

 VILLANOVA UNIVERSITY	Title: COVID-19 Vaccination Requirement for Faculty and Staff	
	University Division/Department: Human Resources	
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I. PURPOSE

Villanova University is committed to supporting our students, faculty and staff during this pandemic and expects everyone to put *Community First* by following the CARITAS Commitment—the Villanova pledge to keep our community healthy and safe and to help mitigate the spread of COVID-19. This policy is intended to comply with all federal, state and local laws. It is based upon guidance provided by the Centers for Disease Control and Prevention (CDC) and public health and licensing authorities, as applicable.

II. SCOPE

This policy applies to all members of the on-campus Villanova community, including but not limited to faculty and staff.

III. DEFINITIONS

- “Fully vaccinated” refers to an individual who has received all recommended doses of an FDA approved COVID-19 vaccine or a COVID-19 vaccine granted Emergency Use Authorization by the FDA. According to the CDC, a person is fully vaccinated 2 weeks after their second dose in a 2-dose series, such as the Pfizer or Moderna vaccines, or 2 weeks after a single-dose vaccine, such as Johnson & Johnson’s Janssen vaccine.

IV. POLICY STATEMENT

To allow for the vibrant on-campus experience that has made Villanova flourish for the past 179 years, all students, faculty and staff are required to be fully vaccinated against COVID-19 by August 1, 2021, unless an exemption is granted in accordance with this policy. Any employee hired after June 15, 2021, must be fully vaccinated within six (6) weeks of their date of hire and follow appropriate mitigation efforts as required until they are fully vaccinated. Adherence to the vaccination requirement is a matter of health and safety for our campus community, and therefore is a condition of employment.

V. PROCEDURE

A. Vaccine Administration

Faculty and staff are responsible for scheduling and obtaining all recommended doses of an FDA approved COVID-19 vaccine or a COVID-19 vaccine granted Emergency Use Authorization by the FDA. Faculty and staff may get the vaccine during their regularly scheduled work hours contingent upon supervisor approval to minimize business interruptions. Villanova faculty and staff who are approved to take time off for COVID-19 vaccinations will be paid for appropriate time taken to get the vaccine.

Additional provisions for international faculty and staff who are unable to meet the vaccination requirement in advance of August 1, 2021, will be addressed as needed. All requests for such provisions should be directed to HRCOVIDRequests@villanova.edu.

B. Proof of Vaccination

All students, faculty and staff will be required to upload their COVID-19 vaccination documentation to the electronic health record system, as outlined on the COVID-19 Campus

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Information website, by August 1, 2021, for employees hired on or before June 15, 2021. Any employee hired after June 15, 2021, must be upload their vaccination documentation within six (6) weeks from their date of hire. All vaccination documentation will be kept confidential and stored separately from employees' personnel files.

C. Accommodations

Accommodations may be requested for medical (including pregnancy) and religious reasons. All employee accommodation requests must be made directly through the Office of Human Resources, using the appropriate forms and documentation required for the specific exemption requested. Forms are available at on the [COVID-19 Campus Information](#) website. Faculty and Staff must attest on all forms that the information provided is complete and accurate to the best of their knowledge, and that they understand any intentional misrepresentation made in their exemption requests may result in corrective action, up to and including termination. A request for an exemption will not be granted if doing so is (i) unreasonable, (ii) creates an undue hardship on the University, or (iii) poses a direct threat to the safety of the employee or others in the workplace.

D. Mitigation Efforts

Continued COVID-19 mitigation measures shall remain in place as needed to ensure the safety of our community. These mitigation measures may include, but are not limited to: wearing masks, surveillance testing, daily symptom certification, and quarantine/isolation. Faculty and staff that receive an accommodation to the vaccination requirement will be required to comply with all COVID-19 testing and other preventive requirements deemed necessary based on the nature of their work. Faculty and staff that are not fully vaccinated will be responsible for understanding current measures and adhering to the University's requirements. Appropriate mitigation measures will remain required for these faculty and staff members until they become fully vaccinated or unless additional directives are issued by the University President. Any employee that is required, but fails, to comply with the mitigation measures deemed necessary may be subject to corrective action up to and including termination.

E. Community Health and Safety Responsibility

Any faculty or staff member, regardless of vaccination status, that knowingly reports to or remains at work with a confirmed or suspected diagnosis of COVID-19, may be subject to corrective action up to and including termination.

F. Policy Modification

Because public health guidelines and business and industry best practices regarding COVID-19 and COVID-19 vaccines are changing rapidly as new information becomes available, Villanova University reserves the right to modify this policy and the respective procedures 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 workplace.

VI. RELATED INFORMATION/FORMS

- [COVID-19 Campus Information](#)
- [COVID-19 Immunization Medical Accommodation Form](#)
- [COVID-19 Immunization Religious Accommodation Form](#)

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VII. HISTORY

Last Revision Date: July 7, 2021

VIII. RESPONSIBLE UNIVERSITY DIVISION/ DEPARTMENT

Any questions regarding this policy or requests for an exemption form should be addressed to:

Raymond Duffy
 Associate Vice President, Human Resources, Affirmative Action Officer
 800 Lancaster Avenue,
 Villanova, PA 19085
 (610) 519-5135
raymond.duffy@villanova.edu

IX. RESPONSIBLE ADMINISTRATIVE OVERSIGHT

Office of Human Resources
 789 Lancaster Avenue, Suite #260
 Villanova, PA 19085
 610-519-7900
hr@villanova.edu