



# PACIFIC OAKS COLLEGE Student Policy

<b>TITLE:</b>	COVID-19 Student Vaccination Requirement
<b>APPROVAL DATE:</b>	September 10, 2021
<b>EFFECTIVE DATE:</b>	November 1, 2021
<b>SCOPE:</b>	College-wide
<b>ORIGIN:</b>	Office of the President

## **System Office Review (if applicable)**

Office of the General Council (review and approval, September 8, 2021)

## **PACIFIC OAKS COLLEGE Approval**

Executive Cabinet/PACIFIC OAKS COLLEGE President: September 10, 2021

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## **COVID-19 Student Vaccination Requirement Policy**

### **Policy Summary**

This policy is intended to minimize outbreaks of COVID-19 among the Pacific Oaks College (POC) community; to prevent or reduce the risk of transmission of COVID-19 at POC campuses and POC-sponsored events; and to promote the public health of the community consistent with federal, state, and local efforts to stem the pandemic.

This policy is subject to amendment, especially as the COVID-19 landscape continues to change and vaccination protocols continue to evolve. If a federal, state, or local governing public health agency imposes a requirement that conflicts with this policy, the applicable public health mandate shall govern and be implemented. Please refer to the Student Handbook, or student gateway website for the most current version of this policy.

The COVID-19 Student Vaccination Requirement policy details the COVID-19 Student Vaccination Requirements for students at Pacific Oaks College. All students who access a POC campus or attend a POC-sponsored event will be required to be fully vaccinated for COVID-19, with limited exemptions (detailed below).

Individuals must comply with this policy by November 1, 2021. For students starting or returning to campus after November 1, the deadline is the first date of instruction for the term when they first enroll or return to campus.

All students of the Pasadena or San Jose campus locations are subject to one of the three requirements outlined below. To access the POC Pasadena or San Jose campus locations or POC-sponsored events, all students of the Pasadena or San Jose Campus must either:

1. Obtain, at a minimum, the first dose of an approved two-dose COVID vaccine series or an approved single-dose COVID-19 vaccine as defined in this policy by Monday, September 27, 2021 and provide proof of full vaccination as defined in this policy by November 1, 2021, or

2. Undergo testing for COVID-19 at least weekly, unless and until they establish they have been fully vaccinated per this policy; or
3. Undergo testing for COVID-19 at least weekly if they have been granted an exemption. As of November 1<sup>st</sup>, the only unvaccinated individuals that will be permitted on the Pasadena or San Jose campus locations will be those who have been granted a medical or religious exemption as defined in this policy AND who undergo testing for COVID-19 at least weekly.

In addition to this policy, all students are required to comply with any additional safety requirements outlined in the Pasadena/San Jose Student Return To Campus Plans, the most current version of which is posted on the POC Community Site.

## **Submitting Proof of Vaccination**

All POC students are subject to POC's COVID-19 Student Vaccination Requirement policy. To comply with this policy, all students will need to submit proof of vaccination or have an approved exemption on the timeline(s) specified above.

See POC's COVID-19 Student Vaccination Requirement policy "Definitions of Key Terms" section for more detail on what vaccines and documentation will satisfy this requirement.

All records and information submitted to demonstrate compliance with this policy shall be considered confidential information, will be maintained separately from a student's educational record, and will only be accessible to POC personnel who have a business need to access the information.

### **Reporting Procedure for New and Continuing Students:**

1. Students must submit proof of vaccination using the proof of vaccine link found on the Community Site homepage. This allows them to enter their vaccine information and then upload their documentation of proof.
2. Proof of vaccination will be reviewed within one (1) week of submission. Students will be informed if their proof of vaccination was approved or rejected.
  - a. Records will be reviewed by POC Staff. Reasons for rejection might include a blurry or unclear image, wrong image, and/or a falsified record. In the event a student's proof of vaccination is rejected, the student will be informed of the reason(s) for rejection and given additional opportunities to upload acceptable proof, if necessary.
  - b. After November 1, 2021, students whose submission is rejected will be unable to access campus until such time as additional proof is submitted and accepted. Any consequences related to being unable to access campus during this period will be the responsibility of the student.
3. Proof of vaccination will be maintained in a confidential manner, separate from each student's main educational record. Access will be limited.

## **Exemptions**

All students are subject to POC's COVID-19 Student Vaccination Requirement unless they qualify for an exemption. All students seeking an exemption must submit the required documentation prior to the November 1, 2021 deadline.

There are three types of exemptions:

1. **Medical Exemption:** Students may be exempted from the COVID-19 Student Vaccination Requirement if they have medical contraindications, precautions, or other medical conditions/disabilities for which a licensed healthcare provider certifies that the individual is unable to receive the vaccine. Medical contraindications or precautions to COVID-19 vaccination are those that are recognized by the U.S. Centers for Disease Control and Prevention. Contraindications and precautions are a condition that may increase the risk for a serious adverse reaction to the vaccine, may cause diagnostic confusion if the vaccine is administered, or may compromise the ability of the vaccine to produce immunity.

To Request a Medical Exemption:

Students: A licensed medical provider must complete the COVID 19 Vaccination Requirement Medical Exemption Request for Students form found at <https://community.pacificoaks.edu/home/Pages/COVID-19-Resource-Center.aspx>. Your exemption request must be submitted using the appropriate links for exemptions found on that site.

2. **Religious Exemption:** Students may be exempted from the COVID-19 Vaccine Requirement if the vaccination conflicts with their sincerely held religious beliefs, practices, or observances. A general philosophical or moral objection to vaccination shall not suffice as the basis for exemption on religious grounds.

To Request a Religious Exemption:

A religious exemption requires a signed written statement describing the reason for the exemption and must include the following:

1. A thorough explanation of the reason for your exemption request in your own words.
2. A detailed description of the sincerely held religious belief, practice or observance that guides your objection.
3. An indication of whether this religious belief constitutes an objection to all immunizations or only the COVID-19 vaccination; if it is not an objection to all immunizations, you must explain the religious basis for not receiving this immunization.
4. AND a signed written statement from your ecclesiastical or religious leader affirming your statement (as stated on the Religious Exemption Form).

Students: Links to the Religious Exemption Request form and to submit are found at <https://community.pacificoaks.edu/home/Pages/COVID-19-Resource-Center.aspx>.

3. **Online Study Exemption:**

Students and/or graduates may be exempt if their complete course of study is a fully online degree program, and they have no physical presence on campus and do not attend any POC -sponsored event.

Fully online students are not permitted to access a campus or POC -sponsored event unless they are fully vaccinated. Any consequences related to being unable to access a campus or POC -sponsored event during this period will be the responsibility of the student.

Remote/Fully-Online students must submit the completed online acknowledgement by visiting: <https://community.pacificoaks.edu/home/Pages/COVID-19-Resource-Center.aspx>, selecting the link for Exemption Requests, and identifying a Remote/Online exemption type in the dropdown found on the Exemption Submission form. By submitting the Online/Remote exemption request, students are acknowledging they will not access physical Pacific Oaks College facilities. Online/Remote students wishing to visit physical Pacific Oaks facilities are required to show proof of vaccination status or request a medical/religious exemption.

## Accountability and Violations

Students who fail to comply with POC's COVID protocols, vaccine requirement in this policy, or any other safety measures contained in the applicable Pasadena/San Jose Return to Campus Plans will be subject to discipline, up to and including dismissal from educational programs. Students who submit falsified vaccination records will be subject to discipline, up to and including dismissal from educational programs. Students who receive an exemption from the COVID-19 Student Vaccination Requirement policy will be notified of and required to strictly comply with POC's testing protocols (where applicable) and safety protocols which may change from time to time as circumstances and guidance from local, state, and federal public health officials dictate.

Students who are not eligible for an exemption from vaccination requirements for the reasons stated in this policy and who refuse to comply with this requirement should contact Student Support to explore whether options exist to allow them to continue their educational program. Such requests will be considered on a case-by-case basis.

Following the stated deadline, students unable to return to their program or access a POC location due to not being fully vaccinated will be subject to the consequences of unexcused absences as stated in their course syllabi up to and including failing their course(s) and/or being withdrawn due to non-attendance.

POC prohibits all forms of retaliation against any Students who may seek an exemption from this policy.

## Definitions of Key Terms

Fully Vaccinated	<p>A person is considered "fully vaccinated" when two weeks have passed since they completed a COVID-19 Vaccine series (for example, 1 dose of the Janssen/J&amp;J vaccine, or 2 doses within no more than 12 weeks of the Moderna or Pfizer/BioNTech (Comirnaty).</p> <p>POC anticipates that the Center for Disease Control CDC may update the definition of Fully Vaccinated once booster shots are available and, to continue to be classified as fully vaccinated, employees and students will be required to obtain the booster shot and to provide proof of vaccination. Employees and students will be notified of the deadline for compliance once additional information about boosters is available.</p> <p>A COVID-19 Vaccine satisfies the requirements of this policy if the U.S. Food and Drug Administration (FDA) has authorized use of the specific COVID-19 Vaccine, including approval through an Emergency Use Authorization as indicated on the FDA website: <a href="#">License or an Emergency Use Authorization</a> (EUA) or the World Health Organization has approved <a href="#">Emergency Use Listing</a> (EUL).</p>
Proof of Vaccination	<p>Acceptable proof that an individual is fully vaccinated against COVID-19 includes:</p> <ul style="list-style-type: none"><li>• A paper or electronic copy of a CDC COVID-19 vaccination card</li><li>• A medical record issued by a licensed health care provider indicating vaccine name and dates of administration.</li></ul> <p>Proof of full vaccination against COVID-19 must legibly show:</p> <ol style="list-style-type: none"><li>1. Name of the individual vaccinated</li><li>2. Date of birth of the individual vaccinated</li></ol>

	<p>3. The manufacturer of the vaccine</p> <p>4. The date(s) on which the vaccine was administered</p>
Students	<p>POC students, including students on practicum, internship, or completing any academic or degree requirement in any POC educational program, except for students:</p> <ul style="list-style-type: none"> <li>○ Whose complete course of study is entirely online degree program, and/or</li> <li>○ Who are fully remote and who have no physical presence on campus and do not attend any POC -sponsored event, and/or</li> </ul>
PACIFIC OAKS COLLEGE Campus Locations	<p>Pacific Oaks College Pasadena or Pacific Oaks College Branch Campus, San Jose</p>
PACIFIC OAKS COLLEGE-sponsored Event	<p>Any POC event (e.g., commencement, residency, in-person meeting or activity) that takes place at a location outside of a POC campus.</p>