



Vaccination, Testing, and Face Covering Policy

In compliance with OSHA's Emergency Temporary Standard (ETS) on Vaccination and Testing (29 CFR 1910.501) effective January 4, 2022

Any text in italics is a direct reference from OSHA: <https://www.osha.gov/coronavirus/ets2>

I Purpose:

Vaccination is a vital tool to reduce the presence and severity of COVID-19 cases in the workplace, in communities, and in the nation. Carroll Community College (Carroll) encourages all employees to receive a COVID-19 vaccination to protect themselves and to protect Carroll's students, faculty, and staff, as well as our surrounding communities. Health and safety remain our top priority. Encouraging vaccines, combined with weekly testing, and wearing face coverings, will help the College reach the highest level of protection possible, reduce infections, limit many of the disruptions of COVID-19, and safeguard the community. This policy complies with OSHA's Emergency Temporary Standard on Vaccination and Testing (29 CFR 1910.501).

II Scope:

This COVID-19 Vaccination, Testing, and Face Covering Policy (Policy) applies to **all employees** of Carroll Community College, including employees who telework.

*All employees are strongly encouraged to be fully vaccinated. Employees are considered fully vaccinated two weeks after completing primary vaccination with a COVID-19 vaccine with, if applicable, at least the minimum recommended interval between doses. For example, this includes two weeks after a second dose in a two-dose series, such as the Pfizer or Moderna vaccines, two weeks after a single-dose vaccine, such as Johnson & Johnson's vaccine, or two weeks after the second dose of any combination of two doses of different COVID-19 vaccines as part of one primary vaccination series. **Employees who are not fully vaccinated will be required to provide proof of weekly COVID-19 testing.** All employees are required to wear a face covering inside College facilities.*

Testing will not be permitted in lieu of vaccination for individuals participating in clinicals, and other specific College programs requiring vaccination. If an employee has been granted an accommodation by the clinical site, that documentation must be submitted to HR@carrollcc.edu for further review and approval.

All employees are required to report their vaccination status and, if vaccinated, provide proof of vaccination. If an employee has already provided Human Resources a copy of their vaccination card, they do not need to resubmit proof of vaccination. If an employee is unvaccinated or chooses not to share their vaccination status, they will be considered unvaccinated and will be

required to submit proof of a COVID-19 test result on a weekly basis. Employees must provide truthful and accurate information about their COVID-19 vaccination status, and, if not fully vaccinated, must provide weekly testing results. Employees not in compliance with this policy will be subject to discipline.

Failure to comply with vaccine or testing requirements will result in progressive discipline, up to and including termination or dismissal from the College. See **VI Failure to Comply with Vaccination, Testing, and Face Covering Policy (Policy)** on pages 9-10 of this Policy for more information.

III Overview and General Information:

All employees, both vaccinated and unvaccinated, must inform the College of their vaccination status. All employees regardless of their vaccination status must wear a face covering while inside College facilities. The following table outlines the requirements for submitting vaccination status documentation.

Vaccination Status	Instructions	Deadline(s)
Employees who are fully vaccinated. See pages 3-4, Vaccines.	If you have <u>not</u> provided HR a copy of your vaccination documentation, submit proof of vaccination that indicates full vaccination. See pages 4-5, Procedures: Acceptable Forms of Proof of Vaccination.	January 4, 2022, end of day. (11 PM)
Employees who are partially vaccinated (i.e., one dose of a two dose vaccine series). See page 4, Testing and pages 6-7, Weekly COVID-19 Testing for Unvaccinated Employees.	Submit proof of vaccination that indicates when the first dose of vaccination was received, followed by proof of the second dose when it is obtained. See pages 4-5, Procedures: Acceptable Forms of Proof of Vaccination including the link to submit documentation.	Starting on January 4, 2022, and required thereafter, to submit a negative Covid-19 test weekly until fully vaccinated status is achieved, and proof is submitted.
Employees who are not vaccinated. See page 4 Testing and pages 6-7, Weekly COVID-19 Testing for Unvaccinated Employees.	Submit statement to HR@carrollcc.edu that you are unvaccinated but are planning to become fully vaccinated. See page 3, Vaccines and pages 4-5, Procedures: Acceptable Forms of Proof of Vaccination including the link to submit documentation.	Starting on January 4, 2022, and required thereafter, to submit a negative Covid-19 test weekly until fully vaccinated status is achieved, and proof is submitted.
	Submit statement to HR@carrollcc.edu that you are unvaccinated and not planning to receive a vaccination or are requesting a valid vaccination exemption. See page 5-6-C, for exemption request process. See pages 6-7, Weekly COVID-19 Testing for Unvaccinated Employees	Starting on January 4, 2022, and required thereafter, to submit a negative COVID-19 test weekly and provide test documentation through Qualtrics weekly.

1) Vaccines

In compliance with OSHA's ETS, Carroll Community College *employees must be fully vaccinated no later than January 4, 2022. Any employee not fully vaccinated by the end of the business day on January 4, 2022, will need to comply with weekly testing requirements unless an exemption has been granted by Human Resources or until the College receives sufficient documentation that full vaccination status has been achieved.*

Credit and non-credit adjuncts along with other seasonal and temporary employees must be vaccinated and show proof of vaccination 72 hours prior to their contract start date or show proof of a negative test taken within a week of the contract start date. All other provisions of the policy are valid as of the start of the contract.

To be fully vaccinated by January 4, 2022, an employee must:

- *Obtain the first dose of a two-dose vaccine no later than November 23, 2021, for the Moderna Vaccine, or November 30, 2021, for the Pfizer Vaccine; and the second dose no later than December 21, 2021; or*
- *Obtain one dose of a single dose vaccine no later than December 21st, 2021, for the Johnson & Johnson Vaccine.*
- *Employees will be considered fully vaccinated two weeks after receiving the requisite number of doses of a COVID-19 vaccine as stated above.*
- *An employee will be considered partially vaccinated if they have received only one dose of a two-dose vaccine or if the required two weeks of waiting time has not expired.*
Partially vaccinated employees will need to comply with testing requirements until fully vaccinated.

COVID-19 vaccines are safe and effective. They can keep you from getting and spreading the disease, help keep you from getting seriously ill even if you do get COVID-19, and may protect people around you, especially if they are at increased risk for severe illness. According to the CDC:

- COVID-19 vaccines are free to everyone.
- You cannot get COVID-19 from any of the vaccines.
- These vaccines do not affect your DNA in any way.
- They have very simple, common ingredients.
- The vaccines were approved and produced quickly because:
 - mRNA vaccines have been in development for many years and are faster to make.
 - Some testing steps were done at the same time to collect data faster.
 - Governments invested enough money so companies could start producing vaccine doses early in the process, even before they were authorized for use.
 - COVID-19 was so widespread, it did not take long to see if the vaccine worked in study volunteers.
- Long-term health problems are extremely unlikely following any vaccinations, including COVID-19.

- Short-term side effects like pain in the arm where you received the shot, fatigue, aches, fever, and chills are normal signs that the body is building protection. They should go away in a few days.
- Even if you have had COVID-19 or are at low risk from serious illness due to COVID-19, you should get vaccinated. The way individual people respond to COVID-19 illness is unpredictable and some people can get very sick and have long-term health effects from COVID.
- If you had a severe or immediate allergic reaction to a COVID-19 vaccine or any ingredient in a COVID-19 vaccine, you should not get that vaccine. Talk with your doctor about allergies and other health conditions.
- For more information, go to: <https://www.cdc.gov/coronavirus/2019-ncov/vaccines/index.html>
- For additional general information, visit: <https://www.carrollcc.edu/resources/health-wellness-safety/covid-19-information-page/> or the Carroll County Health Department (CCHD) website: <https://cchd.maryland.gov/covid-19-vaccination/>.

It's easy to find a vaccine. You can visit the CDC and search by zip code or type of vaccine at: <https://www.vaccines.gov/>. If you to prefer to go to a Carroll County Health Department clinic, call 410-876-4848 or visit <https://cchd.maryland.gov/registration-links>.

2) Testing

All employees who are not fully vaccinated as of January 4, 2022, will be required to undergo regular COVID-19 testing at employee's expense unless an approved exemption is on file with Human Resources. **COVID-19 Home Testing Kits are not acceptable regardless of whether or not they are proctored.**

3) Face Covering

All employees regardless of vaccination status are required to wear a face covering when inside College facilities.

IV PROCEDURES:

Acceptable Forms of Proof of Vaccination:

To comply with 29 CFR 1910.501(e), all vaccinated employees are required to provide proof of COVID-19 vaccination, regardless of where they received vaccination. Proof of vaccination status can be submitted via the [COVID-19 Vaccination Documentation and Incentive Form](#) or in-person to the Human Resources Office Room A138.

A. Acceptable proof of vaccination status is:

- 1. A copy of the COVID-19 Vaccination Record Card;*
- 2. The record of immunization from a health care provider or pharmacy;*
- 3. A copy of medical records documenting the vaccination;*
- 4. A copy of immunization records from a public health, state, or tribal immunization information system; or*

5. *A copy of any other official documentation that contains the type of vaccine administered, date(s) of administration, and the name of the health care professional(s) or clinic site(s) administering the vaccine(s).*
 6. *Proof of vaccination generally should include the employee's name, the type of vaccine administered, the date(s) of administration, and the name of the health care professional(s) or clinic site(s) that administered the vaccine. In some cases, state immunization records may not include one or more of these data fields, such as clinic site; in those circumstances the College will still accept the state immunization record as acceptable proof of vaccination.*
- B. *If an employee is unable to produce one of these acceptable forms of proof of vaccination, despite attempts to do so (e.g., by trying to contact the vaccine administrator or state/local health department), the employee can provide a signed and dated statement attesting to their vaccination status (fully vaccinated or partially vaccinated); attesting that they have lost and are otherwise unable to produce one of the other forms of acceptable proof; and including the following language verbatim:*

"I declare (or certify, verify, or state) that this statement about my vaccination status is true and accurate. I understand that knowingly providing false information regarding my vaccination status on this form may subject me to criminal penalties."

An employee who attests to their vaccination status in this way should to the best of their recollection, include in their attestation the type of vaccine administered, the date(s) of administration, and the name of the health care professional(s) or clinic site(s) administering the vaccine. Falsifying vaccination status or documentation is a federal offense.

- C. *Employees may request an exemption from vaccination requirements (if applicable) if the vaccine is medically contraindicated for them or medical necessity requires a delay in vaccination. Employees also may be legally entitled to a reasonable accommodation if they cannot be vaccinated and/or wear a face covering (as otherwise required by this policy) because of a disability, or if the provisions in this policy for vaccination, and/or testing for COVID-19, and/or wearing a face covering conflict with a sincerely held religious belief, practice, or observance.*
- Requests for exemptions and reasonable accommodations must be initiated by the following procedure:
 - Fill out the applicable form below and submit it to Human Resources, HR@carrollcc.edu by Monday, December 13, 2021.



COVID-19 Medical
Exemption Request Form



COVID-19 Religious
Exemption Request Form

- All such exemption requests will be handled in accordance with applicable laws and regulations and Carroll Community College's applicable policies and procedures. Submissions can take up to two weeks to review and process.

D. Supporting COVID-19 Vaccination:

An employee may take up to four hours of duty/work time per dose to travel to the vaccination site, receive a vaccination, and return to work. This would mean a maximum of eight hours of duty/work time for employees receiving two doses. An employee does not need to use their accrued sick leave in order to be paid. If an employee spends less time getting the vaccine, only the necessary amount of duty/work time will be granted. Employees who take longer than four hours to get the vaccine must send their supervisor an email documenting the reason for the additional time (e.g., they may need to travel long distances to get the vaccine).

Any additional time requested will be granted, if reasonable, but will not be paid; in that situation, the employee can elect to use accrued leave, e.g., sick leave, to cover the additional time. If an employee is vaccinated outside of their approved duty/work time they will not be compensated.

Employees may utilize up to two workdays of sick leave immediately following each dose if they have side effects from the COVID-19 vaccination that prevent them from working. Accrued sick leave should be used. Employees who have no sick leave will be granted up to two days of additional sick leave immediately following each dose if necessary.

Employees should notify their supervisor in advance of need for leave. Timesheet should indicate if leave is for vaccine or side effect from vaccine.

2. Weekly COVID-19 Testing for Partially Vaccinated and Unvaccinated Employees

All employees who are not fully vaccinated regardless of reason:

- A. must be tested for COVID-19 at least once every seven days; and may use the Rapid Test or a PCR test. **COVID-19 Home Testing Kits are not acceptable regardless of whether or not they are proctored.**
- B. *must provide documentation of the most recent COVID-19 test result to the College no later than the seventh day following the date on which the employee last provided a test result.*

To facilitate the submission of weekly test documentation, the College will require employees to use the Qualtrics Vaccination and Testing Manager software to upload their test results weekly using an app or web application. More information on how to use this software is forthcoming.

- C. **Employees must cover the cost of weekly testing unless the College has granted the employee an exemption from the vaccination requirement** because of a medical exemption or if the provisions in this policy conflict with a sincerely held religious belief, practice, or observance. In the event of a granted exemption, the College will cover the cost of weekly testing.
- D. **The College will require all employees who are granted a vaccination exemption to be tested exclusively by Carroll Occupational Health** located at 700-B Corporate Center Ct., Suite A in Westminster. For more information about COH and directions visit: <https://carolloccupationalhealth.com/>.
- E. **Employees without a medical or religious exemption can get tested weekly at any location of their choosing and will be responsible for the costs associated with weekly testing.** For more information on testing, please refer to: <https://cchd.maryland.gov/covid-19>.
- F. **Cigna insurance does not currently cover non-diagnostic testing under standard benefit plans. Cigna will continue to cover diagnostic tests at no customer cost share. This is an industry wide stance adopted by all of the major insurance carriers.**
- G. *If an employee does not provide documentation of a COVID-19 test result as required by this policy, they will be subject to progressive disciplinary action as noted on pages 8 and 9 of this Policy.*

3. Face Coverings for ALL Employees

Carroll Community College requires all employees, students, and visitors to wear a face covering when inside College facilities and when occupying a vehicle with another person for work purposes. *Face coverings must:*

- *be made with two or more layers of a breathable fabric that is tightly woven (i.e., fabrics that do not let light pass through when held up to a light source);*
- *be secured to the head with ties, ear loops, or elastic bands that go behind the head. If gaiters are worn, they should have two layers of fabric or be folded to make two layers;*
- *fit snugly over the nose, mouth, and chin with no large gaps on the outside of the face;*
- *Acceptable face coverings include clear face coverings or cloth face coverings with a clear plastic panel that, despite the non-cloth material allowing light to pass through, otherwise meet these criteria and which may be used to facilitate communication with people who are deaf or hard-of-hearing or others who need to see a speaker's mouth or facial expressions to understand speech or sign language respectively.*
- *Employees are expected to provide their own face covering.*

The following are exceptions to the College's requirements for face coverings:

1. When an employee is alone in their office.
2. For a limited time, while an employee is eating or drinking inside College facilities or for identification purposes in compliance with safety and security requirements.
3. When an employee is wearing a College approved face shield.

4. Where the College has determined that the use of face coverings is not feasible or creates a greater hazard (e.g., when it is important to see the employee's mouth for reasons related to their job duties, when the work requires the use of the employee's uncovered mouth, or when the use of a face covering presents a risk of serious injury).

V Employee Notification of COVID-19 and Removal from the Workplace:

Carroll Community College requires employees to promptly notify their supervisor when they have tested positive for COVID-19, have been diagnosed with COVID-19 by a licensed healthcare provider, or have been in close contact with someone who has or is suspected of having COVID-19.

In addition to notifying their supervisor, employees must fill out the [Employee Self-Reporting COVID-19 Contact Tracing Form](#) which will be automatically sent to Human Resources.

A) Medical Removal from the Workplace:

Carroll Community College has implemented a procedure for isolating COVID-19 positive employees (and students) and quarantining employees (and students) who have been deemed close contacts of an individual who is positive or suspected of being positive for COVID-19.

Employees are required to leave campus immediately or to stay home and not come back to campus until they are officially released by their local health department or healthcare provider and the College's COVID-19 Response Team which includes members from HR. (i.e., immediately send an employee (or student) home or to seek medical care, as appropriate).

DO NOT COME TO CAMPUS IF YOU:

1. Test Positive for COVID-19; or
2. Received a call from your local Health Department Contact Tracer and are asked to quarantine or isolate; or
3. Have a temperature reading of 100.4 or higher or other COVID-19 symptoms.
4. If an employee has been in close contact with someone who tests positive or is suspected of having COVID-19, the employee should **wait 5-7 days after contact date before getting tested.** (This is updated guidance from the CCHD.) Vaccinated employees can get either a Rapid or PCR Test, and unvaccinated employees need to get a PCR test.
5. For more information on when to quarantine or isolate visit:
<https://www.cdc.gov/coronavirus/2019-ncov/if-you-are-sick/quarantine.html> or the College's most recent COVID-19 Detailed Operating Procedures found on both the Portal and the College's COVID-19 external webpage. These procedures are reviewed and updated at the beginning of every semester as necessary.

If you have ANY of the following symptoms, which can range from mild to severe illness, you are required to stay home or immediately leave College's facilities:

1. A temperature reading of 100.4 or above, or feeling feverish
2. Chills

Symptoms continued:

3. Unexplained Cough
4. Shortness of breath or difficulty breathing*
5. Fatigue
6. Muscle or body aches
7. Unexplained Headache
8. New loss of taste or smell
9. Sore throat
10. Unexplained Congestion or runny nose
11. Nausea or vomiting
12. Diarrhea

*** Employees (and students) are to seek emergency medical care immediately if they have any of the following emergency warning signs of COVID-19: trouble breathing, persistent pain or pressure in the chest, confusion, inability to wake or stay awake, and/or bluish lips or face.**

This list does not include all possible symptoms. The CDC will continue to update this list as we learn more about COVID-19. Visit: <https://www.cdc.gov/coronavirus/2019-ncov/symptoms-testing/symptoms.html>

B) Return to Work Criteria

For any employee who needs to quarantine or isolate due to COVID-19, they must have at least a negative COVID-19 test result (Rapid or PCR test if you are vaccinated and a PCR test if you are unvaccinated or uncomfortable with disclosing your vaccination status) before returning to campus; and a return-to-work release note from the College's COVID-19 Response Team that includes members of Human Resources.

For more information about the College's contact tracing efforts including Isolation and quarantining, employees are to refer to the most recent Detailed Operating Procedures posted on the Portal and on the College's COVID-19 webpage. In the event of a conflict regarding the College's contact tracing process between the OSHA ETS policy and the College's Covid-19 Detailed Operating Plan, the Detailed Operating Plan will take precedence.

VI Failure to Comply with Vaccination, Testing, and Face Covering Policy (Policy):

A. Progressive discipline, up to and including separation of employment, will begin at the first occurrence of non-compliance with the College's Vaccination, Testing, and Face Covering Policy. Minimally this includes:

1. Failure to report vaccination status by end of day on January 4, 2022, without an approved exemption.
2. Failure to adhere to the testing requirements for approved medical and religious exemptions by not submitting timely test results, as required by our Policy. Each required test is considered a separate event.

B. Effective January 5, 2022, the following disciplinary process will be applied regarding non-compliance of this Policy. **This disciplinary process applies to all employees, regardless of their teleworking status**, who (1) are not approved for an exemption and do not comply with our Policy; and (2) who are approved for an exemption and do not comply with our Policy as they pertain to such employees.

Stages of Disciplinary Action:

- **Stage One** - The first time an employee is in violation of the College's Vaccination, Testing and Face Covering Policy will result in a written warning. The employee will be provided three (3) workdays to establish compliance with our Policy (i.e., proof of full vaccination or approved exemption with required negative test, or negative test). The employee must use available annual or personal leave during this period and is not permitted to work (including telework) during this period. If no leave is available, the employee will be placed in a leave without pay status. The employee must submit a negative COVID-19 Rapid or PCR test taken no more than 72 hours before the employee returns to campus.
- **Stage Two** - The second time an employee is in violation of our Policy will result in a three (3) day unpaid suspension. The employee will be provided three (3) workdays to establish compliance with our Policy (i.e., proof of full vaccination or approved exemption with required negative test, or a negative test). The three (3) workday period to establish compliance is concurrent with the three (3) day unpaid suspension. The employee must submit a negative COVID-19 Rapid or PCR test taken no more than 72 hours before the employee returns to campus. The employee may not use available leave during the suspension.
- **Stage Three** - The third time an employee is in violation of our Policy will result in an unpaid suspension of up to 30 days. An employee who is not compliant at the end of the 30-day period will be terminated. An employee who becomes compliant during the 30-day period may return to work so long as the employee submits a negative COVID-19 Rapid or PCR test taken no more than 72 hours before the employee returns to campus or other College facility and proof of compliance with our Policy (i.e., proof of full vaccination or an approved exemption with required negative test or a negative test). The employee may not use available leave during the suspension. An employee terminated pursuant to our Policy will be considered as terminated for cause. Employees who are subject to termination pursuant to our Policy will be offered the option of resigning in good standing in lieu of termination.

VII New Hires:

All new employees are required to comply with the vaccination, testing, and face covering requirements outlined in this Policy on their start date and as a condition of employment. Potential candidates for employment will be notified of the requirements of this policy prior to the start of employment.

VIII Confidentiality and Privacy:

All medical information collected from individuals, including vaccination information, test results, and any other information obtained as a result of testing, will be treated in accordance with applicable laws and policies on confidentiality and privacy.

IX Non-Discrimination:

Carroll Community College has a policy of non-discrimination and is fully committed to the principles of equality in employment and opportunity for all employees. All employees are expected to adhere to these principles. All personnel actions, including but not limited to recruitment and hiring, working conditions, benefits and compensation, training, performance appraisals, promotion, discipline, and termination are administered without regard to race, color, religion, sex, national origin, age, citizenship, marital status, sexual orientation, genetic characteristics, pregnancy, military service, gender, gender identity, physical or mental disability provided the employee is able to perform the essential functions of their position with or without a reasonable accommodation, or any other status protected under applicable federal, state, or local law or regulation (“Protected Characteristics”).

X Retaliation:

Carroll forbids retaliation against anyone who reports unlawful discrimination and/or harassment or participates in a discrimination/harassment investigation. Retaliation is a serious violation of this policy and will be subject to disciplinary action up to and including discharge.

XI Questions:

Please direct any questions regarding this policy to The Human Resources Office Room A138 or at HR@carrollcc.edu.

XII Other Resources:

<https://www.kollmanlaw.com/firm-news/oshas-new-covid-19-vaccine-test-mandate-zoom-webinar/>

<https://www.cdc.gov/coronavirus/2019-ncov/vaccines/index.html>

<https://info.montgomerycollege.edu/documents/offices/human-resources/employee-covid19-vaccination-compliance-protocols.pdf>

<https://cchd.maryland.gov/covid-19>

<https://www.carrollcc.edu/resources/health-wellness-safety/covid-19-information-page/>