1. **INTRODUCTION**

To protect the health and safety of the University of Washington (University) campus community and the public, the University requires University personnel and students to be fully vaccinated against COVID-19 with an authorized vaccine unless an individual has declared an authorized exemption.

The University's COVID-19 Vaccination Policy is in accordance with the:

- State of Washington Office of the Governor Proclamation for Higher Education
- Washington Department of Labor and Industries (L&I) Workplace Health and Safety Rules
- Washington State and local general public health guidance
- Other applicable statutes related to vaccines and data privacy (e.g., Family Educational Rights and Privacy Act, American Disabilities Act)

COVID-19 vaccines have been proven to be safe and effective at reducing the risk of becoming infected with SARS-CoV-2 (the coronavirus that causes COVID-19), in preventing serious illness and death in those who develop COVID-19, and in limiting the spread of COVID-19. Vaccines are one of the most critical and effective elements for COVID-19 prevention. When a large proportion of people are vaccinated, there is greater community protection against COVID-19, which allows us, as the UW community, to safely return to normal on-site instruction, research, operations, and other in-person activities.

The University is committed to maintaining a respectful, productive, inclusive, and equitable campus environment. Harassment or other prohibited conduct directed toward an individual based on their vaccination decision will not be tolerated and may be subject to corrective or disciplinary action.

2. **DEFINITIONS**

**Authorized exemption:** A waiver from the vaccination requirement for medical, religious, or philosophical reasons as defined below

**Authorized vaccine:** FDA-authorized or World Health Organization-authorized vaccine

**Fully vaccinated:** For purposes of this policy, a person is fully vaccinated against COVID-19 two weeks after they have received the second dose in a two-dose series of a COVID-19 vaccine authorized for use by the FDA (e.g., Pfizer-BioNTech or Moderna) or two weeks after they have received a single-dose COVID-19 vaccine authorized by the FDA (e.g., Johnson & Johnson/Janssen). This includes emergency use authorization. A person is fully
vaccinated against COVID-19 two weeks after they have received all recommended doses of a COVID-19 vaccine that is listed for use by the World Health Organization (WHO).

**Medical exemption**: A waiver from the vaccination requirement on the basis that a medical reason has been evaluated by a personal health care provider and it was determined that an individual has a medical contraindication to receiving a COVID-19 vaccine

**Philosophical exemption**: A waiver from the vaccination requirement on the basis that it conflicts with sincerely held personal beliefs

**Religious exemption**: A waiver from the vaccination requirement on the basis that it conflicts with sincerely held religious beliefs

**Unit leader**: Individual reporting directly to the president or provost

3. **APPLICABILITY**:

This policy applies to all University personnel as defined in Administrative Policy Statement 40.1 and all matriculated and non-matriculated students, unless specifically excluded below.

4. **EXCLUSIONS FROM THIS VACCINATION POLICY**

Certain University personnel and students are excluded from this policy on the basis of their relationship with the University. University personnel or students excluded from this policy are encouraged to get vaccinated and must adhere to all other University health and safety policies when visiting a University location, including the University's COVID-19 Face Covering Policy.

**UW Medicine**: UW Medicine clinical personnel are required be vaccinated unless declaring an authorized exemption but follow the UW Medicine Vaccination policy and procedures. UW School of Medicine personnel are subject to this policy.

**Excluded personnel categories**:

1. Affiliates (and clinical non-salaried) faculty or personnel who do not work on-site at a University location
2. Retirees (except those working on-site at a University location)
3. Employees who work outside of the state of WA and are located in a state where a vaccine requirement is legally prohibited
4. Contractors, vendors, tenants, customers, volunteers, and visitors

**Excluded student categories**:

- Students in the Osher Lifelong Learning Institute
- Student enrolled in high school programs with an affiliation with the University (i.e., UW in the High School)
- Students enrolled in Programs for Youth and Teens (6-18 years of age)
5. VACCINATION ATTESTATION REQUIREMENT

University personnel and students subject to this policy are required to submit their respective COVID-19 Vaccine Attestation Form.

- University personnel submit COVID-19 Vaccine Attestation Form in Workday.
- Personnel who do not have access to Workday will be provided an alternative method by their supervisor (see Attachment 1).
- Students submit the Student COVID-19 Vaccine Attestation Form to Hall Health Center.
- UW Students who are also student employees or workers submit both COVID-19 Vaccine Attestation Forms.

Individuals use the COVID-19 Attestation forms to:

- Attest that they have been fully vaccinated; or
- Declare an exemption from the vaccination requirement for medical, religious, or philosophical reasons (as defined in the “Definitions” section of this policy).

Individuals who declare an exemption or who are not fully vaccinated are required to wear a face covering at a University location in accordance with the UW COVID-19 Face Covering Policy and follow any enhanced workplace safety and public health requirements.

The deadlines for submitting the COVID-19 Vaccine Attestation Form are as follows:

**Personnel** must submit the COVID-19 Vaccine Attestation Form indicating they are fully vaccinated or declaring an exemption:

- As soon as possible after being fully vaccinated, or have decided to declare an exemption, and no later than September 10, 2021, whichever date is earliest
- A newly hired individual is required to submit the form upon hire if they are fully vaccinated or declaring an exemption. If a newly hired individual is not yet fully vaccinated upon hire, the form is required to be completed as soon as possible after becoming fully vaccinated.

**Students** must submit the Student COVID-19 Vaccine Attestation Form:

- As soon as possible after the second dose of a 2-dose series or after a 1-dose vaccine, after they have decided to declare an exception, or by the start of autumn quarter on September 29, 2021, whichever date is earliest
- Students who are unable to get vaccinated until after arriving to a University campus may submit their form by November 5, 2021. A hold will be placed on winter quarter registration if the form has not been submitted by November 5, 2021.
6. MEDICAL OR HEALTH RISK ACCOMMODATION

Declaring a COVID-19 vaccination medical exemption is not the same as requesting a medical or health risk accommodation due to potential increased risk of severe illness or death from COVID-19. University personnel seeking medical or health risk accommodations should consult with the Disability Services Office (DSO). University students seeking a medical or health risk accommodation should consult with Disability Resource for Students (DRS).

7. ROLES AND RESPONSIBILITIES:

The following outlines how the COVID-19 Vaccination Policy roles and responsibilities.

Unit leaders:

- Ensure their applicable personnel are aware of and adhere to this policy
- Ensure all supervisors and managers are aware that vaccination attestation information is handled as private and confidential between personnel and their supervisor or manager, and is not used, shared, or disclosed for purposes unrelated to this policy

Unit supervisors and managers:

- Ensure University personnel under their supervision have submitted the Personnel COVID-19 Vaccine Attestation Form by the deadline stated in this policy
- Ensure all vaccine attestation information is handled as private and confidential between the employee and the supervisor or manager, and is not used, shared or disclosed for purposes unrelated to this policy
- Ensure University personnel who are not fully vaccinated or who have not submitted their vaccine attestation continue to adhere to enhanced workplace safety and public health requirements (e.g., masking)

University personnel:

- Are required to submit an electronic COVID-19 Vaccine Attestation Form via UW Workday. University personnel without access to Workday are required to submit an alternate COVID-19 Vaccine Attestation Form as directed by their supervisor or unit (see Attachment 1)
- Must submit a COVID-19 Vaccine Attestation Form by the deadline stated in this policy
- Who are not fully vaccinated or who have not submitted their vaccine attestation must continue to adhere to enhanced workplace safety and public health requirements (e.g., masking)
- May change or update their COVID-19 Vaccine Attestation Form at any time; completing and submitting the form is a one-time requirement unless otherwise communicated by Environmental Health and Safety (EH&S) or required by state or
local public health requirements. However, those who initially declared an exemption but then were vaccinated are required to update their form.

University students:

- Are required to submit an electronic Student COVID-19 Vaccine Attestation Form by the deadline stated in this policy
- Who do not have access to the COVID-19 vaccine in their current place of residence may receive the vaccine once they arrive at the University ahead of autumn quarter
- May change or update their COVID-19 Vaccine Attestation Form at any time; completing and submitting the form is a one-time requirement unless otherwise communicated by EH&S or required by state or local public health requirements. However, those who initially declared an exemption but subsequently were vaccinated are required to update their form.
- Who are not fully vaccinated or who have not submitted their vaccine attestation continue to adhere to enhanced University safety and public health requirements (e.g., masking)

8. **DATA PRIVACY AND RECORDS RETENTION**

The individual level data are collected and used by the Executive Office and personnel supervisors and managers in accordance with state requirements to inform UW operations and to comply with regulatory requirements. Information is only used for these purposes. The information received in the COVID-19 Vaccine Attestation form is private and confidential. These records are maintained separately from other records, except when the records relate to non-compliance by personnel and students; in that event, the record may be maintained in code of conduct or disciplinary records.

The access to these records is based on the need to know to achieve the above. The development of reports, disclosure of data, whether identifiable, de-identified, pseudonymized, or in aggregate are determined by the below groups:

- **Student data**: The Director of Hall Health, University Registrar, and Associate Vice Provost for Privacy, Director of Environmental Health & Safety
- **Personnel data**: The Data Governance HR Data Domain Council in collaboration with the Associate Vice Provost for Privacy, Director of Environmental Health and Safety

Personnel COVID-19 Vaccine Attestation Forms must be retained for six years from the end of the fiscal year in which the attestation was received.

Student COVID-19 Vaccine Attestation Forms are an educational record and must be retained for six years from when the degree is awarded or last activity. Student employee vaccine attestation forms are an employee and educational record. Both personnel and student retention schedules are approved by the Washington State Records Committee.
9. POLICY ENFORCEMENT

Personnel may be subject to disciplinary or corrective action if:

- An individual does not submit the COVID-19 Vaccine Attestation Form by the deadline stated in this policy
- An individual does not follow Labor and Industries workplace safety and public health and safety requirements consistent with their vaccination status (e.g., required face coverings)

Units must communicate and enforce these requirements to their personnel. If, after education and training, personnel refuse to comply, the unit human resources (HR) representative should be contacted to initiate the appropriate corrective action or standard of conduct process in consultation with their HR consultant or Academic Human Resources (AHR) business partner.

Students who have not submitted the COVID-19 Vaccine Attestation Form by the deadlines will be subject to a winter quarter registration hold. Students who have not submitted the form, are not fully vaccinated, or declared an exemption are required to wear a face covering in accordance with the UW COVID-19 Face Covering Policy and follow any additional enhanced health and safety guidelines. Those who do not follow these guidelines may be subject to disciplinary action.

University personnel and students with concerns that others are not complying with this policy should speak with a supervisor or report to the Environmental Health & Safety Department.

Members of the public, customers, visitors, volunteers on campus:

Members of the public, customers, and visitors on campus are strongly encouraged, but not required, to be vaccinated. However, they must be informed of the requirement for non-fully vaccinated people to wear a face covering indoors by the host unit and/or via signs in and around University buildings. Members of the public, customers, and visitors on campus are required to follow the UW COVID-19 Face Covering Policy at all times when on campus, including any posted requirements in specific buildings or spaces.

10. RESOURCES:

- Washington Department of Safety and Health Directive 1.70 for General Coronavirus Prevention in the Workplace
- University of Washington Novel coronavirus & COVID-19 facts and resources webpage
ATTACHMENT 1: UW COVID-19 VACCINE ATTESTATION FORM

Supervisors/units should use this form to verify the vaccination status for personnel in their worksites for whom access is not available in the UW Workday or Hall Health Center student health system. This form is maintained by the unit supervisor or unit human resources representative as a private and confidential record and maintained for the time periods indicated in this policy. If personnel are not verified to be fully vaccinated, the individual is required to wear face coverings in accordance with the UW COVID-19 Face Covering Policy.

COVID-19 VACCINATION ATTESTATION:

___YES ___NO I attest that I have received an FDA-authorized or World Health Organization-authorized COVID-19 vaccine and that I am fully vaccinated: Fully vaccinated is 2 weeks after the second dose in a 2-dose series (e.g., Pfizer or Moderna) or 2 weeks after a single-dose vaccine (e.g., Johnson & Johnson).

VACCINATION DATES:

First Dose:________________________________________________

Second Dose (for a 2-dose vaccine): ______________________________

EXEMPTION:

___I decline the COVID-19 vaccine for a medical, religious, or philosophical reason. If declining for a medical reason, I have discussed the risks and benefits of receiving the vaccine with a health care provider and have been advised that the COVID-19 vaccine is not recommended for me. I understand that by declaring an exemption, I am required to adhere to enhanced workplace safety and public health requirements at the University (e.g., masking) required for individuals who are not fully vaccinated.

DECLARATIONS:

___I declare that the information provided is accurate and true and may be subject to further verification.

___I acknowledge that if falsification of information has occurred that I may be subject to disciplinary action.

____________________________________________________________________
Personnel Name

____________________________________________________________________
Signature and Date