

## **Influenza Vaccination Policy**

### **POLICY OVERVIEW**

To limit the spread of infectious diseases such as influenza during this unprecedented time, Keck Graduate Institute ("KGI" or "Institute") requires that all staff, faculty, and students receive an influenza vaccination ("seasonal flu shot"). This policy supports KGI's ongoing commitment to our community's safety and helps protect our faculty, staff, students, and their families from the unnecessary spread of the influenza virus.

### **POLICY**

As a condition of employment, KGI requires all faculty and staff who come to campus to perform their duties to obtain an annual influenza vaccination unless exempted from this requirement for medical, religious, or philosophical reasons. All individuals covered by this policy must provide Human Resources with proof of vaccination or be granted an exemption by November 1st each year.

### **VACCINATION ADMINISTRATION**

All Affordable Care Act-compliant medical insurance plans, including KGI's employee health plans, cover seasonal flu vaccinations at no cost to the individual. Flu vaccinations are typically available through the Student Health Services, the City of Claremont, and community pharmacies. The cost of flu shots for employees who do not have insurance, or have co-pay obligations, will be borne by KGI.

To the fullest extent possible, vaccination appointments should be scheduled at times that will least impact KGI operations (preferably at the beginning or end of the work day). Hourly employees who cannot schedule a vaccination outside of regular work hours will be granted up to four hours off with pay to obtain a vaccination. The employee's supervisor should be given advance notice to approve requests for time off, and employees must provide proof of vaccination to receive pay for their time off.

### **EXEMPTIONS**

KGI may exempt individuals from the immunization requirement for medical, religious, or philosophical reasons. Persons seeking an exemption must make a specific waiver request using a form that can be obtained from Human Resources.

- **Medical Exemption:** A medical exemption request must be supported by a certification signed by the health care provider confirming the existence of a medical contraindication and/or precautions to the vaccination requirement and returned to Human Resources. Typical medical contraindications and precautions recognized by the Center for Disease Control can be found at:



<https://www.cdc.gov/flu/professionals/acip/summary/summary-recommendations.htm>

- Religious Exemption: A religious exemption request may be granted in response to a showing by an individual that the vaccination requirement is based on sincerely held religious beliefs, practices, or observances.
- Philosophical Exemption: A philosophical exemption request may be granted as an accommodation based on an individual's personal beliefs. KGI, however, reserves the right to revoke exemptions granted for this reason as it deems necessary or appropriate.

Exemptions are granted for one year, and persons seeking exemptions must re-apply on an annual basis. Those persons granted an exemption will be notified by Human Resources.

Records will be maintained documenting vaccinations and exemptions. The Institute will treat such information as confidential, except that supervisors will be advised of the identity of persons who are required to observe the masking requirement described below.

### **MASKING OF UNVACCINATED PERSONS**

For those persons granted an exemption from the vaccination requirement, a face covering must be worn while on campus during influenza season<sup>1</sup> that has a double layer of washable, breathable fabric that helps keep the wearer from spreading potentially infected droplets into the air. The only exceptions are:

- When alone in a workspace not shared by others;
- While eating and drinking, provided that social distancing requirements are observed;
- While performing specific tasks that cannot feasibly be achieved with a face covering, this exception is limited to when these tasks are being performed.

If an individual cannot wear a face-covering due to a medical or mental health condition or disability, they must wear an effective non-restrictive alternative, such as a face shield, if their condition or disability permits it.

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<sup>1</sup> The start and end date of the influenza season is determined by the Los Angeles County Department of Public Health ("LACDPH"). According to the LACDPH influenza season in Los Angeles County runs from October to the end of March.

Effective Date: November 1, 2020  
Administrator: Human Resources  
Approval Authority: Cabinet



**COMPLIANCE**

Any employee covered by this policy who fails to comply with its requirements will be denied access to all KGI facilities during the annual influenza season and may be subject to progressive discipline, up to and including termination.

Volunteers and service providers regularly engaged to perform services on KGI's campus will also be required to show proof of vaccination. Failure to comply will result in denied access to all KGI facilities.

Temporary guests and visitors to KGI will be exempt from this policy.

An employee who returns from an extended leave during the vaccination period will be given two (2) work weeks to allow time for compliance with this policy.

**POLICY MODIFICATION**

KGI reserves the right to modify this policy at any time in its sole discretion to adapt to changing circumstances and business needs, consistent with its commitment to maintaining a safe and healthy living, learning or working environment.

**ACKNOWLEDGMENT**

I have read the above policy and understand that compliance with KGI Influenza Vaccination Policy is mandatory

\_\_\_\_\_  
Employee's Name (Print)

\_\_\_\_\_  
Employee's Signature

\_\_\_\_\_  
Date

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