

COVID-19 VACCINATION POLICY

Revised February 18, 2022

PURPOSE

Clinical trials, scientific research, and guidance from federal, state, and local authorities have demonstrated the importance of vaccination by COVID-19 vaccines. Health authorities have concluded that these vaccines are safe and are the most effective method of preventing the spread of COVID-19. The vaccines have also proved critical for limiting the severity of symptoms, hospitalization, and death if an individual contracts COVID-19. Accordingly, to continue our efforts to maintain a safe workplace for Salk and the surrounding community, Salk requires all Salk personnel to be fully vaccinated, subject to the limited exemptions below. This policy is intended to be consistent with scientific evidence and applicable federal, state, and local law and may be amended from time to time as the Institute deems appropriate.

APPLICABILITY

This policy applies to all persons involved in the operations of the Institute, including faculty, trainees (post-doctoral fellows and students), and all other staff and interns (collectively referred to in this policy as “Salk personnel”). This policy applies to Salk personnel regardless of whether they are regularly present in a Salk facility. Salk will also work with each department and lab to identify and help ensure that the third parties who interact or work with their department or lab (such a contractors, visitors, research collaborators and all others) comply with this policy to the greatest extent possible.

DEFINITIONS

COVID-19 Vaccine means a COVID-19 vaccine approved by the federal Food and Drug Administration (FDA), including by way of an emergency use authorization, or, for persons fully vaccinated outside of the United States, a vaccine that is listed for emergency use by the World Health Organization (WHO).

Fully vaccinated means (1) it has been at least two weeks after an individual has received all recommended doses of a COVID-19 vaccine at the minimum recommended interval between doses (if applicable) in accordance with the approval, authorization, or listing approved for emergency use by the FDA or the WHO (including boosters if or when the U.S. Centers for Disease Control and Prevention (CDC) approves and recommends booster shots), and (2) the person has provided proof of vaccination in accordance with this policy.

Partially vaccinated means (1) a person has received either (a) one dose of a two (or more) dose recommended series of a COVID-19 vaccine or (b) the complete recommended series of a COVID-19 vaccine but it has not been at least two weeks since the person has completed the entire recommended series, and (2) the person has provided proof of vaccination in accordance with this policy.

Unvaccinated means (1) a person has not received a COVID-19 vaccine approved by the FDA or WHO, or (2) a person has not provided proof of vaccination.

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All Salk personnel, including newly hired personnel, must be fully vaccinated or have submitted a request for exemption and received an exemption approval, in accordance with this policy.

PAID TIME OFF TO OBTAIN A VACCINE OR VACCINE BOOSTER

Salk personnel will be compensated for the time spent attending an appointment for themselves or a covered family member to receive a vaccine or a vaccine booster for protection against COVID-19 if they receive the vaccine during their regular work hours. Such time can be charged to the Salk personnel's available 2022 COVID-19 Supplemental Sick Leave, Bank #1 as set forth in the [2022 COVID-19 Supplemental Sick Leave Policy](#), available on [Salkland](#).

If an individual does not have such time available (either because they have exhausted such leave or the leave has expired), up to four (4) hours of time attending the appointment for themselves during work hours will be compensated as paid time.

Salk personnel may schedule the vaccine during their regular work hours if time off is approved by the individual's supervisor or manager, consistent with operational needs. Information on obtaining a vaccination appointment is available at: [COVID-19 Vaccination Appointments for Eligible Employees - Salkland](#). Timekeeping policies apply to the recording of vaccination time for non-exempt personnel: the record must be accurate and must include all time spent obtaining the vaccine. If you have questions about how to record time spent obtaining the vaccine, contact Human Resources (HR) at vaccinations@salk.edu.

VERIFICATION OF VACCINATION STATUS

Pursuant to the California Department of Public Health (CDPH) Guidance for Vaccine Records Guidelines & Standards, Salk accepts the following as proof of vaccination:

1. A COVID-19 Vaccination Record Card issued by the CDC or a "yellow card" issued by the WHO. This card must show the individual's name as being the person vaccinated, the type of vaccine they received, and the date the last dose was administered.
2. Documentation of vaccination from the individual's healthcare provider.
3. A digital record that includes a QR code that displays the individual's name, date of birth, vaccination dates and type, and confirms the vaccine record as being an official record of the State of California.

To submit verification of vaccination or vaccine booster, and for additional instructions and information, individuals must complete a Vaccination Verification Form, available at: [Vaccination Verification Form - Salkland](#).

Until Salk has verified vaccination status pursuant to one of these measures, Salk must consider the individual as unvaccinated.

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ADDITIONAL COVID-19 SAFETY AND PREVENTION PROTOCOLS

Unless notified otherwise in writing by the Institute, all Salk personnel and third parties must continue to comply with all applicable safety measures and guidelines instituted by the Institute. This includes the Salk COVID-19 Safety Guidelines, available at: [COVID-19 Safety Guidelines - Salkland](#). The Institute will continue to monitor and determine, based on scientific data and guidance from federal, state, and local public health authorities, whether and when such protocols will be modified or eliminated. All personnel are required to read and routinely monitor the information on Salkland (available at: [COVID-19 - Salkland](#)) for important updates and new information.

FAILURE TO COMPLY OR COOPERATE WITH THIS VACCINATION POLICY

Depending upon the individual circumstances of the situation and applicable law, failure to comply or cooperate with this Vaccination Policy will result in disciplinary action, up to and including termination of employment for Salk personnel, or the termination of the contracting, volunteer or other relationship with Salk for third parties.

LIMITED EXEMPTIONS TO THE VACCINATION REQUIREMENT

Consistent with its obligations under federal and state law, and in accordance with the Institute's Reasonable Accommodation Policy, Salk provides reasonable accommodation for (1) physical or mental limitations of otherwise qualified applicants or Salk personnel with a disability to allow them to perform the essential functions of their job, and (2) sincerely held religious beliefs, practices, and observances. The law does not, however, require Salk provide an accommodation that would pose a direct threat to the individual or others in the workplace, or that would create an undue hardship for the Institute. Salk will make an individualized assessment, on a case-by-case basis, of a person's accommodation request.

Basis for Requesting an Exemption: Salk personnel may request a reasonable accommodation to the vaccination requirement for one of the following reasons:

1. The individual's health care provider certifies the individual has a contraindication recognized by the CDC or by the vaccine's manufacturer to every approved COVID-19 vaccine. A contraindication means a condition that makes vaccination inadvisable;
2. The individual requests a reasonable accommodation for a disability, medical condition or other illness or injury, and the individual's health care provider certifies that an exemption from the vaccination requirement is a reasonable accommodation for that disability, medical condition or other illness or injury; and/or
3. The individual objects to COVID-19 vaccination based on their sincerely held religious belief, practice, or observance. A request for exemption in this circumstance should clearly explain why receiving the COVID-19 vaccination would be contrary to the individual's religious beliefs.

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Requesting a Reasonable Accommodation: To request a reasonable accommodation from the vaccination requirement, by October 12, 2021, Salk personnel must:

1. Complete a copy of the appropriate request for exemption form(s):
 - a. Medical Exemption and/or Disability Accommodation Request Form, available at: [Medical Exemption Request Form - Salkland](#) (which includes a medical certification form, available at: [Health Certification Form - Salkland](#)); and
 - b. Religious Accommodation Request Form, available at: [Religious Accommodation Request Form - Salkland](#).
2. Submit the applicable form(s) to: vaccinations@salk.edu.

Review and approval process: A representative from HR will review each request for reasonable accommodation and will engage in an interactive process with the requesting individual. During the interactive process, Salk may identify reasonable accommodation(s) that are not the specific accommodation requested by the employee. Salk may also deny a request in accordance with applicable law, such as when the individual's absence from work or request would create an undue hardship on the Institute. At the conclusion of the interactive process, HR will notify the individual of Salk's decision. HR will also notify others on a "need to know basis" about an approved exemption, which includes an unvaccinated individual's immediate supervisor(s) and manager(s), and about any other approved accommodation(s) in order to ensure Salk is providing the approved accommodation and monitoring any additional safety measures that Salk requires. HR will not share the underlying reason(s) for its determination with the individual's supervisor(s) and manager(s).

Privacy and Confidentiality: Except as described in this policy, HR will maintain the confidentiality of the individual's confidential medical information (including vaccination status) and other confidential information submitted in connection with a request for accommodation. Consistent with applicable laws, HR will store the vaccination records separately from the general personnel file and protect the records from unauthorized disclosure. There are instances where HR must disclose vaccination status or COVID-19 exposure, but it does so on a "need to know basis," which may include, for example: protecting the health and safety of Salk personnel and third parties in the workplace; managing employee leave, benefits and accommodations; ensuring compliance with Institute policies; complying with contractual obligations; and meeting legal and regulatory requirements.

Salk recognizes that some personnel may feel comfortable sharing personal and confidential information about themselves with certain colleagues outside HR. Nevertheless, as a reminder, an individual's vaccination status, disability or medical condition, and/or religious beliefs are confidential and private. Salk personnel should not engage in unwelcome discussions about individuals' actual or perceived vaccination status and should not ask or speculate about another individual's vaccination status, request for accommodation, or reason(s) an accommodation request was granted or denied. If such information is shared with them for any reason, they should keep it confidential and not share it with others. Salk does not tolerate discrimination, harassment, or retaliation based upon an individual's disability, physical or mental condition, religion, request for accommodation, or any other status protected by law.



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NON-RETALIATION STATEMENT

All Salk personnel are encouraged to report any and all safety concerns to: covid19@salk.edu. Salk personnel will not be subjected to retaliation or reprisals for raising or escalating complaints about a potential violation of health and safety laws, this policy, or other safety procedures.

CONTACTS & ADDITIONAL RESOURCES

- Vaccination Questions: vaccinations@salk.edu
- COVID-19 Employee Benefits, Testing, Safety Concerns: covid19@salk.edu