**I. Policy Information**

**Policy Title:** UIS Employee COVID-19 Vaccination Policy   
**Policy Owner:** Office of the Chancellor  
**Responsible Official:** Associate Chancellor for Public Affairs   
**Approved by:** Chancellor  
**Date Approved:** 06.14.2022  
**Effective Date:** 06.14.2022  
**Targeted Review Date:** 12/31/2022  
**Contact:** [covid19@uis.edu](mailto:covid19@uis.edu)

## II. Scope

This Policy applies to all UIS faculty, staff, volunteers and long-term guests working on the UIS campus or in UIS off-campus facilities, except those who have an approved religious or medical exemption or alternate work arrangement.

## III. Definitions

“Fully vaccinated” – Two weeks past the initial series of vaccines (i.e., after the second dose of Pfizer or Moderna or 3rd dose if immunocompromised) or the single dose of Johnson & Johnson (2nd dose if immunocompromised).

“Long-term guests” include non-UIS employees assigned to office space on the UIS campus or at a UIS facility and will be expected to comply with this policy. The employer is responsible for ensuring its employees adhere to all UIS policies, including all COVID-19 health and safety policies and guidelines. This includes granting exemptions, overseeing testing compliance and being able to verify an exempted employee’s compliance if asked by a UIS official. The UIS office responsible for the contract with these non-UIS agencies or employees should reach out to [covid19@uis.edu](mailto:covid19@uis.edu) to discuss compliance.

## IV. Purpose

The purpose of the Policy is to outline the university-specific expectations for being fully vaccinated against the COVID-19 virus.

## V. Background

The University of Illinois Springfield maintains an unwavering commitment to academic excellence and the health and safety of our students, faculty and staff. The COVID-19 vaccine has been a system and university requirement for all students, faculty, staff and long-term guests since August 2021 in an effort to prioritize the health and safety of the university community.

## VI. Statement of Policy

## All UIS faculty, staff, volunteers and long-term guests who work on the UIS campus or in off-campus UIS facilities must be fully vaccinated. New hires must be fully vaccinated and show proof thereof, or proof that they have begun the vaccination process, to Human Resources prior to their first scheduled day of work.

## VII. Exemption Procedures

## Medical and religious exemption requests will be considered and processed through the UIS Access and Equity Office ([aeo@uis.edu](mailto:aeo@uis.edu)). Requests for exemptions must be submitted no later than seven (7) calendar days after receiving the job offer.

* Medical: If a medical exemption is requested, the individual must complete the [UIS COVID-19 Vaccination Medical Exemption Request Form](https://www.uis.edu/aeo/wp-content/uploads/sites/10/2021/07/UIS-COVID-19-Vaccination-Medical-Exemption-Request-Form-For-Employees-FINAL-7-26-21.pdf) and provide documentation of medical reasons, date the circumstances requiring the exemption are expected to end (if applicable) and their physician’s signature. Exemption requests must be completed and signed by a primary care provider not associated with UIS.
* Religious: If an exemption based on religious grounds is requested, the individual must complete the [UIS COVID-19 Vaccination Religious Exemption Request Form](https://www.uis.edu/aeo/wp-content/uploads/sites/10/2021/07/UIS-Religious-Exemption-Employee-FINAL-7-27-21.pdf20%0d).

Employees who are not fully vaccinated and have permission to be on campus as part of an exemption or alternate work arrangement must follow directives for testing, face-coverings, and other mitigations issued by the university.

**VIII. Noncompliance**

Failure to comply with this Policy may result in disciplinary action up to and including dismissal.