

Subject: COVID-19 Vaccination Requirement
and Reopening Policy

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I. General Purpose

The university has striven to support, and will continue to strive to support, its faculty, staff and students during the COVID-19 pandemic and for a period of time after the pandemic during which COVID-19 continues to circulate among the population. In return, the university expects all faculty, staff and students to act in a socially responsible manner to help limit the spread of COVID-19. To be clear, as long as COVID-19 is circulating, returning to the campuses for normal operations comes with risks that all are assuming, but collective action by all faculty, staff and students can mitigate these risks. Adherence to this policy is a key component of such mitigation.

II. Scope/Applicability

This policy applies to all university faculty, staff and students, and it is effective as of August 2, 2021.

III. Definitions

For purposes of this policy, the following terms shall have the following meanings.

“Authorized Vaccine” shall mean any vaccine that is authorized, or becomes authorized, on an emergency or full basis by the FDA (<https://www.fda.gov/emergency-preparedness-and-response/coronavirus-disease-2019-covid-19/covid-19-vaccines>) or the World Health Organization (<https://covid19.trackvaccines.org/agency/who>).

“CDC” means the United States Centers for Disease Control and Prevention.

“FDA” means the United States Food and Drug Administration.

“Fully Vaccinated” shall mean an individual who has received their full vaccination regime and for whom the prescribed amount of time (most commonly two weeks) for the vaccine to take full effect following the last shot has elapsed.

IV. Required Vaccination Policy and Reporting

(a) *Findings.* The university has determined that COVID-19 vaccines are now widely accessible, with free, walk-up appointments being readily available across the Chicago region. This City of Chicago website assists individuals with scheduling vaccination appointments - <https://www.chicago.gov/city/en/sites/covid19-vaccine/home/vaccine->

[finder.html](#). Further, the university has determined that requiring vaccinations will enhance the health and safety of the university community and efficient operations of the campus. The university also believes that the safety and efficacy of the various COVID-19 vaccines have been demonstrated, and we urge all employees and students to review data on the website of the CDC - <https://www.cdc.gov/coronavirus/2019-ncov/vaccines/safety.html> – and FDA - <https://www.fda.gov/emergency-preparedness-and-response/coronavirus-disease-2019-covid-19/covid-19-vaccines>. And, the Illinois Board of Higher Education has advised colleges and universities to require COVID-19 vaccinations of their campus populations - [https://www.ibhe.org/pdf/Higher Education Phase 5 Guidance Final Issued 7-19-21.pdf](https://www.ibhe.org/pdf/Higher_Education_Phase_5_Guidance_Final_Issued_7-19-21.pdf).

(b) *COVID-19 Vaccination Requirements*. Based on the determinations set forth in (a) above, and subject to limited exceptions noted in Section V and any obligations to bargain regarding the same with respect to employees covered by a collective bargaining agreement, it is the policy of the university that all currently employed faculty and staff members who work on campus for any period of time and all currently enrolled students who attend any classes on campus must be Fully Vaccinated in accordance with the following schedule:

- (i) Any faculty or staff member or student residing in the United States on or before August 2, 2021 must receive at least their first shot of an Authorized Vaccine on or before August 15, 2021 and must report, in accordance with subsection (c) or (d) below, as applicable, this fact to the University by this same date; any required second dose of an Authorized Vaccine, if any, must be received within the applicable timeframe established for the particular vaccine and promptly reported to the University upon receipt; and
- (ii) Any faculty or staff member or student who begins to reside in the United States after August 2, 2021 must receive at least their first shot of an Authorized Vaccine on or before September 17, 2021 and must report, in accordance with subsection (c) or (d) below, as applicable, this fact to the University by this same date; any required second dose of an Authorized Vaccine, if any, must be received with the applicable timeframe established for the particular vaccine and promptly reported to the University upon receipt.

Any individual newly hired by the University as a faculty or staff member or any student newly admitted to the University after August 2, 2021 must be Fully Vaccinated prior to commencing employment or enrollment.

Faculty or staff members may get their Authorized Vaccine during their regularly scheduled work hours contingent on supervisor approval. University employees who request time off for COVID-19 vaccinations will be paid for up to two hours for each appointment - up to four hours of total pay. The employee's supervisor must approve their leave to receive their Authorized Vaccine during working hours to minimize business interruptions.

(c) *Reporting – Faculty and Staff*. Faculty and staff are to electronically upload proof of their COVID-19 vaccinations to the Office of Human Resource via this link – [Faculty & Staff Vaccination Documentation](#). Proof must be either a CDC-issued COVID-19 Vaccination Record Card or an electronic health record from a healthcare provider or healthcare system.

(d) *Reporting – Students.* Students will electronically upload proof of their COVID-19 vaccination to the Student Health and Wellness Center via this link – [Student Vaccination Documentation](#). Proof must be either a CDC-issued COVID-19 Vaccination Record Card or an electronic health record from by a healthcare provider or healthcare system

(e) *Confidentiality.* Proof of vaccination submitted by faculty and staff members will only be reviewed by personnel of the Office of Human Resources. Proof of vaccination submitted by students will only be reviewed by personnel of the Student Health and Wellness Center. All such documentation will be maintained in accordance with applicable privacy laws.

V. Exceptions

(a) *Allowed Exceptions.* The university will recognize three limited exceptions to its vaccination requirement – (1) health reasons (permanent or temporary), (2) a deeply held religious belief, and (3) a temporary EUA extension.

(b) *Health.* Any faculty or staff member or student requesting a permanent health exception must provide the university with documentation thereof from a licensed medical provider. Any faculty and staff members or students requesting a temporary exception due to the fact that (1) they have recently tested positive for COVID-19 or undergone antibody therapy in the last 90 days, or (2) they are pregnant, breastfeeding or any other temporary health condition that is a contraindication to the COVID-19 vaccine must provide the university with documentation thereof from a licensed medical provider; provided, however, faculty and staff members and students granted a temporary exception will be expected to fulfill their vaccination requirement once the bases for their temporary exception ceases to exist and they are cleared by their healthcare provider. A faculty or staff member seeking a health exception should submit this documentation to the Office of Human Resources via this link – [Faculty & Staff Medical Vaccine Exception Requests](#). A student seeking a health exception should submit this documentation to the Center for Disability Resources via this link – [Student Medical Vaccine Exception Requests](#). The documentation will be reviewed in accordance with applicable law, and the faculty or staff member or student will be notified whether the exception has been granted.

(c) *Religious Belief.* Any faculty or staff member or student requesting an exception due to a deeply held religious belief must provide a personal statement that identifies such belief and explains how it inhibits their ability to get vaccinated. A faculty or staff member seeking a religious exception should submit this statement to the Office of Human Resources via this link – [Faculty & Staff Non-Medical Vaccine Exception Requests](#). A student seeking a religious exception should submit this documentation to the Center for Disability Resources via this link – [Student Non-Medical Vaccine Exception Requests](#). The documentation will be reviewed in accordance with applicable law, and the faculty or staff member or student will be notified whether the exception has been granted.

(d) *EUA.* Any faculty and staff member and student may request a temporary exception if they are hesitant to receive the vaccine due to the emergency-use authorization (EUA) status. Any faculty or staff member or student requesting an EUA exception must provide a written

statement to this effect. A faculty or staff member seeking an EAU exception should submit this documentation to the Office of Human Resources via this link - [Faculty & Staff Non-Medical Vaccine Exception Requests](#). A student seeking an EAU exception should submit this documentation to the Center for Disability Resources with this link - [Student Non-Medical Vaccine Exception Requests](#)). Upon receipt, the faculty or staff member or student will receive an acknowledgment that the EAU exception has been granted. Faculty and staff members and students who receive an EAU exception must begin the process to become Fully Vaccinated within 10 days following full FDA approval of any COVID-19 vaccine and must be Fully Vaccinated within the applicable timeframe established for the particular vaccine, unless they apply for and receive another exception. An individual who receives vaccination shot(s) following an EAU exception must report their receipt of the same to the University in accordance with Section II(c) or Section II(d), as applicable.

(e) Requirements Applicable to Individuals Not Fully Vaccinated. Faculty and staff members, as a requirement of continued employment, and students, as a requirement of continued enrollment, receiving a vaccination exception are required to participate in increased levels of COVID-19 testing as and when determined by the university. Further, consistent with CDC and state and city public health guidance, faculty and staff members and students who are not Fully Vaccinated are to wear a face covering at all times in any shared indoor settings and to maintain, to the extent practicable, six feet physical distance in indoor settings. In outdoor settings, individuals who are not Fully Vaccinated may choose not to wear a face covering when able to maintain a six-foot physical distance. (This guidance also advises that persons who are immunocompromised should wear face coverings when in any setting where others may not be fully vaccinated; in any event, such persons are advised to discuss with their healthcare provider what protections they should take.)

Faculty and staff who are not Fully Vaccinated and need assistance in facilitating their ability to practice, to the extent practicable, physical distancing should contact the Office of Human Resources (hr@iit.edu). Students who are not Fully Vaccinated and need assistance in facilitating their ability to practice, to the extent practicable, physical distancing should contact the Office of the Vice Provost of Student Affairs (dos@iit.edu). Such requests will be evaluated on a case-by-case basis to determine if reasonable options, which are neither burdensome nor disruptive to operations, exist for such facilitation.

VI. Positive Test, Close Contact, Exhibiting Symptoms

Faculty, staff and students who (i) have tested positive for COVID-19, regardless of vaccination status, (ii) are not Fully Vaccinated and have had close contact with someone who has tested positive for COVID-19, or (iii) are exhibiting symptoms of COVID-19, regardless of vaccination status, should not come to work, class or the campus.

In the case of (i), such individuals may return to work, class or the campus 10 days after the date of their positive test; provided they are not then still exhibiting COVID-19 symptoms.

In the case of (ii), such individuals may return to work, class or the campus either (a) 10 days after the date of contact; provided they are not then exhibiting any COVID-19 symptoms, or (b) upon receipt of a negative COVID-19 test taken at least 5 days after the date of contact;

provided they have not exhibited any COVID-19 symptoms.

In the case of (iii), such individuals may return to work, class or the campus after receipt of a negative COVID-19 test.

VII. Symptoms Monitoring

All faculty, staff and students are urged to perform daily health screenings for infectious illnesses, including COVID-19. The CDC's list of current COVID-19 symptoms can be found at <https://www.cdc.gov/coronavirus/2019-ncov/symptoms-testing/symptoms.html>. Those with signs or symptoms of infectious illness should stay home and contact their health care provider to determine whether to seek testing or medical care.

VIII. Contractors and Visitors

Any contractor or visitor to the campuses is strongly encouraged to be Fully Vaccinated against COVID-19. Any contractor or visitor to the campuses that is not Fully Vaccinated is to wear a face covering at all times in any shared indoor settings and to maintain, to the extent practicable, six feet physical distance in indoor settings. In outdoor settings, a contractor or visitor who is not Fully Vaccinated may choose not to wear a face covering when able to maintain a six-foot physical distance.

IX. Policy Modification and Compliance with Law

(a) Because public health guidelines and business and industry best practices regarding COVID-19 and COVID-19 vaccines can change as new information becomes available, the university reserves the right to modify this policy at any time in its sole discretion to respond to changing circumstances and needs.

(b) Nothing in this policy is intended to relieve, and shall not be deemed to relieve, any faculty or staff member or student from complying with any applicable COVID-19 related requirement of any governmental body that exists or may be imposed or adopted in the future, including, but not limited, to CDC and City of Chicago travel requirements and restrictions.