

American International College

COVID-19 Vaccination Policy

I. Purpose:

American International College (“College”) has an ongoing commitment to promote the safety and wellbeing of its community, to ensure conformity with recommendations, regulations, and statutes of the Commonwealth of Massachusetts (“Commonwealth”) and other regulatory bodies, and to provide a workplace that is free from known hazards. This policy is intended to offer additional safeguards for employees and students, in limiting the spread of COVID-19 and complying with the Occupational Safety Health Administration’s (OSHA) requirements to provide a workplace that is free from recognized hazards. Additionally, the COVID-19 Vaccination Policy complies with other Federal and State requirements under Title VII, the Americans with Disabilities Act (ADA), Massachusetts Department of Public Health (MA DPH), the Equal Employment Opportunity Commission (EEOC), and the recommendations of the Centers for Disease Control (CDC).

II. Scope:

This Policy applies to American International College employees and others, as specifically designated.

III. Defined Terms:

ADA – For the purpose of this policy, the Americans with Disabilities Act may apply to those employees with a covered disability or health condition in lieu of, or in addition to, the policies contained herein. Employees who are unable to be vaccinated, due to a disability or underlying health condition, and who are requesting reasonable accommodations due to the ADA should contact the Director of Human Resources to discuss their options. Not all positions are amenable to telework as a reasonable accommodation and each request will be individually reviewed. Supervisors may not adjudicate ADA requests and/or grant any request for accommodations.

Employee – For the purpose of this policy, employees include full and part-time employees, volunteers, and agency-based temporary employees. Student workers are covered under separate policies in the student handbook.

Forward Facing- The EEOC has provided guidance which describes employer-based mandatory vaccination programs as permissible when applied to forward facing employees, which is interpreted by the College as meeting one or more of the following:

- Close student contact as a regular part of the employee's role.
- Face to face interaction within the classroom environment.
- An on-campus presence requirement, involving buildings normally occupied by students.
- Presence in an office that is frequented by students, visitors, or other community members.

- A role that requires regular presence at community (internal or external) events.
- Employees whose role requires them to work in close proximity and/or shared office space with other employees

Religious Exemption – Title VII requires employers to accommodate religious beliefs, practices, and observances if the beliefs are “sincerely held” and the reasonable accommodation poses no undue hardship on the employer. Objections to vaccines, along with any necessary accommodations, made under the auspices of a religious belief will be reviewed individually with the employee asserting the exemption by human resources.

Vaccination – For purposes of this policy, a vaccination includes any type of preventative inoculation, injectable, or otherwise similar substance, which has been either approved for general use through the FDA or through an emergency use authorization. Only those that are approved for such use are acceptable under the terms of this policy and for purposes of COVID-19 prevention. Booster(s) and or future immunizations for COVID-19 are also covered by this policy.

IV. General Policy Statement:

It is the Policy of American International College that our community is firmly rooted in the on-campus experience, that instruction and service of/to our students is best conducted in-person, and that our mode of operations must meet the expectations of our students for a safe on-campus experience. As an employer, we also have a legal obligation to conform to the safety protocols and workplace standards as published by the CDC, OSHA, and the Commonwealth. Vaccinations, along with other protective measures and safe hygiene practices, are a significant step towards reducing known hazards.

Therefore, as our post-pandemic plans include classes and on-campus services that will fully resume in a face-to-face modality, all employees will be required to be vaccinated for COVID-19 immunity as recommended by the EEOC, unless such exceptions are covered by the ADA or a religious exemption. This requirement includes, but is not limited to, any future booster or updated vaccine immunization for the purposes of COVID-19. Fully vaccinated employees are required to provide proof of vaccination by uploading a picture of your vaccination card to <https://aic.medicatconnect.com/home.aspx>. Fully vaccinated means two weeks after the second dose of a two-dose vaccine or two weeks after a one-dose vaccine. Flu vaccines are also highly recommended, but not required for employees at this time.

All new hires will be expected to adhere to this policy, on or before their first date of employment and then ongoing as required. The College, depending on the nature of the work being performed, may also require non-employees, who are paid directly by the College as an independent contractor, consultant, or 1099 worker to be immunized as a part of their contract or written scope of work.

V. Exemptions and Accommodations

Employees who cannot be vaccinated, due to an ADA covered health condition or because of a religious exemption, must speak with the Director of Human Resources to determine what accommodations may be available for their particular role. Additionally, specific documentation may be required for each exemption request as follows:

ADA- In cases of ADA accommodation requests, employees must provide healthcare documentation and an ADA Accommodation Request Form to the Director of Human Resources. This request formally initiates the interactive process under the ADA and may require additional documentation from the Office of Human Resources to properly adjudicate the accommodations process.

Religious Exemption- Employees must complete the Religious Exemption Request Form located on the Human Resources page of myAIC and submit that information to the Director of Human Resources for review. Additional information, up to and allowed by law, may be requested by the Office of Human Resources during the review and approval process.

As we are required by law to seek safe and effective means to curb the transmission of COVID-19 and provide a hazard free workplace, the College may impose reasonable restrictions on ADA and religious exempted employees who are not vaccinated. Restrictions will be based on the specific role and may include modifying campus access, reassignment to alternative locations or duties, and/or requiring other protective measures (i.e. mask wearing and social distancing).

As AIC has mandated all employees to be vaccinated, employees with approved exemptions are required by this policy to continue social distancing measures, mask-wearing, and all other recommendations by the Commonwealth of Massachusetts and/or the CDC. Employees are individually responsible for complying with all individual mandates, and/or testing requirements assigned by the College. Failure to follow required directives by the College, which were established to help ensure the safety and well-being of our entire campus, may result in disciplinary action up to and including termination of employment.

VI. Contact:

Questions regarding this Policy should be directed to:

Director of Human Resources

Lee Hall

PH: 413-654-1479

debra.rico@aic.edu