

Southeastern Baptist Theological Seminary COVID-19 Vaccination, Testing, and Face Covering Policy

Purpose:

Southeastern Baptist Theological Seminary (SEBTS) encourages all employees to receive a COVID-19 vaccination to protect themselves and other employees. However, should an employee choose not to be vaccinated, this policy's sections on testing and face coverings will apply. This policy complies with OSHA's Emergency Temporary Standard on Vaccination and Testing (29 CFR 1910.501).

Scope:

This COVID-19 Policy on vaccination, testing, and face covering use applies to all SEBTS employees, except for employees who do not report to a workplace where other individuals (such as coworkers or students) are present, employees while working from home, and employees who work exclusively outdoors.

All employees are encouraged to be fully vaccinated. Employees are considered fully vaccinated two weeks after completing primary vaccination with a COVID-19 vaccine with, if applicable, at least the minimum recommended interval between doses. For example, this includes two weeks after a second dose in a two-dose series, such as the Pfizer or Moderna vaccines, two weeks after a single-dose vaccine, such as Johnson & Johnson's vaccine, or two weeks after the second dose of any combination of two doses of different COVID-19 vaccines as part of one primary vaccination series. Employees who are not fully vaccinated will be required to provide proof of weekly COVID-19 testing and wear a face covering at the workplace.

All employees are required to report their vaccination status and, if vaccinated, provide proof of vaccination. Employees must provide truthful and accurate information about their COVID-19 vaccination status, and, if not fully vaccinated, their testing results. Employees not in compliance with this policy will be subject to discipline.

Employees may request an exception from vaccination requirements (if applicable) if the vaccine is medically contraindicated for them or a medical necessity requires a delay in vaccination. Employees also may be legally entitled to a reasonable accommodation if they cannot be vaccinated and/or wear a face covering (as otherwise required by this policy) because of a disability, or if the provisions in this policy for vaccination, and/or testing for COVID-19, and/or wearing a face covering conflict with a sincerely held religious belief, practice, or observance. Requests for exceptions and reasonable accommodations must be initiated by written request to the Human Resources Department. All such requests will be handled in accordance with applicable laws and regulations.

Procedures:

Overview and General Information

Vaccination

Any SEBTS employee that chooses to be vaccinated against COVID-19 must be fully vaccinated no later than February 9, 2022. Any employee not fully vaccinated by February 9, 2022, will be subject to the regular testing and face covering requirements of the policy.

- To be fully vaccinated by February 9, 2022, an employee must meet the recommended timing of the two-dose Pfizer or Moderna vaccines or the single dose of the Johnson & Johnson vaccine.
- Employees will be considered fully vaccinated two weeks after receiving the requisite number of doses of a COVID-19 vaccine as stated above. An employee will be considered partially vaccinated if they have received only one dose of a two-dose vaccine.

Employees may schedule vaccinations through multiple sites around the Raleigh-Durham area or where they reside. Employees can consult the website of their county health department for vaccination locations.

Testing and Face Coverings

All employees who are not fully vaccinated as of February 9, 2022, will be required to undergo regular COVID-19 testing and wear a face covering when in the workplace. Policies and procedures for testing and face coverings are described in the relevant sections of this policy.

Vaccination Status and Acceptable Forms of Proof of Vaccination

Vaccinated Employees

All vaccinated employees are required to provide proof of COVID-19 vaccination, regardless of where they received vaccination. Proof of vaccination status can be submitted via [SEBTS COVID-19 Vaccination Form](#).

Acceptable proof of vaccination status is:

1. The record of immunization from a health care provider or pharmacy;
2. A copy of the COVID-19 Vaccination Record Card;
3. A copy of medical records documenting the vaccination;
4. A copy of immunization records from a public health, state, or tribal immunization information system; or
5. 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).

Proof of vaccination generally should include the employee's name, the type of vaccine administered, the date(s) of administration, and the name of the health care professional(s) or clinic site(s) that administered the vaccine. In some cases, state immunization records may not include one or more of these data fields, such as clinic site; in those circumstances SEBTS will still accept the state immunization record as acceptable proof of vaccination.

If an employee is unable to produce one of these acceptable forms of proof of vaccination, despite attempts to do so (e.g., by trying to contact the vaccine administrator or state health department), the employee can provide a signed and dated statement attesting to their vaccination status (fully vaccinated or partially vaccinated); attesting that they have lost and are otherwise unable to produce one of the other forms of acceptable proof; and including the following language:

“I declare (or certify, verify, or state) that this statement about my vaccination status is true and accurate. I understand that knowingly providing false information regarding my vaccination status on this form may subject me to criminal penalties.”

An employee who attests to their vaccination status in this way should to the best of their recollection, include in their attestation the type of vaccine administered, the date(s) of administration, and the name of the health care professional(s) or clinic site(s) administering the vaccine.

All Employees

All employees, both vaccinated and unvaccinated, must inform SEBTS of their vaccination status. The following table outlines the requirements for submitting vaccination status documentation.

Vaccination Status	Instructions	Deadline(s)
Employees who are fully vaccinated.	Submit proof of vaccination that indicates full vaccination.	February 9, 2022
Employees who are partially vaccinated (i.e., one dose of a two dose vaccine series).	Submit proof of vaccination that indicates when the first dose of vaccination was received, followed by proof of the second dose when it is obtained.	February 9, 2022
Employees who are not vaccinated.	Submit a statement that you are unvaccinated but are planning to receive a vaccination by the deadline.	February 9, 2022
	Submit a statement that you are unvaccinated and not planning to receive a vaccination.	February 9, 2022

Supporting COVID-19 Vaccination

An employee may take up to four hours of scheduled work time per dose to travel to the vaccination site, receive a vaccination, and return to work. This would mean a maximum of eight hours of scheduled work time for employees receiving two doses. If an employee spends less time getting the vaccine, only the necessary amount of scheduled work time will be granted. Employees who take longer than four hours to get the vaccine must send their supervisor an email documenting the reason for the additional time (e.g., they may need to travel long distances to get the vaccine). Any additional time will go against an employee’s accrued sick leave or be taken without pay. If an employee is vaccinated outside of their normal scheduled work time they will not be compensated.

Employees may utilize up to two days of sick leave immediately following each dose if they have side effects from the COVID-19 vaccination that prevent them from working. Employees who have no sick leave will be granted up to two days of additional sick leave immediately following each dose if necessary.

Employee Notification of COVID-19 and Removal from the Workplace

SEBTS requires employees to promptly notify the Human Resources Office and the Dean of Students Office when they have tested positive for COVID-19 or have been diagnosed with COVID-19 by a licensed healthcare provider. The Dean of Students Office will determine when the employee is able to return to campus based on information provided by the employee.

Medical Removal from the Workplace

SEBTS has also implemented a policy for keeping COVID-19 positive employees away from campus in certain circumstances. SEBTS will immediately send home an employee from campus if they have received a positive COVID-19 test or have been diagnosed with COVID-19 by a licensed healthcare provider. The employee may work remotely while isolated or quarantined if their job allows for remote work and they are feeling well enough to work.

SEBTS maintains return to work criteria and other COVID related safety policies at <https://www.aroundsoutheastern.com/index.php/covid/>.

COVID-19 Testing

All employees who are not fully vaccinated will be required to comply with this policy for testing.

Employees who report to campus at least once every seven days:

- (A) must be tested for COVID-19 at least once every seven days; and
- (B) must provide documentation of the most recent COVID-19 test result to the Human Resources Office no later than the seventh day following the date on which the employee last provided a test result.

Any employee who does not report to campus during a period of seven or more days (e.g., if they were teleworking for two weeks prior to reporting to campus):

- (A) must be tested for COVID-19 within seven days prior to returning to campus; and
- (B) must provide documentation of that test result to the Human Resources Office upon return to campus.

If an employee does not provide documentation of a COVID-19 test result as required by this policy, they will be removed from campus until they provide a test result. Time missed due to failure to provide proper documentation will be without pay.

Employees who have received a positive COVID-19 test or have been diagnosed with COVID-19 by a licensed healthcare provider, are not required to undergo COVID-19 testing for 90 days following the date of their positive test or diagnosis.

Face Coverings

SEBTS will require all employees who are not fully vaccinated to wear a face covering. Face coverings must: (i) completely cover the nose and mouth; (ii) be made with two or more layers of a breathable fabric that is tightly woven (i.e., fabrics that do not let light pass through when held up to a light source); (iii) be secured to the head with ties, ear loops, or elastic bands that go behind the head. If gaiters are worn, they should have two layers of fabric or be folded to make two layers; (iv) fit snugly over the nose,

mouth, and chin with no large gaps on the outside of the face; and (v) be a solid piece of material without slits, exhalation valves, visible holes, punctures, or other openings. Acceptable face coverings include clear face coverings or cloth face coverings with a clear plastic panel that, despite the non-cloth material allow light to pass through, otherwise meet these criteria and which may be used to facilitate communication with people who are deaf or hard-of-hearing or others who need to see a speaker's mouth or facial expressions to understand speech or sign language respectively.

Employees who are not fully vaccinated must wear face coverings over the nose and mouth when indoors and when occupying a vehicle with another person for work purposes. Policies and procedures for face coverings will be implemented, along with the other provisions required by OSHA's COVID-19 Vaccination and Testing ETS, as part of a multi-layered infection control approach for unvaccinated workers.

The following are exceptions to SEBTS's requirements for face coverings:

1. When an employee is alone in a room with floor to ceiling walls and a closed door.
2. For a limited time, while an employee is eating or drinking at the workplace or for identification purposes in compliance with safety and security requirements.
3. When an employee is wearing a respirator or facemask.
4. Where SEBTS has determined that the use of face coverings is infeasible or creates a greater hazard (e.g., when it is important to see the employee's mouth for reasons related to their job duties, when the work requires the use of the employee's uncovered mouth, or when the use of a face covering presents a risk of serious injury or death to the employee).

New Hires:

All new employees are required to comply with the vaccination, testing, and face covering requirements outlined in this policy as soon as practicable and as a condition of employment. Potential candidates for employment will be notified of the requirements of this policy prior to the start of employment via Greenshades onboarding.

Confidentiality and Privacy:

All medical information collected from individuals, including vaccination information, test results, and any other information obtained as a result of testing, will be treated in accordance with applicable laws and policies on confidentiality and privacy.

Questions:

Please direct any questions regarding this policy to Human Resources.