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|  | Title: COVID-19 Vaccination Procedure For Policy #POL-809 For NWIC employees | Procedure # PRO-809 |
| Prepared By: | Preparer's Title Darcilynn Bob/Human Resources Director | Date Prepared: 09/27/2021 |
| Approved By: | Administrative Team | Date Approved: 09/29/2021 |
| Effective Date: 09/29/2021 | College President's Signature  | Date Approved: 09/29/2021 |

809.1 PURPOSE

The COVID-19 Vaccination Procedure to be read in conjunction with COVID-19 Vaccination Policy 809 and the Lummi Nation COVID-19 Vaccination Mandate, requires all employees to be fully vaccinated by October 18, 2021 or the first date of hire. In accordance with NWIC's duty to provide and maintain a campus that is free of known hazards, we adopted a policy and procedure to safeguard the health of NWIC employees and students.

809.2 BACKGROUND

On July 7, 2021 NWIC passed its COVID-19 Vaccination Policy 809 and it requires all employees and students to be fully vaccinated. In addition, on August 18, 2021 Lummi Nation passed a COVID-19 Vaccination Mandate which requires all employees of LIBC and its entities to be fully vaccinated.

Employees and or students may qualify for a medical or religious exemption from the COVID-19 vaccination mandate.

Fully vaccinated means two weeks after their second dose in a 2-dose series, such as the Pfizer or Moderna vaccines, or two weeks after a single-dose vaccine, such as Johnson & Johnson's Janssen vaccine, in accordance to the Center of Disease and Control (CDC).

809.3 SCOPE

The COVID-19 Vaccination Procedure is intended to provide a step-by-step process for NWIC employees to ensure they comply with the COVID-19 Vaccination Policy 809 and Lummi Nation COVID-19 Mandate until further notice.

Employees hired after October 18, 2021 must submit proof of vaccination before their first date of work or any new hire employee that wishes to file an exemption request must submit three business days prior to their start date.

809.4 RESPONSIBILITY

Hiring supervisors and Human Resources share a responsibility to comply with the COVID-19 Vaccine Mandate for NWIC employees. The Human Resources Director is responsible for the intake of vaccination status and will be the final reviewer of any exemption requests. The Human Resources department will be the record keeper for employees' COVID-19 vaccination records.

809.5 PROCEDURE

Step 1:

In accordance with Policy 809, employees have 2 (two) options under this procedure to maintain compliance.

Option 1: COVID-19 Vaccination: Provide Proof of COVID-19 Vaccination and documentation to HumanResources@nwic.edu

All new hires must have their proof of COVID-19 Vaccination submitted prior to their first day of work and include the following:

- a.) The type of vaccine administered
- b.) The date(s) of administration.
- c.) The name of the health care professional or clinic site administering the vaccine.

If a new hire employee is unable to be fully vaccinated prior to their start date they will be required to submit proof of a negative COVID-19 test before reporting to work, at least three days prior to their start date. If free testing is unavailable NWIC will pick up the COVID-19 test cost expense.

Acceptable tests include: PCR test

NWIC staff/students may schedule a test at: [testdirectly.com\LTHC](https://testdirectly.com/LTHC)

Employees must certify that the documentation they are submitting is true and correct. Employees found to have provided false documentation will be subject to termination of employment.

Option 2: Request of Exemption COVID-19 Vaccination: Complete Medical or Religious Exemption forms and e-mail to HumanResources@nwic.edu

1. Medical Exemption

- a. Read, complete the medical Exemption form, date and sign.
- b. Primary health care provider certifies that you should not be vaccinated for COVID-19 (Section 2 of the Medical Exemption Covid-19 Vaccination form.
- c. Send complete packet to HumanResources@nwic.edu

2. File for Religious Exception

- a. Read, complete the Religious Exemption COVID-19 form, date and sign.
- b. Explain in your own words why you are requesting this religious exemption.
- c. Describe the religious principles that guide your objection to the COVID-19 vaccine.
- d. Send complete packet to HumanResources@nwic.edu

Step 2: Human Resources Director Review of Proof of Vaccination documentation and or Review of Exemption Request.

Filing an Exemption to the COVID-19 Vaccination Process:

1. Human Resources will make every attempt to ensure that the Exemption Status Review is completed within 5 business days from the date received. However, extensions will be granted by the President for reasonable or unforeseen circumstances (as determined by President) may extend the process.
2. New hires/employees wishing to have this process completed sooner may request in writing in addition to submitting their Exemption Request by e-mail.
3. The Human Resources Director will consult with our attorney on retainer, if needed.

Human Resources Director will review the Medical Exemption Request as follows:

- a. Ensure the Medical Exemption for COVID-19 Vaccination is completed, signed and dated.
- b. Ensure Section 2 is completed, signed and dated by a Healthcare Provider.
- c. Review Section 2 to ensure it states there exists a medical reason for granting the exemption.

Human Resources Director will review the Religious Exemption Request as follows:

- a. Ensure the Religious Exemption COVID-19 Vaccination is completed, signed and dated.
- b. Ensure Question 1 and Question 2 is completed.
- c. Review and ensure that the information provided establishes that employee's motivation is religious and not social, political, or economic philosophy.

Step 3: Human Resources Director will notify the employee and supervisor if the Exemption is granted or denied in writing within 5 business days of receiving.

Step 4: If denied for medical or religious exemption by the Human Resources Director, the decision is final and it is not eligible to file a grievance under the NWIC Human Resources Personnel Policy Manual Section 14- Corrective Action and Progressive Discipline/Grievance Procedure. However, employees may re-submit a request if they have new information to be added to their request for a second review. Their second request must be submitted to HumanResources@nwic.edu within 5 business days of the employer determination.

The employee is required to provide the Human Resources Director verification of their vaccination scheduled appointments within 5 business days.

The NWIC employee will be subject to weekly testing until they're considered fully vaccinated at no cost to them.

If an employee is approved for an Exemption Request, they will be required to do the following:

1. Subject to weekly COVID-19 testing.
2. Wear N-95 mask while on campus (in doors and outside).
3. Adhere to NWIC Campus Safe Operations Procedure 603.
4. Inform supervisor anytime traveling and requests for annual leave and develop a travel plan upon return to the workplace. In accordance to Traveling of the NWIC Campus Safe Operations Procedure 603.

Employees that fail to comply with the safety measures will be subject to corrective action up to including discharge of employment in accordance to the NWIC HR Personnel Policy Manual Section 14 Corrective Action.

Related Documents:

NWIC Campus Safe Operations Procedure 603

NWIC COVID-19 Vaccination Policy 809

Lummi Nation COVID-19 Mandate August 18, 2021

NWIC Human Resources Personnel Policy Manual

Section 9 Working Environment (workplace safety)

Section 12 Holidays and Leaves (disability and accommodations)

Section 14 Corrective Action and Progressive Discipline/Grievance Procedure