



TROCAIRE COLLEGE – COVID-19 VACCINATION POLICY

COVID-19 has posed unprecedented challenges for Trocaire College (“Trocaire” or the “College”) and the entire global community. Despite these challenges, the College is committed to providing its students with an exceptional education and an outstanding educational experience in a safe and productive atmosphere. In accordance with the College’s duty to provide and maintain a space that is free from known hazards and to help prevent the unnecessary spread of infectious diseases such as COVID-19, the College has adopted this mandatory COVID-19 vaccination policy to safeguard the health of our students, faculty, staff, contractors and on-site vendors (together, “Community Members”).

Policy

Effective July 16, 2021, the College will require all Trocaire Community Members to be fully immunized against COVID-19 prior to the start of the Fall 2021 semester unless an accommodation is approved in advance. Accommodations will be made for medical or religious reasons consistent with applicable federal and state law, as further explained in this policy.

To comply with the requirements of this policy, all Community Members are required to be fully vaccinated with a COVID-19 vaccine authorized by the Food and Drug Administration for emergency use. Students, faculty and staff are required to submit proof of vaccination prior to August 30, 2021. Community Members will not be considered fully vaccinated for purposes of this policy until they have received both doses of a two-dose vaccine or a single dose of a one-dose vaccine. Those individuals requesting accommodations for medical or religious reasons should make such requests far enough in advance to allow their request to be reviewed and approved prior to August 30, 2021.

Compliance with this policy is a mandatory condition of enrollment for the 2021–22 school year, for returning to campus, and/or for accessing College facilities. Any Community Member who is not fully vaccinated prior to August 30, 2021, unless they have been approved for a medical or religious exemption in advance and agree to abide by measures intended to limit the spread of COVID-19 by unvaccinated individuals, will not be allowed to return to campus or access College facilities. The College reserves the right to modify any necessary safety measures for unvaccinated Community Members as further guidance is developed by federal and state public health authorities.

Any faculty or staff member who fails to comply with this policy may be subject to discipline, up to and including termination of employment, except where prohibited by law.

The College reserves the right to require all Community Members to present proof of COVID-19 booster shots in the event boosters are eventually recommended by federal or state public health authorities.



Applicable Procedures

Trocaire strongly urges members of its community to get vaccinated wherever they can as soon as they become eligible. It is the College's expectation that Community Members will be fully vaccinated and that students, faculty and staff will submit proof of vaccination prior to August 30, 2021.

Eligibility for COVID-19 vaccination has expanded in New York State to 12 years of age and older. All New York sites currently do not require appointments. For information on obtaining the vaccine, visit the New York State vaccine hub or call one of the following numbers: for New York State, dial (833) NYS-4-VAX (1-833-697-4829); for New York City, dial (877) VAX-4NYC (1-877-829-4692). Individuals who live out-of-state or internationally should contact their local or state authorities for information on vaccine eligibility.

After obtaining a required vaccination, each student, faculty and staff member must provide documentation of his or her vaccination status by providing a copy of a completed vaccination card. Students, faculty and staff members who receive a vaccine that requires two or more doses must submit documentation verifying the receipt of all required doses. For employees, proof of vaccination should be sent to Dr. Richard Linn, Senior Vice President at LinnR@Trocaire.edu or in his absence to Jan Peters, Chief Human Resources Officer at PetersJ@Trocaire.edu. For students, proof of vaccination should be uploaded to the portal provided by CastleBranch and managed by the Wellness Center. Individuals who are vaccinated but who have not received a vaccination card should contact one of the individuals identified in this policy for further instruction.

Community Members should not provide any medical information or genetic information as part of their proof of vaccination status. Faculty and staff members may be eligible for paid time off to be vaccinated for COVID-19. Please contact Human Resources for additional information.

Exceptions/Accommodations

The College is committed to complying with all applicable federal, state and local laws, and is committed to providing equal opportunities to individuals with disabilities and of all faiths. Consistent with this commitment, any student, faculty or staff member who seeks an exemption from this policy due to a medical disability or sincerely held religious belief must submit a request for an accommodation to Jan Peters, Chief Human Resources Officer at PetersJ@Trocaire.edu.

Requests for an accommodation should be made in writing using the form annexed to this policy. After receiving a request for an accommodation, the College will engage in a dialogue with the affected Community Member to explore potential accommodations that could resolve the conflict and allow the individual to return to campus. Accommodations may be granted where they do not cause the College undue hardship. The College reserves the right to request



documentation from licensed, practicing medical professionals or religious leadership confirming an employee's need for an accommodation where permitted by state and federal law.

Discrimination or retaliation against any Community Member for requesting an accommodation in good faith is strictly prohibited.

Confidentiality

Any information received pursuant to this policy will be held in strict confidence and will be maintained in confidential files separate from each faculty or staff member's personnel file, and separate from each student's official college records.

Additional Health and Safety Protocols

Trocaire will continue to follow CDC and state guidelines, as well as monitor the conditions at the College, with regard to requiring face masks, physical distancing, hand hygiene, and adherence to other COVID-19 protocols. Any updates in these procedures will be communicated promptly. College officials are hopeful that the Trocaire community will lead the way in achieving vaccination benchmarks in order to provide a safe and healthy atmosphere for all Community Members.

Implementation

The College reserves the right to modify or amend this policy at any time as law and guidance continue to develop and evolve. To the extent this policy is inconsistent with applicable federal or state laws or guidance, the controlling law and/or guidance will prevail and supersede this policy to the extent of any such inconsistency.

All Community Members will be promptly notified of any substantive modifications to this policy.

TROCAIRE COLLEGE

REQUEST FOR EXEMPTION FROM TROCAIRE COLLEGE COVID-19 VACCINATION POLICY

Purpose: Trocaire College is committed to complying with all laws protecting individuals with disabilities or medical conditions. When requested, Trocaire College will provide an exemption/reasonable accommodation for any known medical condition or disability of a qualified individual which prevents the employee from receiving a COVID-19 vaccine, provided the requested accommodation is reasonable and does not create an undue hardship for Trocaire College and/or pose a direct threat to the health or safety of others in the workplace or to the requesting employee.

The College will also accommodate an individual's sincerely held religious beliefs where doing so will not cause an undue hardship or pose a direct threat to the health or safety of others in the workplace or the requesting employee.

Procedure: Members of the Trocaire College community—students, faculty, and staff—who believe they may be entitled to an exemption from the College's mandatory COVID-19 vaccination policy must complete this exemption request form and submit the form to Janet Peters, Chief Human Resources Officer, at petersj@trocaire.edu. Forms must be submitted in time to receive a response by the start of classes on August 30, 2021.

Religious Exemptions:

A written, signed statement from the individual stating their sincere and genuine religious belief which prohibits immunization.

Medical Exemptions:

A signed/stamped written certificate from a licensed physician, nurse practitioner, or physician assistant that the immunization is medically contraindicated or otherwise detrimental to the individual's health.

I do not wish to receive these vaccinations for the following reasons [check one]:

Religious (letter attached) **Medical (medical documentation attached)**

I understand that in the case of a vaccine-preventable disease outbreak to which I am likely not immune, at the discretion of the college administration and under the guidance of the New York State Department of Health, I may be temporarily excluded from classes, off-site clinical experiences or the entire College campus. This action would be taken not only to protect my health, but to reduce the risk to the community of further spread of the illness through me.

Name: _____ DOB: ____/____/____

Signature: _____