

Influenza Vaccination Policy

POLICY OVERVIEW

To limit the spread of infectious diseases such as influenza Keck Graduate Institute ("KGI" or "Institute") requires that all staff, faculty, and students receive an influenza vaccination ("seasonal flu shot"). This policy supports KGI's ongoing commitment to our community's safety and helps protect our faculty, staff, students, and their families from the unnecessary spread of the influenza virus.

POLICY

As a condition of employment, KGI requires all faculty and staff who come to campus to perform their duties to obtain an annual influenza vaccination unless exempted from this requirement for medical, religious, or philosophical reasons. All individuals covered by this policy must provide Human Resources with proof of vaccination or be granted an exemption by October 31 each year.

VACCINATION ADMINISTRATION

All Affordable Care Act-compliant medical insurance plans, including KGI's employee health plans, cover seasonal flu vaccinations at no cost to the individual. Flu vaccinations are typically available through the City of Claremont and community pharmacies. The cost of flu shots for employees who do not have insurance, or have co-pay obligations, will be borne by KGI.

To the fullest extent possible, vaccination appointments should be scheduled at times that will least impact KGI operations (preferably at the beginning or end of the workday). Hourly employees who cannot schedule a vaccination outside of regular work hours will be granted up to four hours off with pay to obtain a vaccination. The employee's supervisor should be given advance notice to approve requests for time off, and employees must provide proof of vaccination to receive pay for their time off.

EXEMPTIONS

KGI may exempt individuals from the immunization requirement for medical, religious, or philosophical reasons. Persons seeking an exemption must make a specific waiver request using a form that can be obtained from Human Resources.

- **Medical Exemption:** A medical exemption request must be supported by a certification signed by the health care provider confirming the existence of a medical contraindication and/or precautions to the vaccination requirement and returned to Human Resources. Typical medical contraindications and precautions



recognized by the Center for Disease Control can be found at:

<https://www.cdc.gov/flu/professionals/acip/summary/summary-recommendations.htm>

- Religious Exemption: A religious exemption request may be granted in response to a showing by an individual that the vaccination requirement is based on sincerely held religious beliefs, practices, or observances.
- Philosophical Exemption: A philosophical exemption request may be granted as an accommodation based on an individual's personal beliefs. KGI, however, reserves the right to revoke exemptions granted for this reason as it deems necessary or appropriate.

Exemptions are granted for one year, and persons seeking exemptions must re-apply on an annual basis. Those persons granted an exemption will be notified by Human Resources.

Records will be maintained documenting vaccinations and exemptions. The Institute will treat such information as confidential.

COMPLIANCE

Any employee covered by this policy who fails to comply with its requirements will be denied access to all KGI facilities during the annual influenza season and may be subject to discipline, up to and including termination.

Volunteers and service providers regularly engaged to perform services on KGI's campus will also be required to show proof of vaccination. Failure to comply will result in denied access to all KGI facilities.

Temporary guests and visitors to KGI will be exempt from this policy.

An employee who returns from an extended leave during the vaccination period will be given two (2) work weeks to allow time for compliance with this policy.

POLICY MODIFICATION

KGI reserves the right to modify this policy at any time in its sole discretion to adapt to changing circumstances and business needs, consistent with its commitment to maintaining a safe and healthy living, learning, or working environment.

Effective Date: November 1, 2020

Updated: September 7, 2023

Administrator: Human Resources

Approval Authority: Cabinet

A Member of The Claremont Colleges



ACKNOWLEDGMENT

I have read the above policy and understand that compliance with KGI's Influenza Vaccination Policy is mandatory

Employee's Name (Print)

Employee's Signature

Date

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