Center share with my faculty or coach whether or not I'm vaccinated?

**A:** No, your vaccination status is a matter of health and your health records are protected. SHWC will not share your vaccine status.

**Q:** If I have questions about the vaccine, who can I contact?

**A:** Contact the Student Health and Wellness Center (Tel: (541) 552-6136).

**Q:** Do I have to wear a mask if I'm vaccinated?

**A:** The guidance for masks is being updated, for the most recent information regarding masks, visit here [SOU Face Covering Policy](#).

**Q:** If I am approved for an exemption, does it ever expire?

**A:** No, your exemption to the vaccine policy does not expire unless the basis for requesting the exemption changes (e.g., medical condition changes, religious belief changes, etc.).

**Q:** If I am approved for an exemption, does that mean I work remotely?

**A:** No, an exemption to the vaccine policy does not preclude the operational need to require an employee to be on campus. Unvaccinated individuals will continue to be required to follow OHA, CDC, OSHA and university policies.

**Q:** If I am approved for a medical or nonmedical exemption to the vaccine policy and operational needs require me to be on campus, how do I request an accommodation?

**A:** Please contact Human Resources to begin the interactive process for reasonable accommodation.

The Policy Contact, defined above, will write and maintain the procedures related to this policy and these procedures will be made available within the Custodial Office.