

## Institute for Advanced Study Policy

<b>Policy Title:</b>	COVID-19 Vaccine Accommodation Policy for On-Campus Access	<b>Issue date:</b>	July 2021
<b>Section:</b>	Human Resources	<b>Latest revision:</b>	July 2021
<b>Approval Authority:</b>	CHRO, COO, Director	<b>Reviewed:</b>	July 2021
<b>Responsible Office:</b>	Human Resources	<b>Contact:</b>	Human Resources 101 Fuld Hall 609-734-8245

### REASON FOR POLICY

The Institute for Advanced Study strives to provide a safe and healthy educational and working environment. In furtherance of this goal, and in light of the impact of the global pandemic, the Institute has adopted this accommodation policy for on campus access.

This policy is based on guidance from the Centers for Disease Control and Prevention (CDC), the Equal Employment Opportunity Commission, the State of New Jersey Department of Health and Human Services, and is designed to comply with all applicable federal, state and local laws.

Given that the situation around the COVID-19 pandemic is dynamic and evolving, we expect that this policy will change going-forward, and accordingly the Institute, in its sole discretion, expressly reserves the right to amend this policy in the future.

### POLICY STATEMENT

All individuals, even those that have previously tested positive for COVID-19, working or visiting the Institute's campus, including trustees, faculty, members, staff, adult visitors from other institutions, researchers, family members eligible for the vaccine, independent contractors, and vendors must receive, and provide proof of having completed a full course (two doses of a two-dose vaccine or one dose of a single-dose vaccine) of a United States Food and Drug Administration (FDA) or the World Health Organization approved (or having emergency use authorization) COVID-19 vaccine as well as subsequent boosters should they be deemed necessary at a future time. Individuals must upload a copy or photo of their proof of vaccination to the Institute's COVID-19 portal.

IAS faculty, members and staff may request an accommodation to this requirement based on their disability/medical condition or sincerely-held religious belief by completing and submitting the COVID-19 Vaccine Accommodation Request form. The Institute will review all accommodation requests and conduct an individualized assessment of all pertinent factors. The Institute will then determine if it can implement a reasonable accommodation to mitigate risk while also allowing the individual to be present on the Institute's premises. If an accommodation

is granted to enable an individual, eligible for but who is not fully vaccinated, to be present on the campus, the individual must agree to comply with applicable restrictions put in place by the Institute, including, but not limited to:

- the use of personal protective equipment such as face coverings and, depending on the unvaccinated person's work location, social distancing requirements,
- periodic COVID-19 testing,
- other limitations and modifications that may be applicable to the individual's particular position

Working remotely is not an available alternative for individuals who are not fully vaccinated, and who are not eligible for a disability/medical or religious accommodation.

Individuals who are not affiliated with the Institute and are not vaccinated, may not access the campus for events at the Institute, and instead are invited to participate remotely when available.

The Institute's decision to grant, or not grant, an accommodation is final and is not subject to appeal. Any individual whose request has been denied is permitted to reapply for an accommodation if they can provide updated documentation and information.

## **PROCEDURES**

All individuals (faculty, staff, members) must do one of the following **by August 16, 2021**: (1) upload a copy or photo of proof of vaccination via the COVID-19 portal; OR (2) request an accommodation to this requirement based on their own disability/medical condition or sincerely-held religious belief by completing and submitting the Accommodation Request.

Employees hired after August 16, 2021 must enter their vaccination information or request an accommodation in the COVID-19 portal prior to their start date. If not yet completely vaccinated, these employees may specify the date by which they will be completely vaccinated.

## **VIOLATIONS**

Individuals will be in violation of this policy if they fail to meet the deadlines outlined above, provide false information relating to their vaccine card or request for a Disability/Medical Accommodation or Religious Accommodation, or fail to comply with the Institute's COVID-19 policies.

Individuals found to be in violation of this policy may be subject to disciplinary action in accordance with applicable Institute policies.

The Institute prohibits any form of discipline, reprisal, intimidation, or retaliation for reporting a violation of (i) this policy, or (ii) any other health or safety concern.