

## **Employee COVID-19 Vaccination/Screening Policy-Frequently Asked Questions**

### **Q: Why is the University requiring unvaccinated employees to undergo weekly COVID-19 testing?**

A: The purpose of the University's [policy](#) is to require all EMU employees to be fully vaccinated against COVID-19 or, alternatively, to undergo weekly COVID-19 testing. This policy is designed to comply with the [Emergency Temporary Standard](#) (ETS) on Vaccination and Testing issued by the U.S. Occupational Safety and Health Administration (OSHA) and to mitigate the spread and impact of COVID-19.

Vaccination is a vital tool to reduce the presence and severity of COVID-19 cases in the workplace, in communities, and in the nation as a whole. Vaccines are free, safe, and effective. The University often hosts vaccine clinics on campus. In the absence of vaccination, testing is vital to quickly identify and isolate cases of COVID-19, thereby mitigating the spread and impact of the virus.

### **Q: How do I submit proof of vaccination?**

A: Upon receiving any COVID-19 vaccination shot (including a booster), employees must promptly [report their vaccination](#) to the University. Acceptable proof of vaccination status is:

- a. The record of immunization from a health care provider or pharmacy;
- b. A copy of the COVID-19 Vaccination Record Card;
- c. A copy of medical records documenting the vaccination;
- d. A copy of immunization records from a public health, state, or tribal immunization information system; or
- e. A copy of any other official documentation that contains the type of vaccine administered, date(s) of administration, and the name of the health care professional(s) or clinic site(s) administering the vaccine(s).

### **Q: I am vaccinated against COVID-19. Why did I receive an email telling me that I must undergo weekly testing?**

A: If an employee is fully vaccinated against COVID-19, they must upload their vaccination information – including a copy of their CDC vaccination card – into the [University's self-managed database](#), which is confidential, secure, separate from an

employee's personnel file, and accessible only by authorized individuals. Any employee who received an email requiring them to undergo weekly COVID-19 testing has likely failed to complete this process. [Here are instructions](#) for how to complete this process.

**Q: Does an employee need to receive a COVID-19 booster shot to be fully vaccinated and avoid weekly testing?**

A: At this time, COVID-19 booster shots are not required to be considered "fully vaccinated." We expect, however, that will change and that the University will soon require employees to receive a booster shot to be considered fully vaccinated and avoid mandatory weekly testing.

The University urges employees to receive booster shots as soon as they are eligible and to report that information – including a copy of their CDC vaccination card – to the [University's self-managed database](#), which is confidential, secure, separate from an employee's personnel file, and accessible only by authorized individuals. [Here are instructions](#) for how to complete this process.

**Q: I am going on vacation. Will I still need to be tested?**

A: Unvaccinated employees who will be on approved vacation leave for at least one week or five (5) consecutive business days need not be tested while on vacation. Such employees, however, must be tested within seven (7) calendar days after their return-to-work date.

**Q: If I need an accommodation from vaccination due to medical necessity or sincerely held religious belief, what should I do?**

A: Employees who are unvaccinated, regardless of the reason, are required to participate in the weekly testing regimen. No documentation is necessary, and no additional steps are required other than following the testing protocol as otherwise required.

**Q: I am an unvaccinated faculty member who is not teaching over the summer. Will I be required to undergo weekly testing if I am unvaccinated?**

A: No. If you are on a semester break lasting seven (7) or more calendar days, and will not be performing work duties on behalf of the University, you are not required to undergo weekly testing during your break.

**Q: Do unvaccinated employees who are on approved leave (FMLA, Sabbatical, etc.) need to undergo weekly testing during the course of their leave?**

A: If the approved leave is for seven (7) or more calendar days, testing is not required during the course of the leave. Unvaccinated employees returning from leave must be tested within seven (7) calendar days after their return-to-work date.

**Q: May an employee complete their weekly testing regimen during work hours?**

A: In collaboration with their supervisors, employees who are required to be tested may complete their weekly testing regimen at the **on-campus** Testing Center during work hours. The [Testing Center](#) has flexible hours to accommodate various work schedules. Employees who choose to test off-campus, or who are otherwise unable to test on campus, must test on their own time. The University will not provide “additional” leave time for testing.

**Q: May an employee complete their COVID-19 test off-campus, or must they use the on-campus Testing Center?**

A: Employees may choose to complete their weekly testing regimen at the on-campus Testing Center (which has flexible hours to accommodate various work schedules) or off-campus at a health care office, pharmacy, etc. Employees who complete their testing off-campus must [upload](#) their test results each week into the University’s database. [Here are instructions](#) for uploading weekly test results. At-home test results are not accepted.

**Q: Is there a distinction in terms of “Testing” once per week and “Submitting Results” of testing once per week to University Telehealth?**

A. The intention of the Policy and the ETS is that employees who are not fully vaccinated will need to submit proof of a negative test of a type permitted by the Policy once every seven (7) days. Employees who opt to undergo testing that must be submitted to a laboratory for results analysis should be mindful of this and plan their testing accordingly so that results may be submitted at least once every seven (7) calendar days.

**Q: If an employee tests off-campus, will EMU reimburse the employee for the cost of the test?**

A: No. Employees may test at the on-campus Testing Center for free. The [Testing Center](#) has flexible hours to accommodate various work schedules. Employees who choose to test off-campus are required to pay for their own testing and must [upload](#) their test results each week. [Here are instructions](#) for uploading weekly test results that are received from an off-campus facility. At-home testing is not allowed.

**Q: Am I entitled to paid time off to obtain my vaccination dose(s)?**

A: The University will provide up to 4 hours of paid time off, per dose of an approved COVID-19 vaccine (not including boosters) for employees who obtain vaccination dose(s) *after* the date upon which the University's Vaccination Policy is issued. Unfortunately there is no retroactivity.

**Q: How do I use paid time off for obtaining my vaccination dose(s)?**

A: Employees wishing to utilize up to four (4) hours of paid time off for the specific purpose of receiving a vaccination dose **MUST** do all of the following:

- Notify their Supervisor with reasonable advance notice of their planned time off to obtain their vaccination dose;
- Appropriately code the paid time off for vaccination purposes on their timesheets utilizing the code VPTO (Vaccine Paid Time Off); and
- [Submit](#) appropriate proof of vaccination upon completion of their final dose to substantiate the absence and confirm vaccination status.

**Q: What time off is available to me if I receive a vaccination dose and suffer side effects?**

A: Employees who suffer adverse effects from a vaccine dose may utilize otherwise available time off to recover. Depending on the employee's classification and governing Collective Bargaining Agreement (if applicable), this may include vacation, sick, compensatory time, or other alternatives. Employees may take up to two (2) days of such time off for the purpose of recovering from such side effects.

**Q: If an employee has tested positive for COVID-19 are they still required to submit test results on a weekly basis?**

A: At this time, employees who have a positive test result, or who have been diagnosed with COVID-19 by a licensed healthcare provider, as verified by University Telehealth will be exempted from the requirement to submit to weekly testing for a period not to exceed 90 days following the date of their positive test or diagnosis. The applicability of this exception must be approved by Telehealth based on proof of prior positivity or diagnosis.

**Q: Who should an employee contact if they have questions or believe they are not required to undergo weekly testing?**

A: Employees may email questions related to testing to the University's Telehealth Clinic at [EMU\\_Telehealth@emich.edu](mailto:EMU_Telehealth@emich.edu). Questions related to the overall policy should may be emailed to [Chief\\_HR\\_Officer@emich.edu](mailto:Chief_HR_Officer@emich.edu) .