



INTERIM COVID VACCINE POLICY

No: SAAP 10-13

Date: December 6, 2021

Authority: Executive Order 14042
Wis. Stat. 36.115
Wis. Stat. 36.09(1)(a), (f), and (L), 36.11(1)(a) and (c)
Wis. Stat. 101.11
UW System Board of Regents Policy 23-2
UWM Policy on the Creation of University Policies (SAAP 0-1)

Initiator: Chancellor

Responsible Party: Associate Vice Chancellor for Human Resources

I. Purpose

On September 9, 2021, the President of the United States signed [Executive Order 14042](#), Ensuring Adequate COVID Safety Protocols for Federal Contractors. This Executive Order stated all United States Government Executive departments and entities shall ensure that all contracts and contract-like instruments shall incorporate a clause requiring all contractors and subcontractors to comply with all guidance for contractor or subcontractor workplace locations published by the Safer Federal Workforce Task Force (“Task Force”). On September 24, 2021, the Task Force published a document entitled COVID-19 Workplace Safety: Guidance for Federal Contractors and Subcontractors. This guidance established workplace vaccination and other COVID safety requirements which are incorporated into this policy. On an ongoing basis, UWM meets the definition of a federal contractor workplace for purposes of the Order.

This policy is intended to establish reasonable workplace expectations for UWM employees as it relates to the Order.

II. Related Policies

This policy adds additional requirements to existing COVID-19-related health and safety requirements contained in [SAAP 10-12, Interim COVID-Related Health & Safety Policy](#). To the extent the face covering or physical distancing requirements in SAAP 10-12 are relaxed or repealed, the face covering and physical distancing guidelines in this policy remain the minimum requirements for face coverings and physical distancing on university property or for university activities.

III. Scope

This policy applies to all UWM employees, including: Faculty, Academic Staff, University Staff, Limited Appointees, Employees-In-Training, Graduate Assistants (Teaching Assistants, Research Assistants and Program Assistants), Temporary Employees, and Student Employees. Remote workers, part-time and full-time, are included in this policy as they may come into contact with other employees or be recalled to the worksite at any time.

IV. Definitions

Vaccine: A vaccination against COVID-19 that has been approved for use in the United States of America by the US Food and Drug Administration (FDA) through either a full approval process or an Emergency Use Authorization, or a vaccine that has been listed for emergency use by the World Health Organization.

Vaccination/Vaccinated: To have a vaccine fully administered to one's person in the dosage, manner, and frequency indicated in the FDA approval for said vaccine, by an individual qualified and authorized to administer that vaccine as determined by the FDA and/or the Center for Disease Control.

Fully Vaccinated: An individual is considered fully vaccinated for COVID-19 two weeks after they have received the second dose in a two-dose series, or two weeks after they have received a single-dose vaccine. For the initial Order deadline of January 18, 2022, this means that individuals must have received all qualifying vaccines no later than January 4, 2022.

Proof of Vaccination: Acceptable proof of vaccination includes: a copy of the record of immunization from a health care provider or pharmacy, a copy of the COVID-19 Vaccination Record Card (CDC Form MLS-319813_r, published on September 3, 2020), a copy of medical records documenting the vaccination, a copy of immunization records from a public health or State immunization information system, or a copy of any other official documentation verifying vaccination with information on the vaccine name, date(s) of administration, and the name of health care professional or clinic site administering vaccine. This proof may be submitted though a paper or digital copy of any of the listed documents.

V. Policy

A. Vaccines

1. All UWM employees must be vaccinated against SARS-CoV-2, the virus that causes COVID-19, unless legally entitled to an accommodation.
2. COVID-19 Vaccines are available at no cost, and by federal rule are available to all people living in the United States regardless of insurance or immigration status. COVID-19 vaccine providers are prohibited from charging recipients for a COVID-19 vaccination. They are permitted to seek reimbursement from

insurance providers but cannot charge vaccine recipients for the balance of any bill.

3. All employees must be fully vaccinated by January 18, 2022. Fully vaccinated under this policy includes all individuals who have received, no later than January 4, 2022 (“Deadline Date”):
 - a. Two (2) doses in a 2-dose vaccine series, such as the Pfizer or Moderna vaccines; or
 - b. One (1) dose in a single-dose vaccine, such as Johnson & Johnson’s Janssen vaccine.
4. Hourly employees should work with their supervisors if time away from the worksite is required during normal working hours for the purpose of obtaining a COVID-19 vaccination. Supervisors shall release employees, if necessary, for up to three hours, including travel time, to comply with this vaccination requirement. For hourly employees, this must be during their normal work hours. Salaried employees may be vaccinated either during their normal work hours or at other times; they will not receive additional compensation for the time spent getting vaccinated.
5. Suffering side effects from a COVID-19 vaccination is a permitted use of sick leave. No separate leave pool is available for this purpose.
6. Any employee on an approved leave of absence must have uploaded evidence of vaccination or have an approved vaccination exemption to return from the absence. Once the approved timeframe of the absence expires, those who are unvaccinated or do not have an approved vaccination exemption become subject to discipline, up to and including termination.
7. All employees who start work on or after January 4, 2022, must have received all doses in a qualifying vaccine series no later than their first day of employment, except where an accommodation has been approved.
8. All employees must provide proof of vaccination by uploading such proof to (link) within the timelines established in this policy for current or new employees. Proof of vaccination should be handled by Human Resources staff and should be treated as a confidential medical record.

B. Masking

1. All individuals, including UWM employees, contractors, and visitors, must correctly and consistently wear masks and exercise physical distancing consistent with current CDC Guidance for Institutions of Higher Education and/or any interim guidance published by the CDC. This rule applies in any UWM work site but does not apply to an approved remote worksite that is also the employee’s principal residence.
2. As of the date of policy publication, CDC Guidance for Institutions of Higher Education provides: “For IHEs where **not everyone is fully vaccinated** [including

students], CDC recommends universal masking indoors in public for all persons who are unvaccinated regardless of level of community transmission and universal masking indoors in public for all persons (fully vaccinated and not fully vaccinated) in areas of substantial or high transmission.”

C. Physical Distancing

1. All individuals, including UWM employees, contractors, and visitors, should exercise physical distancing consistent with current CDC Guidance for Institutions of Higher Education where practicable.
2. Consistent with CDC guidelines, units can, but are not required to, promote physical distancing by:
 - a. Hosting virtual-only activities, events, and gatherings (of all sizes).
 - b. Holding activities, events, and gatherings outdoors in areas that can accommodate physical distancing, when possible.
 - c. Spacing out or blocking off rows, chairs, and/or table seating positions in communal use shared spaces (such as classrooms, dining halls, locker rooms, laboratory facilities, libraries, student centers, and lecture rooms).
 - d. Limiting occupancy and requiring mask use by all people, including drivers, on campus buses/shuttles or other vehicles. Alternate or block off rows and increase ventilation (i.e., open windows if possible).

D. Accommodations

1. For purposes of either disability or religious accommodations:
 - a. The presence of an individual infected with COVID-19 in the workplace poses a direct threat to the health or safety of others, and
 - b. Only those COVID-19 tests identified by the FDA as safe and accurate are acceptable for use in instances where an employee is required to submit COVID-19 test results as part of an accommodation. As of November 2021, this excludes antibody and at-home COVID-19 tests.
 - c. Requests for accommodations under this policy **must be submitted no later than December 17, 2021**, for consideration prior to the vaccination deadline date.
2. Accommodation based on disability
 - a. A disability accommodation involving either the vaccination requirement contained in this policy, or any other COVID-19 safety protocol shall be processed in accordance with local institution medical and disability accommodation procedures.

3. Accommodations based on a sincerely held religious belief
 - a. A religious accommodation request involving either the vaccination requirement contained in this policy, or any other COVID-19 safety protocol shall utilize Form A- Religious Accommodation.
 - b. Religious Accommodations involving the requirements of this policy require the approval of the Human Resources Office, in consultation with the UWM Office of Legal Affairs, as necessary.

E. Enforcement

1. The failure to comply with this policy by an employee shall constitute a work rule violation and will be subject to discipline, up to and including termination of employment. Any employee who has not been fully vaccinated by the Deadline Date, shall be subject to discipline, unless granted an accommodation under the procedures of this policy.