
Policy #	xxxx #.#
Policy Title	Voluntary COVID-19 Vaccination
Policy Owner:	Director Human Resources
Responsible Office(s):	Human Resources
Current Revision:	April 6, 2021

A. POLICY STATEMENT

Converse highly recommends and encourages its faculty and staff to receive a COVID-19 vaccine in recognition that COVID-19 poses a significant threat to our community and public health.

B. PURPOSE

Converse has adopted the following Voluntary COVID-19 Vaccination policy in keeping with our commitment to providing a safe and hazard-free work and educational environment for our employees, their families, students, visitors, and community members. This policy is in compliance with all applicable federal and state laws, including guidance from the Centers for Disease Control and Prevention (CDC) and local health authorities.

C. SCOPE

All Faculty and Staff

D. DEFINITIONS AND ACRONYMS

Not Applicable

E. POLICY

Keeping our employees, their families, visitors and local community safe through providing a safe and hazard-free work environment is a duty that Converse takes seriously and in response we have created a policy to address the COVID-19 vaccination of our employees.

F. PROCEDURES

To keep our campus healthy, Converse is encouraging all employees to receive a COVID-19 vaccination and is offering the following to support this effort:



- Time for a telehealth or video visit with your physician or care provider to discuss vaccination
- Shared information on local facilities offering the vaccination, and when availability, opportunities to obtain the vaccine on site or near campus
- Shared information on the benefits of COVID-19 vaccination
- Paid time off to get vaccinated (reference Voluntary COVID-19 Vaccination Leave Policy)
- Paid time off as needed to recover from any side effects from the vaccination (reference Voluntary COVID-19 Vaccination Leave Policy)

All employees are strongly encouraged to speak with their own physician to discuss their personal medical history and COVID-19 vaccination. Employees who elect to receive the vaccine are expected to consult with their respective supervisors regarding the best time to be excused to receive the vaccine as to minimize business operations.

Employees who receive the vaccine will need to **certify their vaccination** by uploading their vaccination records in the Vaccination Portal. Information submitted to this portal will be kept confidential and is only available to the Wellness Center and Human Resources. Aggregate data may be shared with administration.

While COVID-19 vaccination is voluntary at Converse, certain activities or requirements from other institutions, states or other authorities may mandate vaccination even if related to a Converse sponsored activity. Those activities may include, but are not limited to: internships; clinical, practicum or field study with other institutions; athletic training and competition requirements; and study abroad or business travel. Employees and supervisors share responsibility for understanding the requirements of activities and ensuring proper protocols are followed.

Converse recognizes that some employees may opt not to get the vaccination for medical, religious or other reasons. Employees who opt not to get vaccinated may be required to take additional health and safety measures when on campus or at other Converse sponsored events.

COVID-19 Vaccination surveys may be conducted periodically throughout the year to understand the current prevalence of vaccination amongst the Converse community. While participation is voluntary, employees are strongly encouraged to participate regardless of their decision to vaccinate. Information obtained from these surveys will be



collected anonymously and will provide the COVID-19 Task Force and Converse administration critical information for assessing safe business practices.

This policy is subject to change depending upon a variety of factors, including but not limited to: changes during the pandemic; the emergence of new virus variants; guidance by the CDC, SCDHEC, or other trusted public health officials; NCAA guidance/requirements; travel requirements/guidance; the development of new vaccines; and, the conclusion of the FDA studies on the currently available vaccines.

Any questions regarding this policy should be directed to Human Resources.

G. RELATED RESOURCES

[Voluntary COVID-19 Vaccination Leave Policy](#)

[Vaccination Upload](#)

[Flexible Work Arrangements Policy](#)

[Remote work place guidelines](#)

[Flexible Work Schedule Guidelines and Request Form](#)

[Vaccination Medical Accommodation Form](#)

[Temporary Workplace Adjustment/Reasonable Accommodation-ADA](#)

[Religious Accommodation Form](#)

H. HISTORY

REVISION DATE	APPROVAL BODY	REVISION SUMMARY
April 27, 2021	Cabinet	

